2014 Demonstrated Mastery Guide

April 2014

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Introduction to the Demonstrated Mastery Law

In May of 2013, the Oklahoma Legislature passed Senate Bill 559, which provides an exemption from certain End-Of-Instruction (EOI) exams by demonstration of mastery over the subject through the means of an alternate exam. Students who score ten percent (10%) above the cut scores approved by the State Board of Education for the ACT, the SAT, ACT Plan or PSAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) alternate tests shall be deemed to have satisfactorily demonstrated mastery of state academic content standards in the subject areas for which alternative tests have been approved and shall be exempt from taking the EOI tests in the subject areas of Algebra II, English III, Geometry or United States History.

Students who have a score that is equal to or above the cut scores approved by the State Board of Education for the Advanced Placement course exams, ACT WorkKeys job skills assessment, College-Level Examination Program (CLEP) or International Baccalaureate (IB) alternate test shall be deemed to have satisfactorily demonstrated mastery of state academic content standards in the subject areas for which alternate tests have been approved and shall be exempt from taking the EOI tests in the subject areas of Algebra II, English III, Geometry or United States History.

Finding the Demonstrated Mastery Application

A new application was created and released on March 10, 2014, to allow districts to submit their requests for exemptions. This new application is accessible through the Single Sign On system. After entering in your Username and Password, you will be taken to the Home/Applications page of the Single Sign On system. You should select the Accountability (A-F Report Cards) application. This application is easily identifiable by the ABC chalkboard.

Upon entering into the application, you will be asked to review a FERPA agreement, and select the "I Agree" button in order to progress. Once you are in the Accountability (A-F Report Cards) application, you will notice a blue bar at the top of your screen.

Click on the "Applications" link to continue.

Once in the Applications page, you should click on the following link to submit applications for exemptions or to review previous submissions.

Submitting an Alternate Exam Record

Before You Begin

Before you begin, you should have this information readily available:

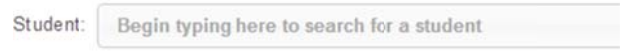
- The student's name or State Testing Number (STN);
- The date of testing for that student;
- The test scores; and
- The student's current enrollment and schedule.

Add a New Record

To submit an alternate exam score, you must click on the "Add New" link in the blue Alternate Exam Records Bar.

Select a Student

Once there, you will see a text box where you can enter in the student's name. As you type ineither the student's name or STN, possible students will appear in a dropdown menu. You will see some demographic information about the student (including Full Name, STN, DOB, Gender, and Grade Level) in order to help you ensure that you are selecting the correct student. **You must select the student by clicking on his/her name, even if that is the only student listed.** Once you have selected your student, the relevant information will appear in the box below the text box. Until you select a student, it will look like this:



Selected Student	STN	Birth Date	Sex	Gr	School
Nobody selected.					

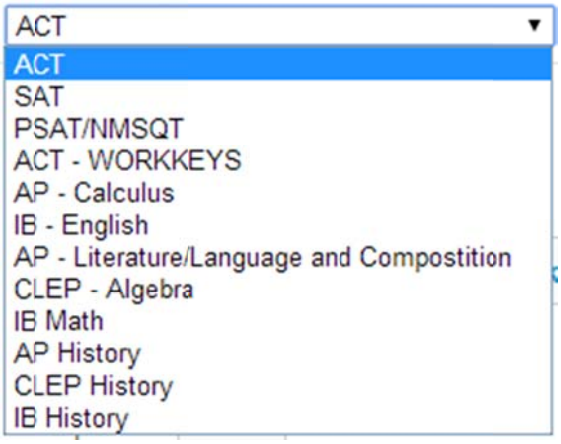
Test Date

With your student selected, you will then enter in the Test Date. This is the date on which the student actually took the alternate exam, not the date of testing for the exam you are attempting to exempt. A calendar is provided here for your convenience. You may either type in the date or scroll through the calendar to find the correct date. If you decide to use the calendar, make sure that you are selecting the day and month within the proper year.

