

Overview of Oregon’s Extended Assessment Web Training Components

Teachers and test administrators can access all of the materials at the web site: <http://or.k12test.com>. In the opening screen, you must first register as a new user (click on ‘**Register**’). You will be presented a screen in which you need to enter your email address to receive confirmation and can then begin the registration process.

Thank you for starting the registration process for Oregon Extended Assessment!

Please go to the confirmation link below, so we know that you've received this email. Just click the link if it's click-able, otherwise copy and paste it into your web browser.

Confirmation Link:

http://or.k12test.com/teachers/register.php?email=testuser@uoregon.edu&confirmation_key=298ceac77d42d621dcc925d8bbcf70

Thanks again,
- The Extended Assessment team

When you click on the link above (or paste it into your web browser), you can register by entering the appropriate information.

The registration form is divided into three main sections:

- Account Information:** Includes a pre-filled email address: **Email: testuser@uoregon.edu**. Below it are two input fields: **Pick a Password:** and **Retype Password:**.
- Personal Information:** Includes input fields for **First Name:**, **Last Name:**, **Phone:**, **Street Address:**, **City:**, **State:** (with a dropdown menu currently showing 'Other'), and **Zip:**.
- District and School Information:** Includes a dropdown menu for **Your District:** with the text 'Click to Select' and a dropdown arrow. Below it is another dropdown menu for **Your School:** with the text '(Selectable once you pick a District)'.

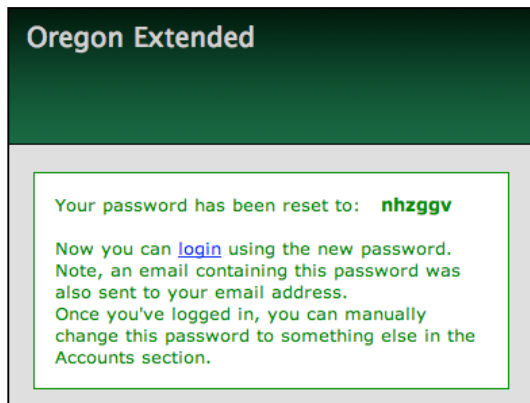
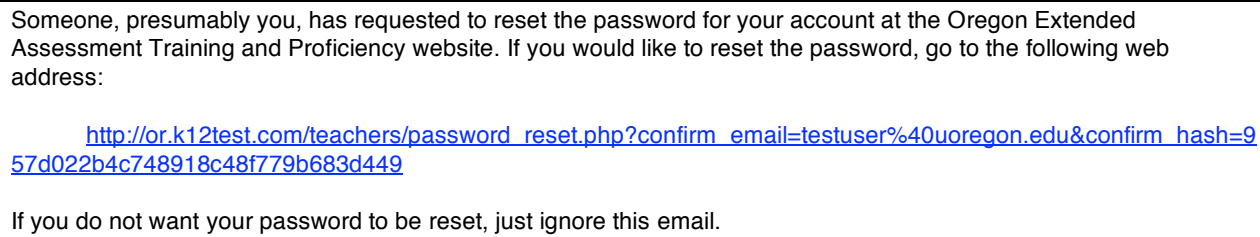
You will receive a confirmation with all the information you entered and then you may log in. You might want to print this page and retain it for future reference.

Registration is critical as all contact information is used to monitor levels of security. Furthermore, this registration information is used to assist teachers and test administrators when they are having difficulty accessing the web site or in sending them protocols.



After this first time registration (in which you will have submitted a password) you can log in by entering an email address and this password (N.B. even though your email address may change, it is critical that you use this initial email address to log in).

If you forget your password, click the ‘**Reset Password**’ link on the home page. You will be emailed the following message.

