

OSTP Kiosk User Guide

This technology guide illustrates how to launch and log in to the Oklahoma School Testing Program Kiosk on supported testing devices. It explains the Tools, Accessibility features, and Accommodations available within the application and how to use them. It provides guidance for offline scenarios, error messages, and contains troubleshooting tips.

This guide is designed to help Test Administrators, Building Test Coordinators, District Test Coordinators, and Technology Coordinators during online testing.

Launching the Kiosk

Login Screen

Practice Tests

Session Selection Screens

Test and Item Navigation

Student Tool Bar & Student Tools

Student Accommodations

Guidance on Error Messages

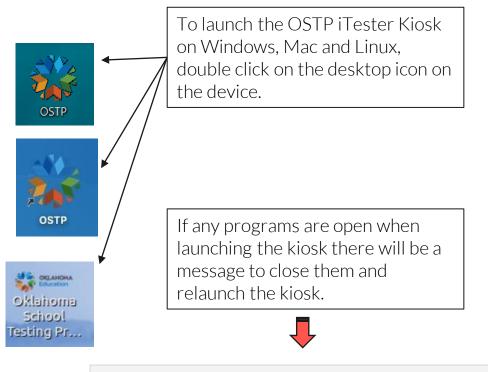
Troubleshooting Tips



Launching the Kiosk



Windows, Mac and Linux Devices



Please exit iTester and close the following application(s):

Skype
Sticky Notes
Snagit
Google Chrome Web browser
Microsoft Word

Chromebook

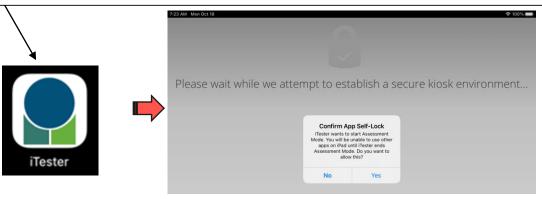
iPad

To launch the OSTP application on a Chromebook, click the Apps tray on the Chromebook login page and select the OSTP for Chrome icon.

Note: Students should not log into the Chromebook; kiosk applications can only be accessed from the application tray on the login screen of a Chromebook.



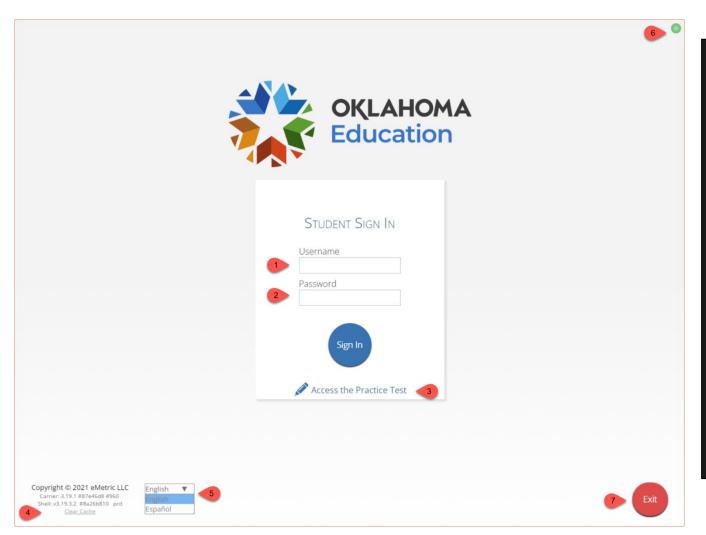
To launch the iTester OSTP application on an iPad, tap the iTester icon on the home screen of the iPad. After entering a session access code, the iPad will attempt to establish a secure kiosk environment for testing, Yes must be selected to continue into the assessment.





Login Screen





- 1. Username: Type the username into the *Username* field.

 Student usernames can be found on their corresponding test tickets
- 2. Password: Type the password into the Password field.
 Student passwords can be found on their corresponding test ticket

Dean, Julie

DOB: 12/1/2007 Sample 6th Math Test

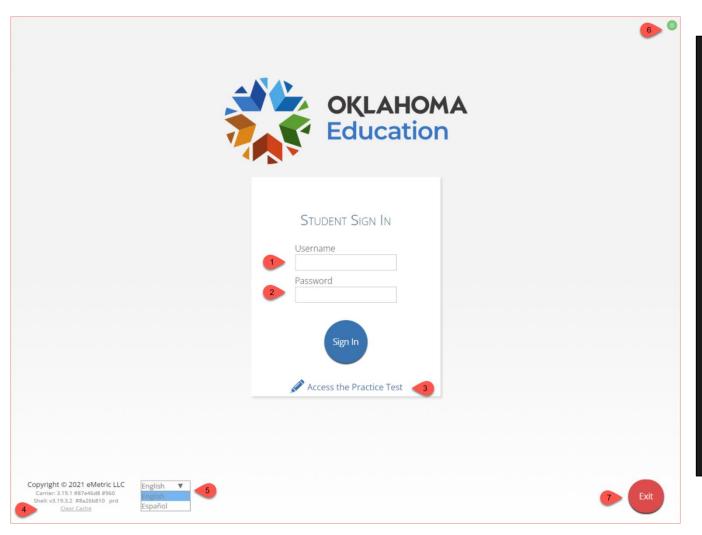
Username: 1112223334

Password: 9f26bcf7

3. Access the Practice Test: Clicking on the practice test link will change the log in screen to allow students to log in to the practice test.

Login Screen

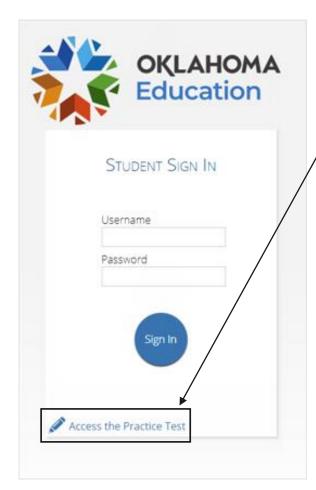




- 4. Carrier & Shell Number: The carrier and shell number are directly related to the version of iTester being used. This information is important when reporting any technical issues.
- 5. Spanish Localization selector: This drop-down box will allow Spanish students to change the language used in the Kiosk. This must be selected before the student logs into the test.
- 6. Connectivity Indicator: The dot in the top right corner indicates whether the device has an internet connection. A green dot indicates that the device is connected to the Internet, while a gray dot indicates that there is no connection.
- 7. Exit Button: The exit button will close the application and bring the student to the main desktop. To exit on an iPad, press the home button.