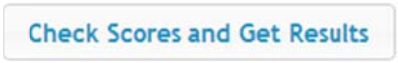
Exam Type

Next, you must provide the exam type. The exam you select will affect the scores required in the next step. The options from the dropdown menu include:

- ACT
- SAT
- PSAT/NMSQT
- ACT - WORKKEYS
- AP - Calculus
- IB - English
- AP - Literature/Language and Composition
- CLEP - Algebra
- IB Math
- AP History
- CLEP History
- IB History



For this step, it is imperative that you review the scores that you enter, repeatedly checking your data to ensure that the correct scores are recorded. Depending on the exam type that you selected, you will see different text boxes to fill. Fill every box, and take a minute to review everything one last time. Make sure that the proper student has been selected, that the test date matches your documentation, and that the proper scores are entered under the correct subjects. Once you are absolutely sure that everything is entered in correctly, you can click on the "Check Scores and Get Results" button. **Once you click this button, you will not be able to go back and edit anything that you have entered thus far.** If you find that you have entered an exam into the system incorrectly, you must contact the State Department of Education (SDE) at (405) 521-3341. The Office of Accountability will review the situation and delete the entry allowing you to enter the correct student data.



To see the required cut scores by exam type, click here.

EOI Exam	Alternate Exam	Proficient/Exempt	Advanced/Exempt
ACE Algebra II	ACT®:Mathematics Subtest	22	25
	AP® Calculus	2	3
	CLEP® College Algebra	60	50
	IB® Math Method (Standard Level)	2	3
	IB® Math Studies (Standard Level)	2	3
	IB® Mathematics (Higher Level)	2	3
	PSAT/NMSQT®: Mathematic Subtest	51	55
	SAT®: Mathematics Subtest	523	575
	WorkKeys®: Applied Mathematics	5	6
ACE Geometry	ACT®:Mathematics Subtest	20	23
	AP® Calculus	2	3
	IB® Math Method (Standard Level)	2	3
	IB® Math Studies (Standard Level)	2	3
	IB® Mathematics (Higher Level)	2	3
	PSAT/NMSQT®: Mathematic Subtest	46	52
	SAT®: Mathematics Subtest	479	535
	WorkKeys®: Applied Mathematics	5	6
ACE U.S. History	AP® US History	2	2
	CLEP® History of United States I and History of the United States II (total score for both tests)	Combined 60	Combined 80
	IB® US History (Higher Level)	2	3
ACE English III	ACT®: Reading Subtest ACT®: English Subtest **AND** ACT®: Writing	Combined 35 (with neither below 17) **AND** 9	Combined 46 (with neithe below 22) **AND** 10
	AP® English Language and Composition	2	3
	IB® English (Higher Level)	2	3
	IB® English (Standard Level)	2	3
	PSAT/NMSQT® : Critical Reading Subtest	41	53
	SAT®: Critical Reading Subtest	435	555
	WorkKeys®: Reading for Information **AND** WorkKeys®: Business Writing	4 **AND** 4	5 **AND** 5

Exemption Request

Once you have clicked on the "Check Scores and Get Results" button, your screen will refresh and information will appear in the Output section. Listed there, you will see the subject and the results of the test scores. There are several possible results.

- Qualifies for EOI Exempt – The test scores that you have entered qualify this student for an exemption in the listed subject, as long as the student was enrolled in the course in the 2013-2014 school year.
- Already Passed – SDE has determined through its records that this student has previously passed the exam for the listed subject.
- Already Demonstrated Mastery – This student has another test that has already qualified and been selected to demonstrate mastery for the listed subject.
- Score Does not Qualify for Exemption – The test scores entered did not meet the required cut scores to demonstrate mastery.

Subject	Result	Enrolled In This Subject For 2014
Algebra II	Qualifies for EOI Exempt	☐
English III	Qualifies for EOI Exempt	☐
Geometry	Qualifies for EOI Exempt	☐

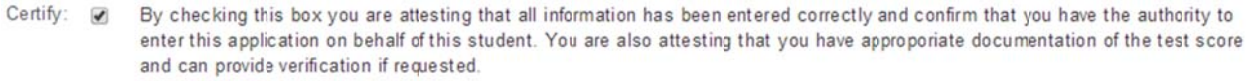
For any result that shows that the student's test scores qualify them for an exemption, you must then confirm that the student is enrolled in this subject for the 2013-2014 school year. If the student has not yet enrolled in the course, you should not check the box under that subject. When the student does enroll in the course, the test data will be retained. You will not need to enter in the data again at a later date. **You must place the student into a test session. The exemption can only be applied to an existing test record. There is nothing for the district to mark on the test. The exemption is applied through this application.**

Supporting Documentation

Once you have selected the proper exemptions, you should upload any and all supporting documentation that you have to support this exemption request. This documentation could come in many forms. Most often, it will be copies of the score report from the test vendor (ACT, SAT, etc.). This documentation can be uploaded directly to the application by clicking on the "Choose File" button. The data will be stored by the SDE in the event of any audit. If you do not submit documentation through the application itself, the district must keep the documentation in their own records. The district must have this documentation readily available should the SDE request copies at a later date or during a site visit.

