

Academic Assessment Monitoring Program (AAMP)

2025



OKLAHOMA
Education



Purpose

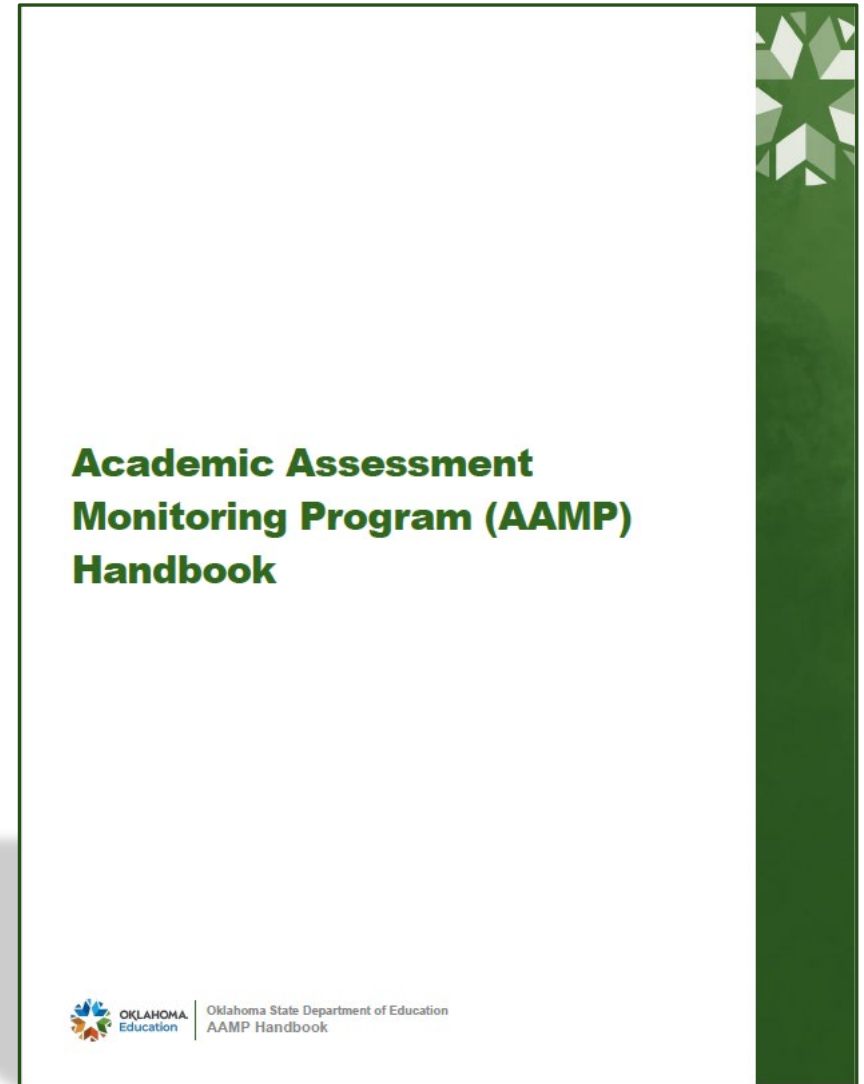
- To meet federal requirements, Oklahoma's AAMP evaluates school districts' implementation of both federal- and state-required academic assessments.
- All public-school districts will be monitored **at least** once during the established five-year cycle.
- An electronic version of the current monitoring cycle is updated on an annual basis and posted to the [Test Security and Assessment Monitoring](#) page.
 - The Desk and On-site Monitoring Checklists have been revised.
 - All monitoring types require districts to submit information contained in the desk monitoring checklist.

ACT

- The ACT is considered part of the Oklahoma School Testing Program (OSTP). As such, all security and training procedures apply to ACT administrations, including:
 - Training TAs/TPs using the OSDE Canvas Modules
 - Including ACT sessions on the Official Schedule of Testing
 - Completing TPOLs for all ACT sessions

AAMP Handbook

- Located at the Test Security & Monitoring Webpage
 - [Test Security & Assessment Monitoring](#)
- Designed to help districts prepare for the AAMP.
- Aligned to the Desk Monitoring Checklist.
- Examples are included.



AAMP Canvas Course

AAMP Monitoring Desk/Onsite

- Enrollment into the CANVAS course is located at:
<https://osdeconnect.instructure.com/enroll/LBWADJ>
- Sites being Desk and On-site monitored will enroll in the course to submit needed documentation.
- Only one person (DTC) per district need to enroll.
- No more mailing flash drives!