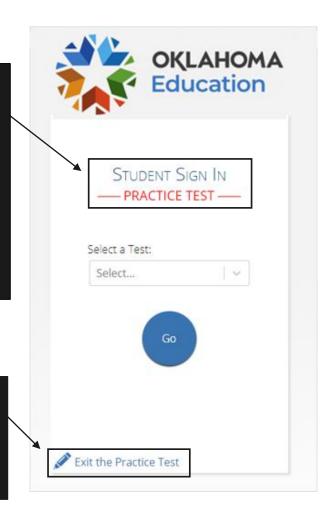
Practice Tests





To access the practice test in the kiosk, students will click the *Access the Practice Test* link located at the bottom of the student sign in box. The sign in screen will change to the practice test sign in screen. Students will select the practice test from the drop-down and click **Go**.

To exit the practice test sign in screen, click the Exit the Practice Test link at the bottom of the practice test student sign in box.



Practice Test Names

CCRA Grade 11 Science & U.S. History

CCRA Spanish Grade 11 Science & U.S. History

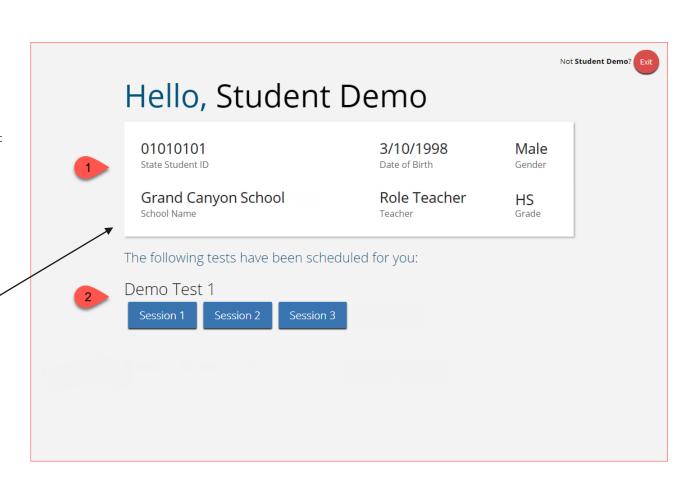
OSTP Grades 3-8

OSTP Spanish Grades 3-8



After entering their username and password, students will then move to the student profile screen. This screen will display the students' identifying information, the test they have logged into, and each of the test sessions. Any previously completed test session will be grayed-out and not accessible. Student clicks on a session to continue into the test.

- 1. Student Information
- 2. Test Session Selection: All available test sessions are listed here.

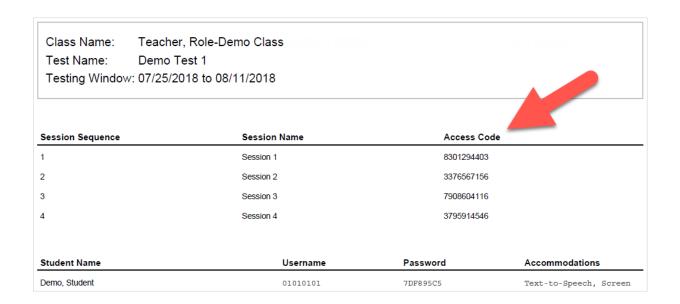


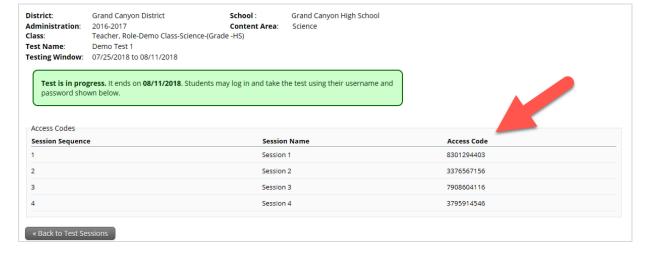


Session Access Codes

A session access code will be required for a student to enter a test session. The session access code may be found on the test session summary print-out that is printed with the student test logins or within the online portal under the Test Sessions tab.

Please Note: Session access codes will be different per test session.



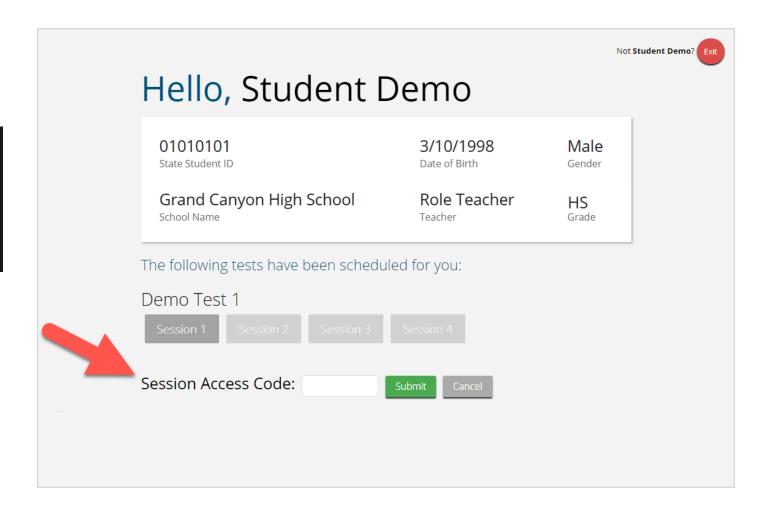








When a student clicks on a test session, a textbox for the session access code will display. To enter the test session and begin the test, enter the session access code in the text box and click Submit. To go back to the list of sessions, click Cancel.



