



Submitting Affidavits and Confirming Start/End Dates

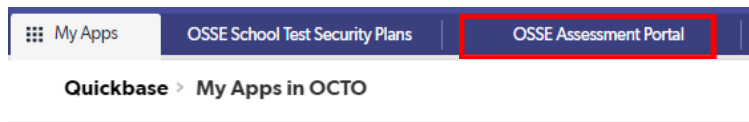
The Office of the State Superintendent of Education (OSSE) offers this step-by-step guidance to show LEA Test Coordinators and Non-Public Coordinators how to submit Test Integrity and Test Security Affidavits and confirm assessment start/end dates in the OSSE Assessment Portal. If you have questions during the submission of the Affidavits and start/end dates, please contact OSSE.TestIntegrity@dc.gov.

As a reminder, a form must be completed by the local education agency (LEA) Assessment Manager or LEA Test Coordinator and the School Test Coordinator (including Nonpublic School Test Coordinators) for each District-wide assessment administered. Within 10 business days after the close of each statewide assessment window, the LEA must collect one school-level affidavit for each Office of the State Superintendent of Education (OSSE)-approved school test security plan. Within 15 business days after the close of each statewide assessment window

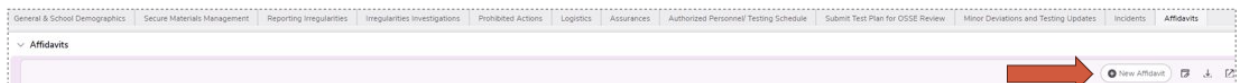
1. Log in to the [OSSE Assessment Portal](#) Quickbase application using your LEA or nonpublic credentials.

Email address or username

Password



2. Under “My Test Security Plans – LEA,” locate the approved test plan for the impacted school and assessment and select the view/eye button to view the plan.
3. Using the triangle buttons, scroll to the furthest tab on the right, “Affidavits.” Select “New Affidavit.”



4. Confirm the assessment start/end dates by entering the **actual** start/end dates of the administration within the school.
5. Download the Test Integrity Affidavit file from the hyperlinked template and complete all required information. Upload the completed affidavit by selecting "Upload file" and selecting the appropriate file. Select "Affidavit is for both School and LEA" if appropriate.

The screenshot shows a web form titled "School Test Security Plan" for "OSSE Preparatory Academy". It includes fields for "Submitted ACCESS for ELLS Start Date" (03-04-2024) and "Submitted ACCESS for ELLS End Date" (03-22-2024). There are also two date pickers for "ACCESS for ELLS Actual Start date" and "ACCESS for ELLS Actual End date", both showing "MM-DD-YYYY". Below these are "Document Type" (Affidavit) and a checkbox for "Affidavit is for both School and LEA". A yellow arrow points to a blue link: "2022-24 Test Integrity Affidavit Template". Below this is an "Upload Affidavit" section with an "Upload file" button and "or drag and drop" text. A red arrow points to this button. At the bottom is a "Notes" text area with a red arrow pointing to it.

6. Select "Save and Close" to submit your affidavits to OSSE. If needed, repeat the process for additional schools within your LEA.

This image shows a close-up of the bottom right corner of the form, featuring a "Cancel" button and a blue "Save & close" button. A large red arrow points directly to the "Save & close" button.