Welcome to Oregon's Extended Assessment Training & Proficiency Site

ORIENTATION FOR NEW USERS

DTCS • QTCS • QAS • ALT-SEED ONLY USERS

Logging In & Managing Your Account

LOG IN AT THE TRAINING & PROFICIENCY (T&P) SITE USING YOUR DISTRICT EMAIL.

**UPDATE YOUR PROFILE WITH NAME, ROLE, SCHOOL, AND DISTRICT.**

RESET YOUR PASSWORD USING THE 'FORGOT PASSWORD' OPTION.

KEEP LOGIN CREDENTIALS SECURE.

Credential Verification

▶ Must pass the proficiency test with 80% or higher.

▶ ORExt administrators must be licensed staff.

▶ Verification responsibilities:

▶ – DTC verifies QTCs

▶ – QTC verifies QAs & Alt-SEED Only users

▶ – If no QTC, DTC verifies all

▶ TSPC license verification is required for all ORExt test administrators.

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State Admin
    ↓
Any DTC  → QA
    ↓    ↘
Any QTC → Alt-SEED Only
    ↓   ↘
   QA    Alt-SEED Only
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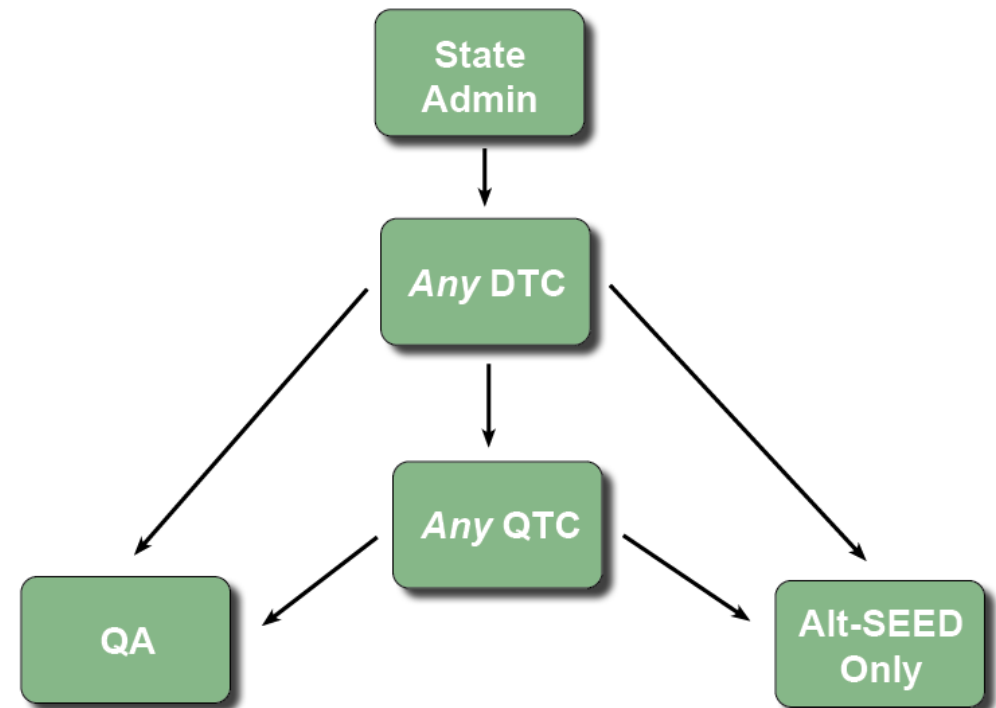
User Status & Responsibilities

District Test Coordinators (DTCs): Oversee testing, appoint QTCs, ensure credential verification.

Qualified Test Coordinators (QTCs): Verify QAs & Alt-SEED Only users, monitor training progress.

Qualified Assessors (QAs): Administer ORExt, complete training & credential verification.

Alt-SEED Only users: Complete survey only, credential verified but do not administer assessments.

Where to Go for Help

▶ District Test Coordinator (DTC) – first point of contact.

▶ ORExt Helpdesk: orextended@k12test.com (send SSID only, no names).

▶ ODE ORExt Assessment webpage – policies and manuals.

▶ Training & Proficiency site – tutorials, modules, practice tests.

Overview of Training Modules

- Module 1: Overview of ORExt & eligibility guidance.

- Module 2: Test security, confidentiality, and administration basics.

- Module 3: Using the electronic test system, scoring & data entry.