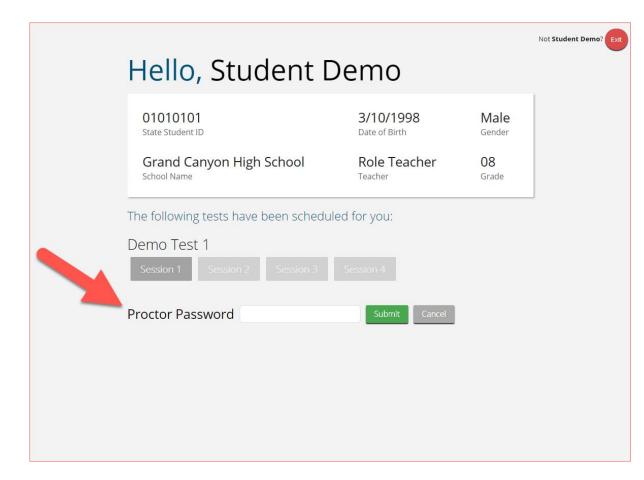


<u>Using the Proctor Password</u>

A proctor password is required to enter a test session if one of the three following conditions is met:

- 1. A student is idle in the test session for more than 60 minutes. A student is "idle" if they do not interact in any way with the application. This includes the use of any accommodation or tool, navigating through the test, or interacting with any of the on-screen widgets and answer choices.
- 2. If you pause or exit your test and attempt to log in after more than 20 minutes have passed.
- 3. The OSTP Kiosk has experienced an abrupt closure, such as the power going out, the device being turned off while testing, or the device crashing while testing.

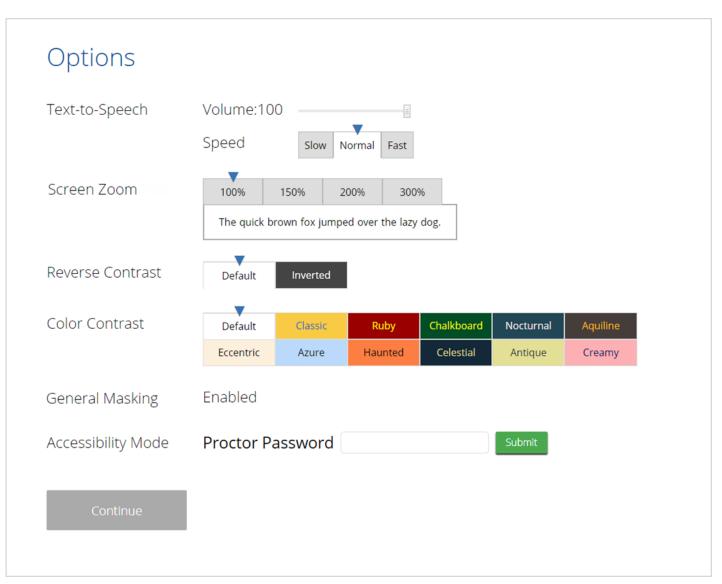
If a proctor password is required, please contact the District Test Coordinator (DTC). The DTC will be able to locate the proctor password in the Oklahoma Portal (see the OSTP Data Portal User Guide on the help and support site for more information).





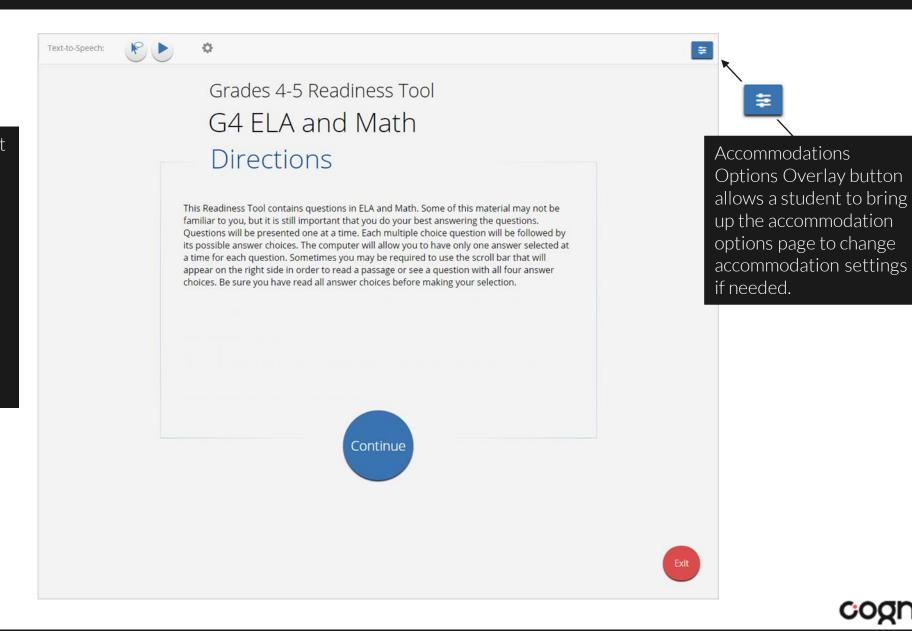
The Options page allows students to view, test, and set the accommodations for their test. These can also be changed within the test. Clicking Continue on the Options page will take the student to the directions page.

Note: Only those students with accommodations will see the Options page. For more information about Accommodations please visit the Oklahoma Help and Support Site.





The directions page displays the test directions for each student. When students land on this page, the test content will begin downloading. While downloading, the blue circle near the center of the page will display the download progress starting with 0% up to 100%. Once the test content has been fully downloaded, the word "Continue" will display inside the circle.





You have completed: 4 out of 10 ques



1. Review Page: Click on the down arrow to display a list of questions and their answer status. Also displays the items a student has bookmarked for review and allows a student. to jump to a different question in the test.