Certification

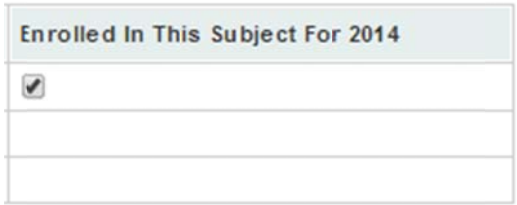
Once you have reviewed your exemption request one final time, you will need to certify the accuracy of your request in order to submit. You should read the certification statement and then check the box.



The last step of the submission process is clicking on the "Submit" button. If you select the "Cancel" button, all of your progress will not be saved.

Prepopulated Data

The SDE received the most recent years PSAT/NMSQT scores from the College Board and prepopulated this data into the Demonstrated Mastery Application. (**Please note, you can still add PSAT/NMSQT scores if they do not appear in last year's data.**) If the test qualifies one of your students for an exemption, you will see the test listed under the "Additional Information" column. In order to be exempted from any exam, the student must have been enrolled in the course in the 2013-2014 school year. If you determine that the student was enrolled in the course, you should click on the blue "Edit" button to the left of the record. This will allow you to check the box under "Enrolled In This Subject For 2014." No supporting documentation is required for these items as the scores came directly from the test vendor. In the following years, we will be working with other vendors in order to obtain additional test scores directly from them to lessen the amount of work for districts.



Student Records

Any alternate exam that is entered (even if it doesn't qualify for an exemption) will be listed on the student's record in the Accountability (A-F Report Cards) application. This tool allows the district to review all of the student's exams in one place, which will be useful for ACE Graduation determinations. There is also a link to add additional exams on the student page.

Appendix A: Alternate Cut Scores

EOI Exam	Alternate Exam	Proficient/Exempt	Advanced/Exempt
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Frequently Asked Questions

When did Demonstrated Mastery begin?

The law behind the Demonstrated Mastery exemptions (SB 559) was passed in May of 2013. The new application was released on March 10, 2014.

Does the student have to be enrolled in the course, and why?

Yes, the student MUST be enrolled in the course to qualify for an exemption. The alternate exam score exempts a student from the EOI exam taken at the end of the course. Therefore, an exemption can only be applied to an EOI exam that would exist as a result of course completion. If a score exists that would exempt a student from the EOI exam, but the student has not enrolled in the course yet, the district can enter the test data into the system for use in the future. Once the student does enroll and completes the course, the alternate exam score can be used at that time to demonstrate mastery. If the student was enrolled in the qualifying course in a previous year and already took the EOI exam, the alternate exam score could be used for ACE graduation purposes, but will not be included on the A-F Report Card.

Does my student need to be entered into a test session?

Yes, your student needs to be entered into a test session in order for the SDE to apply the exemption. If the student is not entered into a test session, there is no test for which the exemption applies, and this student will not count as participating.

What do I need to mark on the test that will be exempted?

You need to apply the label or bubble in the student's demographic data and send the test back with your scorable materials. The Demonstrated Mastery exemption will override the "Did Not Attempt" (DNA) status of the test.

I certified data, but now it appears that I made a mistake. It won't allow me to change the data. What do I do?

If you have certified data in error, you must contact the Oklahoma SDE at (405) 521-3341. We will delete the record in question so that you can enter the correct data. We ask that you please review your data very carefully before you click on either the "Check Scores and Get Results" button or the "Submit" button.

What kind of documentation do I need to submit?

The most common documentation submitted should be the score reports from the test vendor. Any official score documentation that has the student's name and test scores should be sufficient.

I don't have access to the Single Sign On system/Accountability (A-F Report Cards) application. What do I do?

Your district logon administrator can give you the access you require.

The PSAT/NMSQT data for my student is not listed with the prepopulated data. Why?

Working with the College Board, the Oklahoma SDE was able to obtain the most recent PSAT/NMSQT scores. If your student is not listed, then we did not receive the data from the vendor. If you have an additional score that has not been listed, you may enter in the data at any time.

How does this affect my A-F Report Card?

Students who are awarded an exemption through this application will also be awarded a Performance Level of Proficient or Advanced (both worth 1 performance point) depending on their exam scores. There will be no Oklahoma Performance Index (OPI) score, and the student will not be included in the growth calculation. The student counts as participating in the exam.

What if my student wants to take the EOI exam?

The purpose of the Demonstrated Mastery exemptions is to exempt the student from taking the exam. If the student desires to take the EOI exam, then there is no reason to apply for the Demonstrated Mastery exemption.