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## Appendix 2.3B.6

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## **ORExt Online Training (Web-Training) Access Instructions and Qualifying Activities**

### **1) What do I do if I was a Qualified Assessor (QA) for the ORExt last year and would like to upgrade/refresh online to assess students again this year?**

If you successfully qualified as a Qualified Assessor (QA) last school year and you intend to remain a QA this school year you must do the following:

- 1) Go to\* the Oregon Training and Proficiency website: <https://or.k12test.com> (\*if your email address has changed or you don't remember your password see the **Technical Difficulties**" section on page 2) .
- 2) Review the site for any changes throughout and read the entire Administration part of the Training section .
- 3) Take the Refresher Proficiency test, a 25 -question test, and pass with a score of at least 80%.
- 4) Once you pass the Refresher Proficiency you will automatically be up upgraded to your prior 2015-16 status.

### **2) What do I do if I was a Qualified Trainer (QT) for the ORExt last year and would like to upgrade/refresh online to either train assessors or to assess students again this year?**

If you successfully qualified as a Qualified Trainer (QT) last school year and you intend to remain a QT this school year you must do the following:

- 1) Go to\* the Oregon Training and Proficiency website: <https://or.k12test.com> (\*if your email address has changed or you don't remember your password see **"Technical Difficulties"** section on page 2) .
- 2) Review the site for any changes throughout and read the entire Administration part of the Training section .
- 3) Take the Refresher Proficiency test, a 25 -question test ,and pass with a score of at least 80%.
- 4) Once you pass the Refresher Proficiency you will automatically be upgraded to your prior status. A "Materials" section will now appear on your account, which provides materials for training New Qualified Assessors.

### **3) What do I do if I began the ORExt training process last year (either QT or QA), but did not complete it?**

If you attended any live training last year (either QT or QA trainings) but did not complete the online training and proficiency process, your registration information was not retained in the ORExt T & P website.

In Oregon, only Qualified Assessors (QA) or Qualified Trainers (QT) are allowed to administer the ORExt to students. If you wish to become a Qualified Assessor you must do the following:

- 1) Attend a live training that is conducted by a current Qualified Trainer in your district/region during this school year.
- 2) After you complete the live training, log onto the training and proficiency website: <https://or.k12test.com>.
- 3) Complete the entire training section of the website.
- 4) Pass the four proficiency tests (Admin, ELA, Math, and Science) with a score of at least 80%.
- 5) Once you have passed the proficiency tests, contact your local QT to request an upgrade of your status to a Qualified Assessor.

### **\*Technical Difficulties**

If your **email address has changed**:

- 1) Go to the website, <https://or.k12test.com>, and log in using your old email address and password
  - 2) Go to the "Account" section
  - 3) To the right of the email address click on the blue link that reads "Update"
  - 4) Enter your new email address in the box and click on "Send Confirmation"
  - 5) Go to your new email account and click on the email that was just sent to you with a subject title of "Oregon Extended Registration Confirmation Link"
  - 6) Within the body of that email, click on the Confirmation Link, which will take you back to the training and proficiency website, and your email address has been changed.
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If you **don't remember your password**:

- 1) Go to the website, <https://or.k12test.com>, and click on the blue words "Reset Password"
  - 2) Enter your email address that you used last year (or the new email address you changed to this year), and click on "Send Email Confirmation"
  - 3) Go to your email account and click on the email that was just sent to you with a subject title of "Oregon Extended Password Reset Confirmation"
  - 4) A website page will be generated and your new password is on the first line in green. Copy the password and click on the blue "login" word.
  - 5) Enter your email address and the new password and login.
  - 6) Go to the "Account" section of the website once logged in, and change your password if you wish.
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