Some of these questions the two passages.

ican Buffalo

Oklahoma is the American sely related to the European in woods bison. A bison is uffalo. A long time ago it could 00 pounds. But, over the uffalo has slimmed down. 800-2.000 pounds and stands ople recognize the American ze of its head and the high . It is also recognized by its aggy hair. It is a very

The American buffalo came to North America from Asia. The animals crossed a land bridge that once connected Asia to Alaska. Before long, millions of buffalo freely roamed the prairies of America. The large herds of the American buffalo were part of the landscape. This was quite a beautiful sight.

Buffalo were an important part of American Indian life as American Indians could not survive without them. They hunted them for food and used their hides to create shelter and clothing. American Indians made sure they used every part of the animal. They were not wasteful. But things changed when the settlers arrived.

Many of the settlers were trappers and traders. They began killing the American buffalo to sell as a commodity. They would send the hides of the buffalo by train or wagon back east. These settlers did not have the same respect for the buffalo as the American Indians. These settlers killed more than what they needed. Some settlers came to shoot the

Which sentence from "The American Buffalo" supports the statement, "These settlers did not have the same respect for the buffalo as the American Indians"?

Hide All

A They want to protect them.

Text-to-Speech:

- B This herd is carefully protected.
- Many of the settlers were trappers and traders.
- These settlers killed more than what they needed.

Bookmarking: Students can bookmark questions for review. To bookmark a question, click the star icon next to the item number in the top toolbar. Once selected, the bookmarked item will contain a yellow star on the test review page.



2. Clear: Removes all student responses from the current question.

3. Navigation Buttons: Primary means of navigating through the test. The Next & Back buttons allow a student to move forward or backward one question at a time.















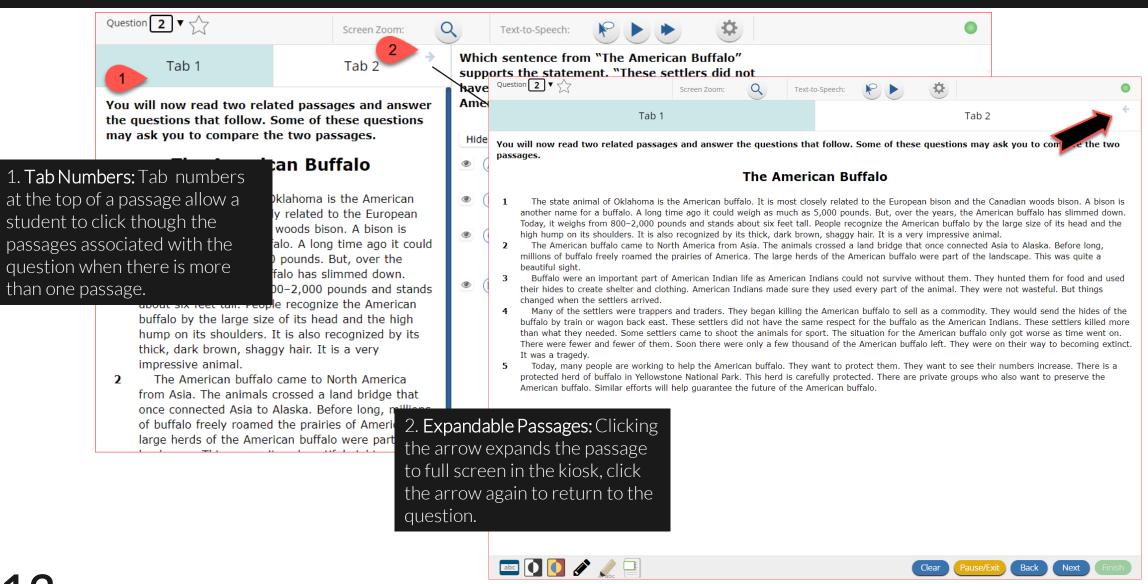








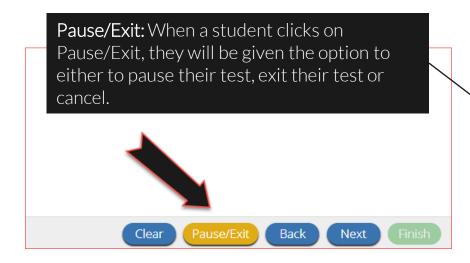






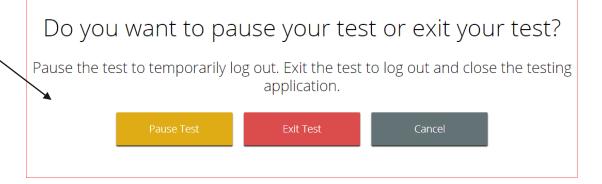


Pausing & Exiting



When a test is paused, a timer will begin to countdown from 20 minutes. The student will have 20 minutes to return to their test before they are completely exited from the test session. To return to their test within the 20 minutes they will enter their Password and click Resume. Any sketch or highlighting they did before pausing will be retained when they resume testing.

If the student does not return within the 20 minutes the student will be exited from the test, any sketch & highlighting in the test will NOT be retained, and previously answered questions will be locked.



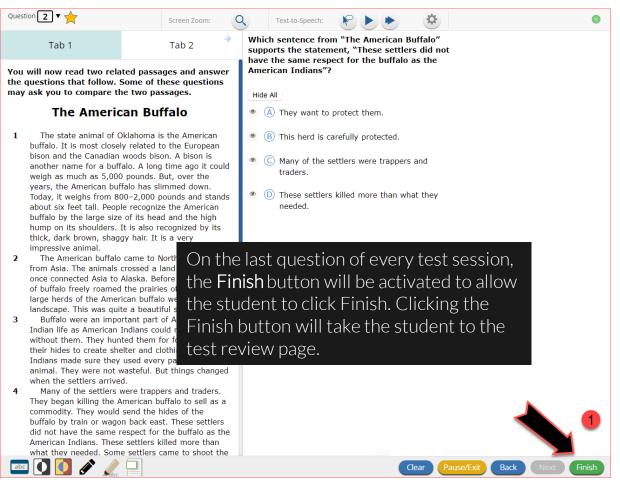
Your test is **paused**.