- Module 4: Practice tests, accessibility, and accommodations.
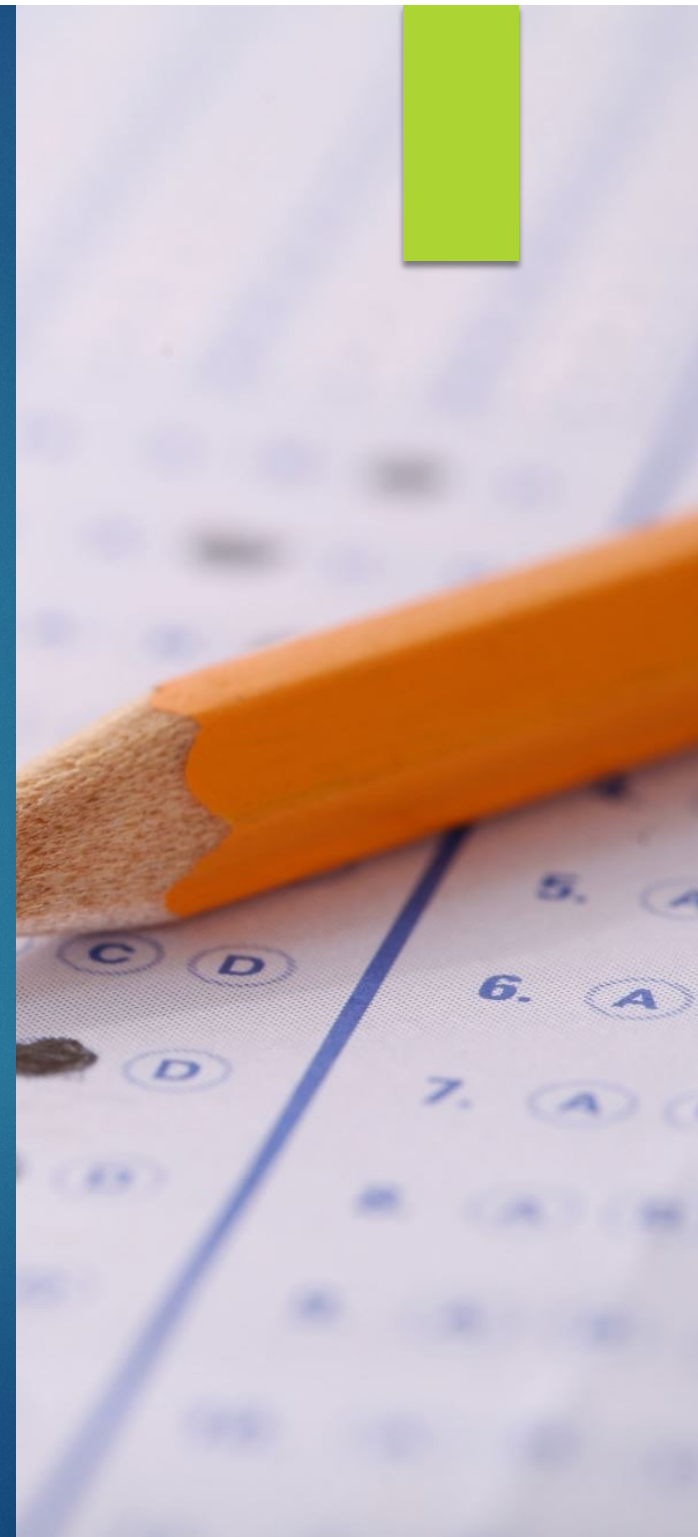
- Module 5: Reporting results, monitoring, and troubleshooting.
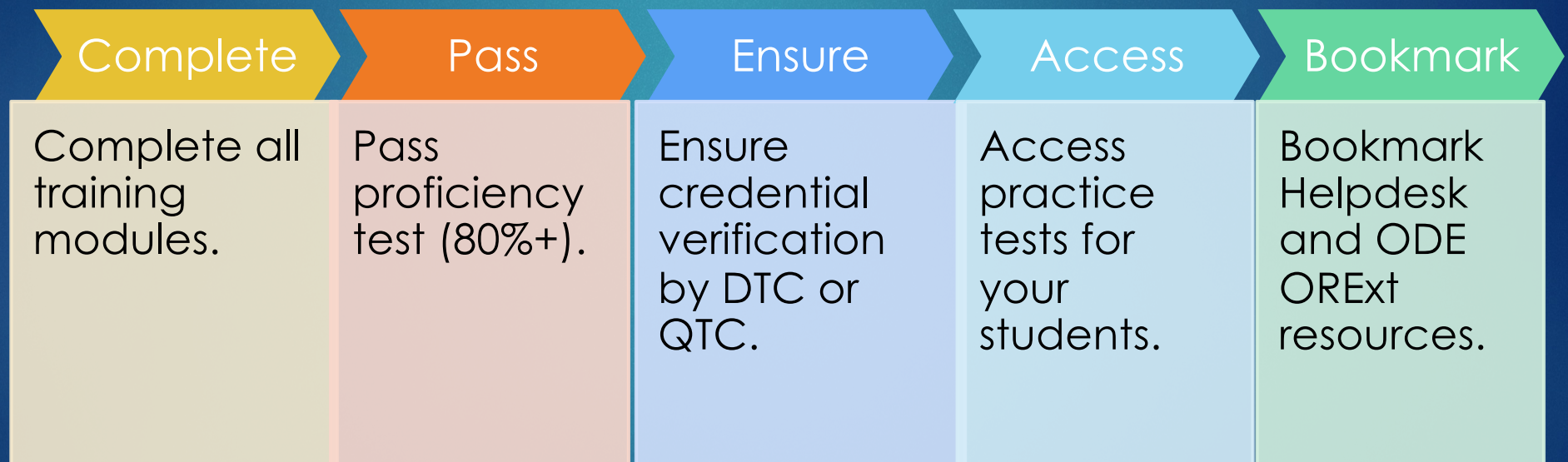
- Module 6: Credential verification, user roles, and responsibilities.

Practice Tests & Accessibility

► Students new to ORExt should use practice tests before testing.

► Practice tests help determine format appropriateness.

► Identify accessibility options and accommodations.

► Administration formats: online, paper/pencil, braille, large print.

Next Steps for New Users

Complete	Pass	Ensure	Access	Bookmark
Complete all training modules.	Pass proficiency test (80%+).	Ensure credential verification by DTC or QTC.	Access practice tests for your students.	Bookmark Helpdesk and ODE ORExt resources.

Closing Comment

- ▶ Thank you for supporting Oregon students with significant cognitive disabilities.

- ▶ Contact info: ORExt Helpdesk (orextended@k12test.com).

- ▶ Your role ensures fair and accessible testing for all students.