ORExt Training Access Instructions

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

If you successfully qualified as a Qualified Assessor (QA) last school year and you intend to assess students this school year you must do the following:
1) Go to the ORExt Training and Proficiency (T&P) 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 Training pages, especially the 'What's New' section.
3) Take the QA Proficiency test and pass with at least 80%.
4) Once you pass the Proficiency test you will automatically be upgraded to QA, however you will still need you credentials verified by your district QT.

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

If you successfully qualified as a Qualified Trainer (QT) last school year and you intend to train QA's and/or assess students this school year you must do the following:
1) Go to the ORExt Training and Proficiency (T&P) 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 Training pages, especially the 'What's New' section.
3) Take the QT Proficiency test and pass with at least 80%.
4) Once you pass the Proficiency test you will automatically be upgraded to QT, however you will still need you credentials verified by ODE.

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

If you attended any in person (via zoom) 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 Training and Proficiency 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 QA you must do the following:
1) Register for an account on the ORExt Training and Proficiency (T&P) website: https://or.k12test.com/
2) Attend a live training that is conducted by a current QT in your district/region during this school year.
3) After you complete the live training, complete the online training at https://or.k12test.com/.
4) Pass the QA Proficiency test with a score of at least 80%.
5) Once you have passed the proficiency test, contact your local QT to verify your credentials and upgrade your status to QA.

If your email address has changed:
1) Go to the T&P site: https://or.k12test.com/, and login using your old email address and password.
2) Go to the 'Account' tab and either select 'Edit Account Information' or 'Change Email' from the drop-down menu.
3) Enter your new email address and click on 'Send Confirmation.'
4) You will be sent a confirmation link to titled 'Oregon Extended Registration Confirmation Link' – click on the link and you will be directed back to the T&P website, and your email address has been updated.

If you don't remember your password:
1) Go to the T&P site: https://or.k12test.com/ and click on the 'Reset Password' link.
2) Enter your email address and click on 'Send Email Confirmation.'
3) You will be sent a confirmation link titled 'Oregon Extended Password Reset Confirmation' – click on the link and you will be directed to a webpage where a password is generated on the first line in green. Copy the password and click on the blue 'Login' link.
4) Enter your email and new password to login.
5) Once logged in, if you would like to choose your own password, you can update in the 'Account' tab.