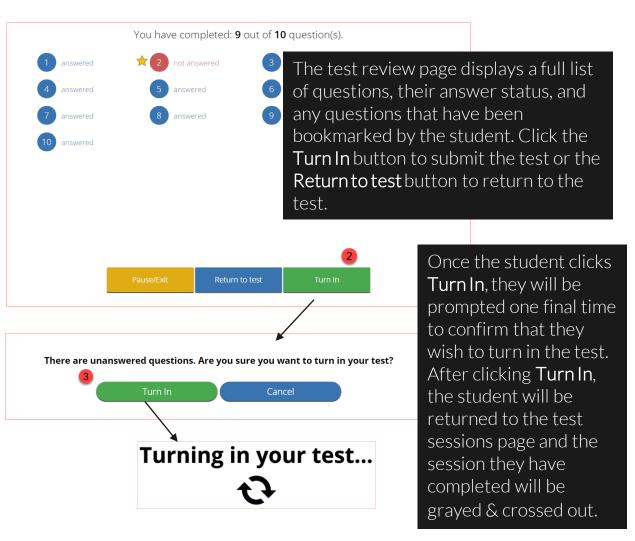
To resume testing, enter your password and click the Resume button. To exit the test and close the testing application, click the Exit button. When the timer reaches 00:00, your test will exit on its own.

19:38				
Password:				
Resume	Exit Test			



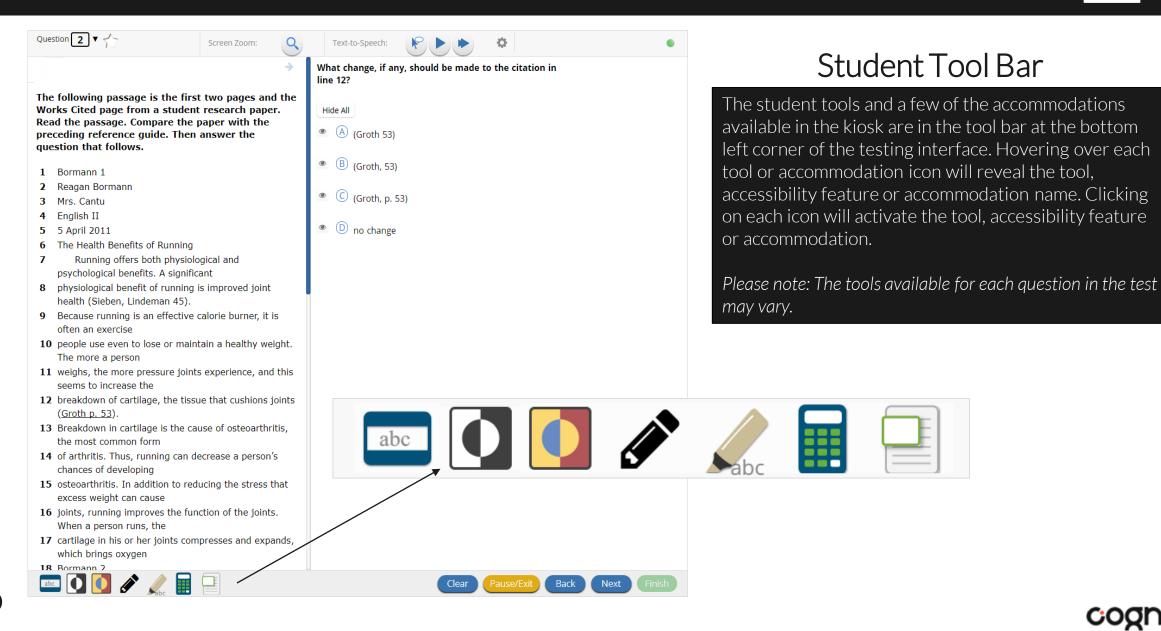
Turning in a Test





Student Tool Bar



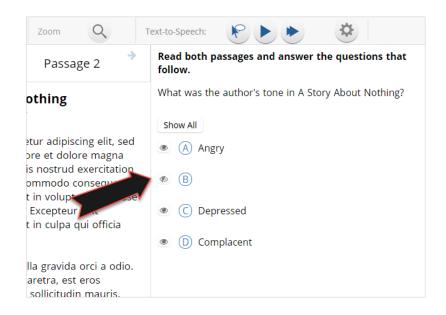




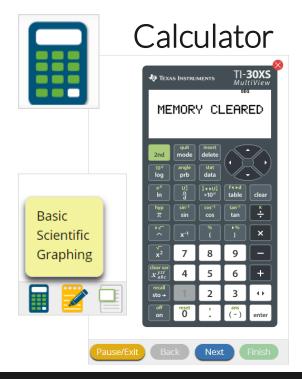
Student Tools



Answer Masking



Answer Masking: Provides the ability to "hide" an answer by clicking on the eye icon next to the answer choice. This can be used to eliminate answer choices. Answer masking will persist if a student navigates away from the question, but not if the student exits the test. Answer choices may not be selected while they are masked.



Calculator: Three calculators are available and may be moved around the screen: basic, scientific, and graphing. Texas Instruments calculators will be available during the operational test and practice test.

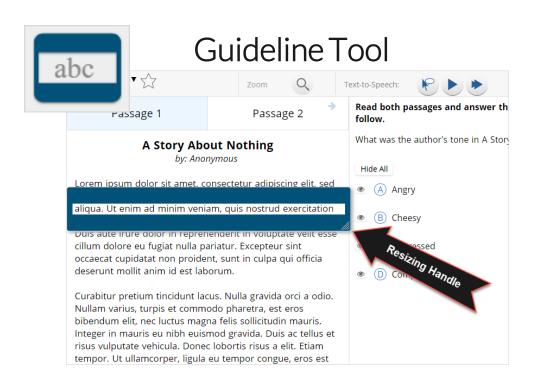
- ➤ The basic calculator will be available for the OSTP Grades 6-7 mathematics tests.
- ➤ The scientific calculator will be available for the OSTP Grade 8 mathematics & science tests.
- ➤ The graphing calculator will be available for the CCRA Grade 11 science test.



