

F.A.Q. 2019

- I'm a new user. Now what?
 - Register for an account at <https://or.k12test.com>
 - Contact your QT and attend an in-person QA training
 - Per QA training, complete online training requirements (<https://or.k12test.com>)
 - Have a QT verify your credentials (i.e., school(s) and district)
 - If you are a new QT, contact Brad Lenhardt at ODE: brad.lenhardt@state.or.us to upgrade your status *and* verify your credentials
- I'm a returning user. Now what?
 - Login at <https://or.k12test.com>
 - Complete online training requirements (<https://or.k12test.com>)
- I'm a new user and have completed training, but I don't see the Student Details tab. What now?
 - Contact your district QT to verify your credentials
 - If you are a QT, contact Brad Lenhardt at ODE: brad.lenhardt@state.or.us to verify your credentials
 - If you still don't see the Student Details tab, contact the helpdesk at: orextend@k12test.com
- I'm a District Test Coordinator/SpEd director/designee and want to be able to monitor student testing progress. What do I do?
 - Register for an account at <https://or.k12test.com>
 - Once BRT verifies your email address as associated with your district, you should have access to the Monitoring tab under Student Details at <https://or.k12test.com>
- When and where will monitoring be available?
 - Monitoring will be available after the test administration window opens
 - Monitoring is found under the Student Details tab at <https://or.k12test.com>
- I heard I have to roster students this year, what does that mean?
 - Based on the district and school(s) associated with your account, you will have access to all of those students at <https://or.k12test.com> in the Student Details tab under Rostering.
 - From this list, you will select only those students who are to participate in the ORExt and/or monitor and create a roster.
 - After students are selected, primary and secondary disability codes will need to be entered prior to test administration.
 - Students can be rostered for more than one user to help facilitate those who don't administer testing but want to monitor student progress.

- I'm an ESD support contact for state testing. How do I access the ORExt?
 - Please contact the helpdesk at: orextend@k12test.com
- How do I access the ORExt practice tests and secure tests?
 - Electronic ORExt formats
 - **iOS & Android**
 - In the iOS App Store/Google Play Store, you will be able to find it under the name "ORExt" for the secure test application, and "ORExt PracticeTests" for the non- secure demo version.
 - **ChromeOS**
 - Open your Chrome browser and Navigate to: For the Secure Version: <https://orext.brtprojects.org/app/> For the Non-Secure Practice Test Version: <https://orextpracticetests.brtprojects.org/>
 - **Laptop/desktop electronic ORExt**
 - Practice Tests: <https://orext-practicetests.brtprojects.org>
 - Secure Tests: <https://orext.brtprojects.org>
 - Paper/Pencil ORExt
 - Paper pencil practice and secure tests can be found on the <https://or.k12test.com> under the Materials tab. Secure tests will be available for download one week prior to the opening of the test administration window.
- Rumor has it we **no longer** go the ODE district secure site for data entry?
 - True! All paper/pencil data entry is done at <https://or.k12test.com> in the Student Details tab under Monitoring. You will select the individual student, select the test for which you will enter scores, and enter scores. Only ELA writing items require manual grading of 0/1 (incorrect/correct), for all other test items you will enter the student response of A, B, or C.
 - For electronic administration, student responses (i.e., A, B, or C) are automatically recorded and scored **except** for ELA writing items, which require manual grading of 0/1 (incorrect/correct).
- I still have questions that were not answered above, what should I do?
 - Refer to <https://or.k12test.com> training sections and Materials tab for Administration Manuals and User Guides.
 - Contact the helpdesk with any additional questions: orextend@k12test.com