Monitoring

- Two Types of Documentation:
 - District/Site provided documentation
 - Items 1 – 12
 - State collected documentation
 - Items 13 – 17



District and Site Provided Documentation

Training Items 1 & 2

Item 1 – Training

- Provide evidence of training for Building Test Coordinators, Test Administrators, and Test Proctors.
 - BTCs trained by either their OSDE-trained DTC or via the OSDE-provided DTC Assessment Administration and Technology training
 - Certificates of training from TA/TP modules
 - Completed and signed [Test Proctor Observation Logs](#) for all testing sessions

Item 2 – Testing Schedule

- Provide the site [Official Schedule of Testing](#).
 - Schedule must include all testing sessions, including make-up sessions.
 - CCRA is due Tuesday, March 18th (onsite)
 - OSTP is due Tuesday, April 8th (onsite)
 - Follow the link for all required forms and schedule template:
<https://oklahoma.onlinehelp.cognia.org/forms/>.

Upload to Canvas



Start Assignment

2. Official Schedule of Testing

Due Jun 16 by 11:59pm **Points** 0 **Submitting** a file upload **File Types** xlsx and xls
Available Feb 19 at 12am - Oct 1 at 11:59pm

Below is a link to the Template for the **Official Schedule of Testing**. Please complete the Excel sheet with your district's schedule for all OSTP and CCRA testing, including ACT sessions, for the 24/25 school year and upload an **Excel** version of your schedule(s) below.

[Official Schedule of Testing template](#) ➞

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[Official Schedule of Testing template](#) 

File Upload

Studio

Upload a file, or choose a file you've already uploaded.

Choose File

No file chosen

[+ Add Another File](#)

Comments...

Cancel

Submit Assignment



District and Site Provided Documentation

Security Items 3 & 4

Item 3 – Test Security

- Provide a **detailed**, written plan describing how security of the test materials is maintained at your district/building(s) and during test sessions.
- Include specific procedures to maintain the security of test booklets, test tickets, answer documents, and access codes prior to, during, and after testing sessions.

Item 4 – Test Security

- Provide a detailed, written plan for the transfer of secure testing documents to and from an Alternate Site of Instruction (e.g., hospital, juvenile detention center, etc.). **This is required, even if your district did not use an alternate testing site.**

District and Site Provided Documentation

Administration Procedure Items 5 - 12

Items 5 – 8

- Calculator Policy
- Emergency Plan
- Accommodations
- Additional Time



5. Calculator Policy Plan

Available until Oct 1 at 11:59pm | Due Jun 16 at 11:59pm



6. Emergencies

Available until Oct 1 at 11:59pm | Due Jun 16 at 11:59pm



7. Accommodations

Available until Oct 1 at 11:59pm | Due Jun 16 at 11:59pm



8. Unaccommodated Students

Available until Oct 1 at 11:59pm | Due Jun 16 at 11:59pm

Items 9 & 10

- Invalidations/Breaches
- Irregularities



9. Security Breaches

Available until Oct 1 at 11:59pm | Due Jun 16 at 11:59pm



10. Test Irregularities

Available until Oct 1 at 11:59pm | Due Jun 16 at 11:59pm

Items 11 & 12

- Emergency Accommodations
- Nonstandard Accommodations



11. Emergency Accommodations

Available until Oct 1 at 11:59pm | Due Jun 16 at 11:59pm



12. Nonstandard Accommodations

Available until Oct 1 at 11:59pm | Due Jun 16 at 11:59pm

State Collected Documentation

Items 13 - 19

Line Items 13-17

State Collected Documentation The OSDE will complete steps 13 – 19. Please keep a copy for district records and in case they are requested.	COMPLETE	MEETS CRITERIA	DOES NOT MEET CRITERIA
13. District Test Coordinator (DTC) attended the OSDE-provided DTC Assessment Administration and Technology training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. District and Building Security forms and TA Security forms completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Test Security forms and seating charts completed and returned to ACT (HS Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. All test booklets and materials accounted for from current administration. (Missing test books reported to the OSDE by the testing vendor).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Students receiving accommodations must have valid IEPs, 504 plans, or ELAPs for the current school year. OSTP-approved accommodations must be documented on the IEP, 504 plan, or ELPA, and must be routinely utilized in the classroom. OSDE will review IEPs through EdPlan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Items 18 & 19

- Document Submission
- Document Verification

<p>18. Monitoring documentation received at SDE by June 16, 2025. Failure to submit documentation by this date may result in an automatic non-compliance status.</p> <p>Date Received by SDE: <input type="text"/></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>19. SDE verification of documentation complete.</p> <p>Reviewer: <input type="text"/> Date Completed: <input type="text"/></p> <p>Designation: <input type="text" value="Compliant"/></p> <p>Verified Checklist Completion: <input type="text"/> Date: <input type="text"/></p>			

The Office of Assessments is here to help!

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THANK YOU!!!!