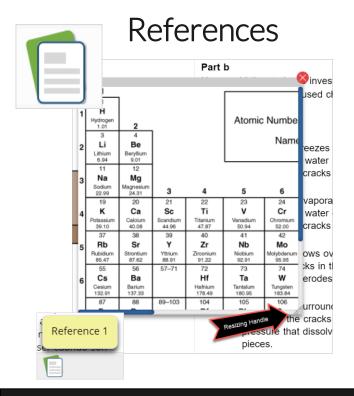


Student Tools





Guideline Tool: Helps the student focus on one or more lines of text when reading test content. Use the mouse or touch screen to raise and lower the tool for each line of text onscreen. Adjust the number of lines in the guideline tool window with the Resizing Handle.



References: If reference material is available on the test, it can be accessed by clicking the reference material icon. The reference material window may be moved around the screen by clicking and dragging the box or may be resized by clicking and dragging the bottom right-hand corner.

Student Tools



Sketch

nto la mirada para pedir ayuda pero la calle es un erto: no se salen de la oficina detrás de mí, nadie ueambulando por la calle y nadie mirando hacia arriba de la carretera principal.Ni la basura, en las ráfagas, está dispuesta a dejar para mí.No encuentro mi celular. Que han dejado en la oficina.Typical.And por lo que pido ayuda.

Gritar, realmente.Pero nadie viene. Me preocupa ahora. El hombre todavía está y gracias a Dios no está cuenta pesadas cómo una persona pacaca ser cuando son

Sketch: Provides sketch pad with the following features.

- > Students may sketch using black, red, or blue brushes.
- > Students may highlight using a semi-transparent yellow highlighter brush.
- > Students may erase sketches and highlighting using the eraser.
- > Students may draw anywhere on the item area while still being able to click on distracters.

Sketches and highlighting uniquely persist per item. If a passage that is shared across multiple items is highlighted, the highlighting will persist. They can only be viewed by the student while taking the test and will not be visible to the scorer once the test has been submitted. The Sketch tool is not available on constructed response items.

Note: If the student exits the test, the sketches and highlighting will not be there when the student returns to the test.

Highlighter

valued education and wanted Dahl to be a good lent. She thought it would be best for him to attend a boarding school in England.

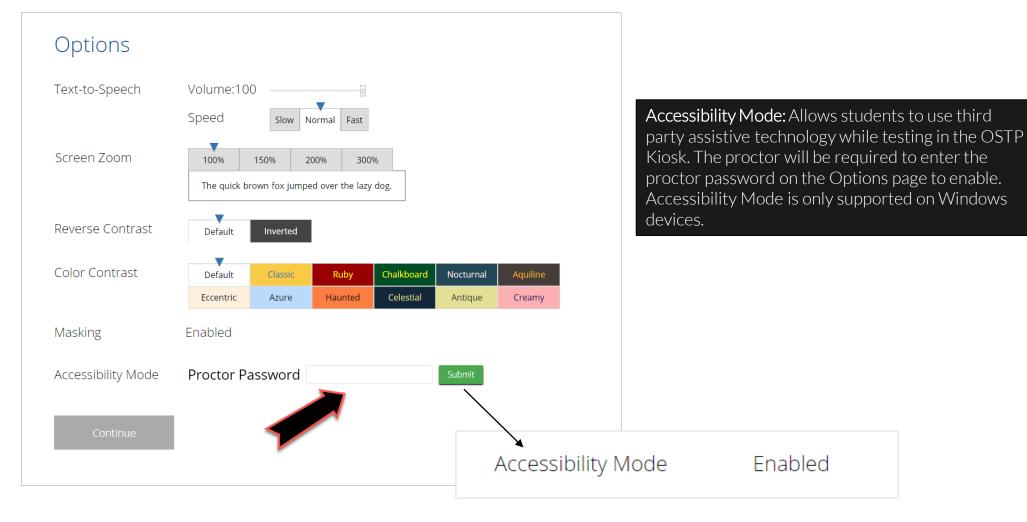
5 While attending boarding school, Dahl missed his mother and hated the endless rules. Although he did not like his new school, he did find a few things to enjoy. He realized he was great at sports, and he also developed a love of photography. After gradua instead of going to college Company and learned new school.

Highlighter: Students can select text and highlight the selection. They can erase the highlighted text by using the eraser and selecting the text to erase. To clear all highlighting on the screen, click Clear All.

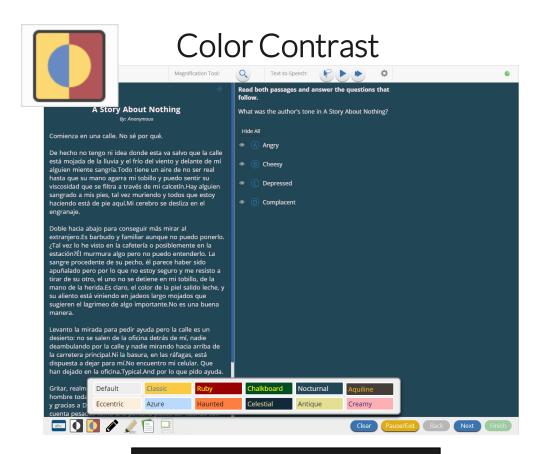
Note: The Highlighter is disabled when Text-to-Speech is actively playing in an item.



Accessibility Mode







Color Contrast: Changes the background color and text color of the test content.



Reverse Contrast: Inverts all color values on the screen.



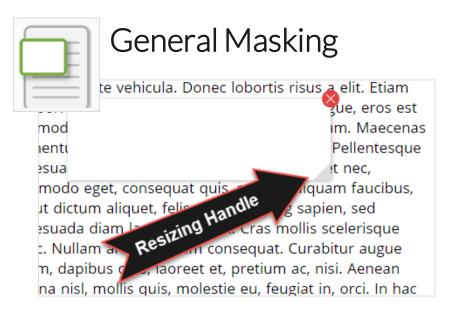




Screen Zoom



Screen Zoom: Students can magnify the entire screen in four increments: 100%, 150%, 200%, and 300%. Click on the magnifying glass to zoom in, the minus symbol to zoom out and the circular arrow to return directly to the default 100% magnification.