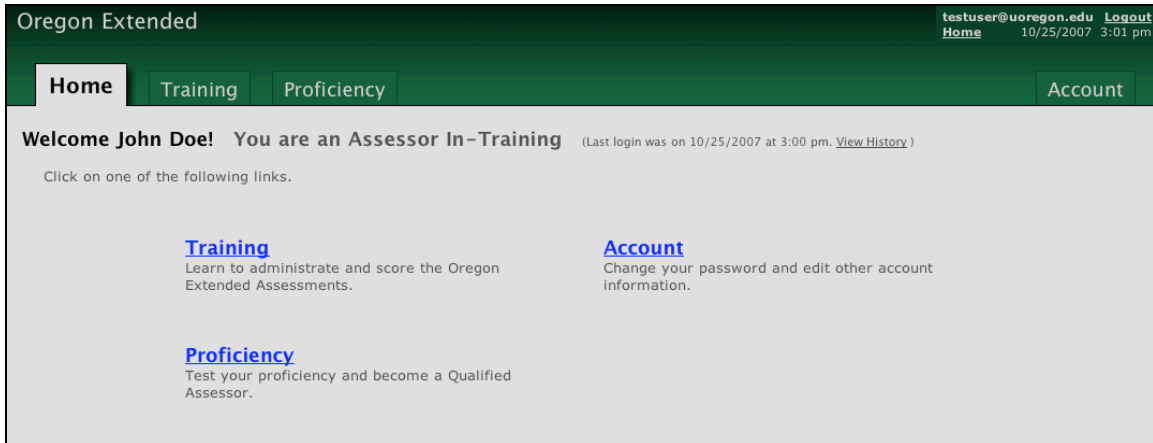


You then need to go to your email where you will be given a new password that will be a random sequence of letters.

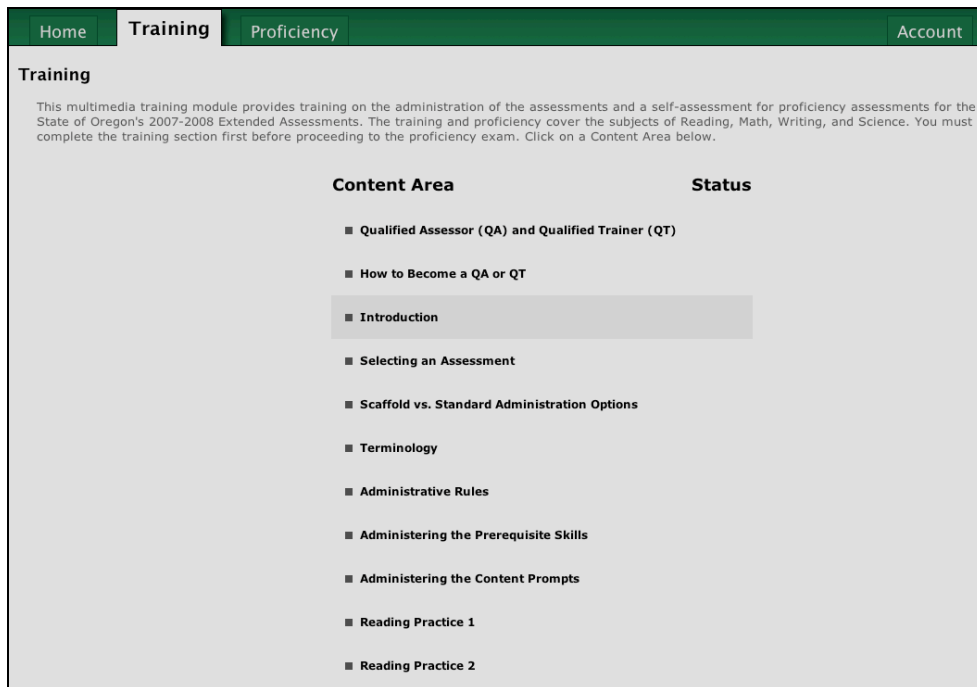
If you want to change this password (or any demographic information), select the ‘**Account**’ option, at which time you may change the password to a word that is easy to remember. Also use this link if you want to change any demographic information currently in your account.

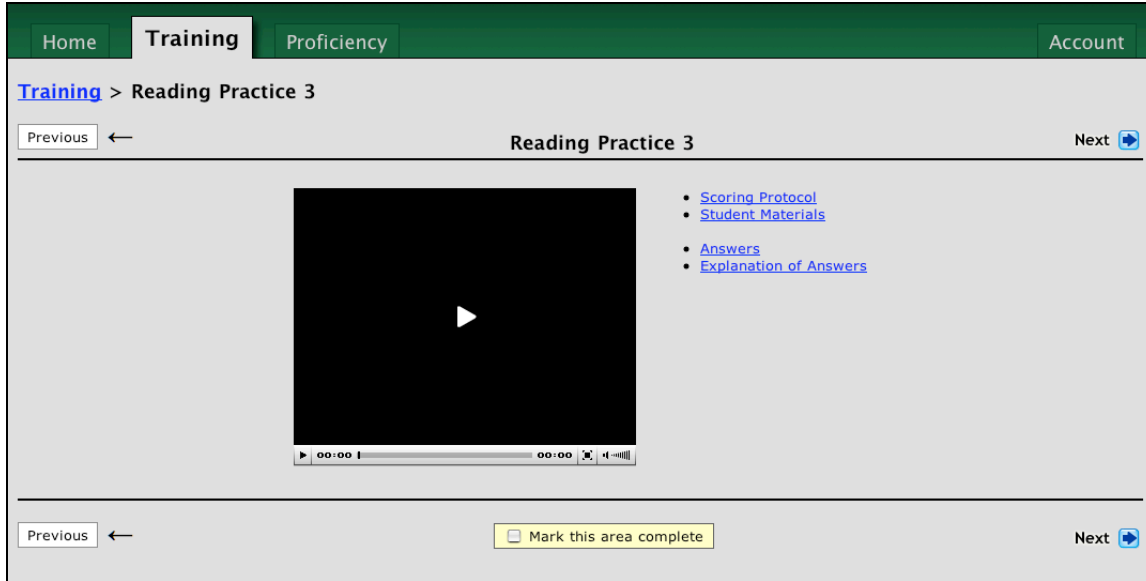
Extended Assessment Training and Proficiency