General Masking: Provides the ability to mask certain parts of the test interface or question. Custom masking planes can be resized and/or dragged around the screen.







Text-to-Speech



A Story About Nothing

by: Anonymous

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore 7 gna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Curabitur pretium tincidunt lacus. Nulla gravida orci a odio. Nullam varius, turpis et commodo pharetra, est eros Students who have a Text-to-Speech (TTS) accessibility feature or accommodation will have TTS controls.

- 1. <u>On-Demand TTS</u>: Click the On-Demand TTS button to activate. TTS will begin once a specific word or phrase is selected and will continue reading from that point until paused or stopped.
- 2. <u>Play/Pause</u>: To play the TTS, click the play button. To pause the TTS, click the pause button. To resume from the pause, click the play button again.
- 3. <u>Skip Stimulus</u>: Clicking the arrowhead button next to play/pause will skip the stimulus and start reading the question-and-answer choice section of the item.
- **4.** <u>Stop</u>: To stop the TTS, click the stop button. Clicking play after clicking the stop button will restart the TTS from the beginning of the item's text.
- **5.** <u>Adjust TTS Volume</u>: Click the gear Icon. Use the slider next to "Volume" to adjust the TTS volume.
- **6.** Adjust TTS Rate: Click the gear icon. Use the slider next to "Speed" to adjust the TTS rate between Slow, Normal, and Fast.
- 7. <u>Highlighted Text</u>: As the TTS reads the text, the text in the item will be highlighted.

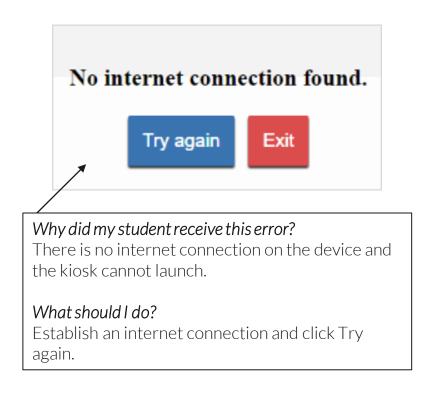




^{*}Headphones/earbuds are necessary tested individually in a separate setting. TTS volume can be adjusted using your device's volume controls.



Error Messages when launching the OSTP kiosk:



Please exit the kiosk and install the latest version.

Why did my student receive this error?

You are launching an older version of the kiosk. The kiosk on this testing device will need to be updated

What should I do?

Exit the kiosk then download and install the latest version from the Oklahoma Portal. For Chrome OS, verify that your OSTP app is up to date.



Error Messages when launching the OSTP kiosk:

There was a problem while launching the kiosk. Please check your internet connection or your access permissions to the cache folder.

Click here to try again.

We could not establish a connection to our server, please check your internet connection.

Refresh

The offline student responses on this machine could not be processed. Please contact Support in order to continue. (ErrorCode:1003)

Refresh

Why did my student receive this error?

There is no internet connection on the device and the kiosk cannot launch.

What should I do?

Establish an internet connection and click Try again.

Why did my student receive this error?

eMetric servers cannot reach the stored response folder location due to a network connectivity failure.

What should I do?

Check your network connectivity and connectivity to the stored response folder location and relaunch the kiosk. If the message appears again call the Oklahoma Service Desk at 866-629-0220.

Why did my student receive this error?

Stored responses could not be sent to the eMetric servers. The kiosk will not be able to launch until this is resolved.

What should I do?

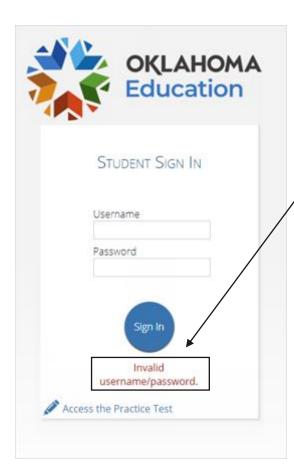
Call the Oklahoma Service Desk at 866-629-0220 and provide them with the error message and error code.







Error Messages when logging into the OSTP kiosk:

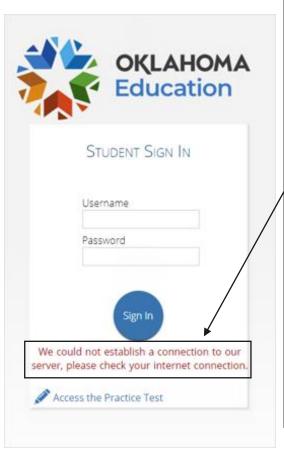


Why did my student receive this error message?

The student is using the incorrect password or username when trying to log into the OSTP Kiosk.

What should I do?

The student is using the incorrect password or username when trying to log into the OSTP Kiosk.



What happened and why did my student receive this message?

Internet connectivity was lost after the student entered their username and password. The OSTP kiosk detected the loss of internet connectivity and will not allow the student to log in until internet connectivity is reestablished.

What do I do next?

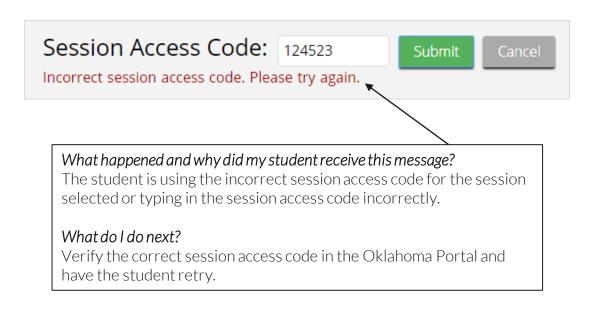
- 1. Close the OSTP kiosk.
- 2. Reestablish a connection to the internet.
- 3. Relaunch the OSTP kiosk.
- 4. Check the connectivity indicator in the top right corner of the kiosk login screen.
 - a. If the connectivity indicator is green, the kiosk is connected to the internet and the student can log in and begin testing.
 - b. If the connectivity indicator is gray, check the internet connection again.
 - c. If the connectivity indicator is still gray and you are sure the internet is connected, move the student to a different testing device, launch the kiosk on the new testing device and verify the connectivity indicator is green.