Three screens can be selected: (a) Training, (b) Proficiency, or (c) Account (management). In each area (reading, writing, mathematics, and science) training and proficiency tests form the main web site content. Once Qualified Assessors become Qualified Trainers, new tabs are available ('Materials', for resources to use in training and 'Admin' to use in upgrading Assessor-in-Training to Qualified Assessor).

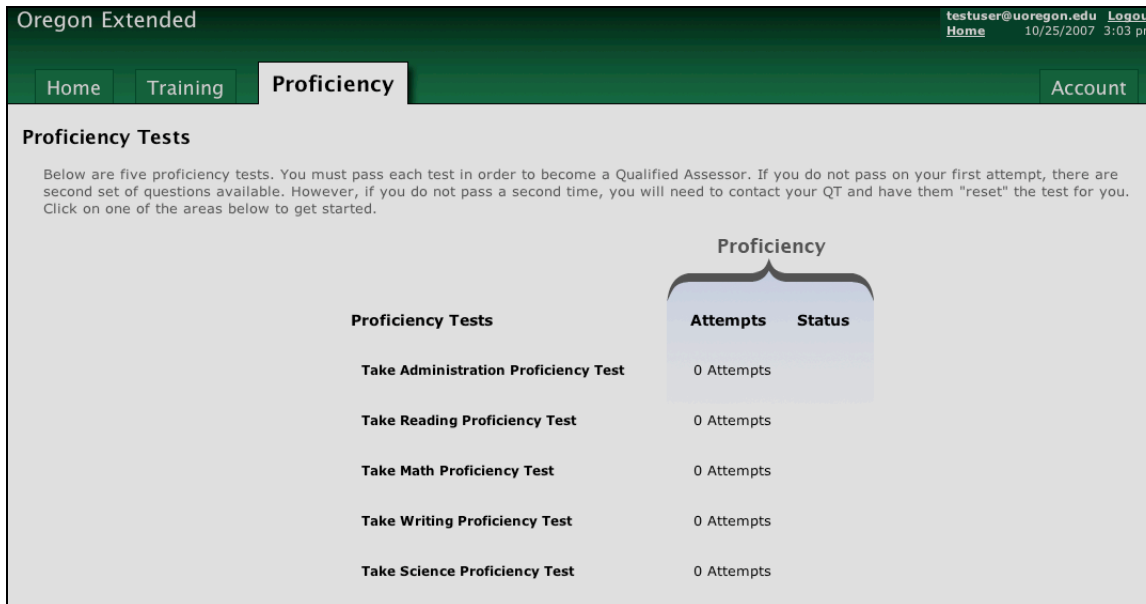


Training is the area to select to learn how to administer and score each of the tasks in the extended assessment. Each section has material to view and read or hear. Click on the content area, read the information on the screen, and click 'Play' or anywhere on the video screen to view a clip of a teacher administering this task.





When done with all the training, proficiency tests need to be taken to determine your level of skill.



When you believe you are ready to take the proficiency test in a subject area, click **‘Proficiency’**, select the test, and respond to the questions. On many tasks, you will be presented with a video of a test administration and then be asked a series of questions. When you are done with the 20 questions (in each area), press **‘Submit Test’** and you will receive immediate feedback on your performance. If you fall below 80% proficiency, you can take another try. N.B. You only have two attempts, so if you fail again, you need to contact your QT, someone in ODE, or the contact person on the website.