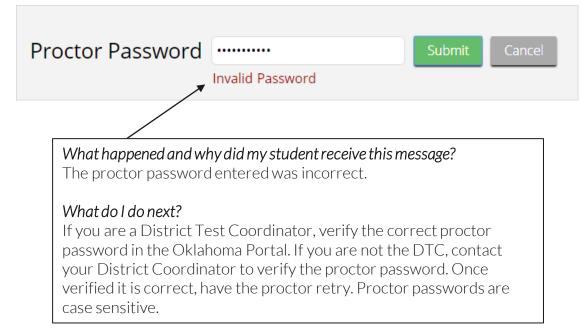






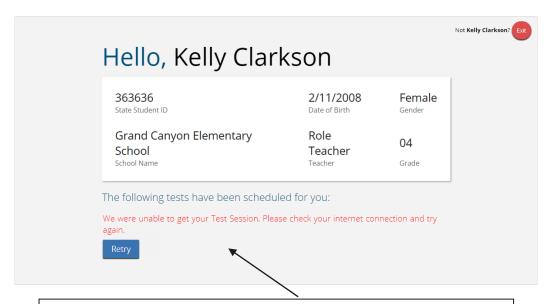
Error Messages when logging into a test session:







Error Messages when logging into a test session:



What happened and why did my student receive this message?

Internet connectivity was lost after the student logged in. The OSTP Kiosk detected the loss of internet connectivity and will not load the test sessions until a connection to the internet is reestablished.

What do I do next?

Click Retry, if internet connectivity is established then the student will be directed to the test session. If internet connection is not detected, close OSTP Kiosk, reestablish a connection to the internet and relaunch the kiosk.

Session 1Directions

This is Session 1. You should complete all of the items in this session during the assigned time. Once the session is closed, you will not be able to return to the session to view questions or check answers.

Use the navigation buttons to move to the next question or to go back to the previous question in each session. Use the review button to access the Test Review screen.

Test questions will be presented one at a time. Sometimes you may need to use the scroll bar to see all of the content in a question. Each multiple-choice question will be followed by its possible answer choices. Be sure that you have seen all of the answer choices before you make your selection. Each constructed-response question will be followed by a text box. Type your response in the box.

An error occurred while loading the test! Click here to retry, or contact an administrator.

What happened and why did my student receive this message?

Internet connectivity was lost before the test session completely loaded. The OSTP Kiosk detected the loss of internet connectivity and will not load the test session until a connection to the internet is reestablished.

What do I do next?

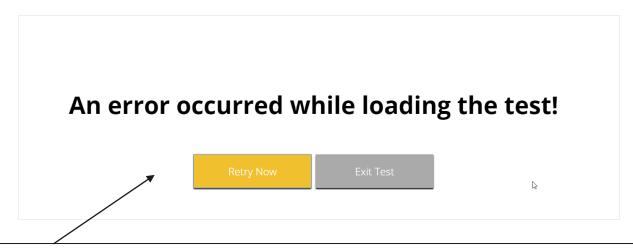
Select <u>Click here</u> to load the test. If internet connectivity is established, the student will be directed to the test session. If internet connectivity could not be established, the student will be redirected to the Directions page.







Error Messages when logging into a test session:



What happened and why did my student receive this message?

Internet connectivity was lost after the student clicked continue, on the directions page. The kiosk detected the loss of internet connectivity and will not load the test sessions until a connection to the internet is reestablished.

What do I do next?

Click Retry Now, if internet connectivity is established then the student will be directed to the test session. If internet connection is not detected, close the kiosk, reestablish a connection to the internet and launch the kiosk again.



Error Messages during a test session:

Required language support is unavailable.

Continue

The necessary support for audio playback is not detected on this device.



Why did my student receive this message?

This error will appear when students have a Spanish Text-to-Speech Accommodation and Cepstral language pack is not installed on the device.

What should I do?

Install Cepstral language pack if you already have the license, if you do not have a license, visit the Oklahoma Help and Support Site to request the Spanish Voice Pack.

Why did my student receive this message?

This error will appear when students have the Text-to-Speech Accommodation and there is not a playback device (headphones, speakers, or internal speakers) set as default or connected to or the device.

What should I do?

Connect headphones or speakers to the machine and set them as the default playback device.

Verify that sound is coming from the playback device.



Error Messages during a test session:

Please raise your hand; your test session has timed out.

Exit

Why did my student receive this message?

The student has timed out of their test session, meaning they have been inactive in the test for 60 minutes.

What should I do?

Click exit. When the student is ready to continue testing, they would log back into the OSTP Kiosk and select the session they wish to continue. Once they have entered the session access code, they will be then prompted for the proctor password, which the test administrator will need to enter, and resume testing where they left off

There is a problem because somebody else has logged into your test session. You have been logged out for security reasons.

Exit

Why did my student receive this message?

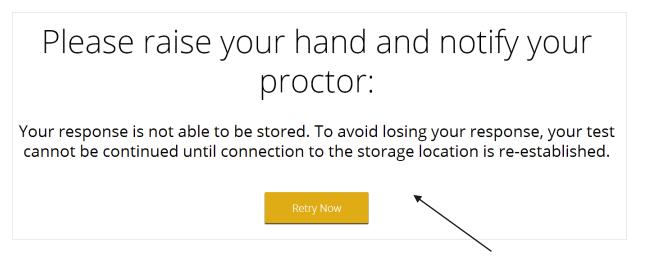
The student has logged into their test session on two separate devices, the second log in would cause the first session to be logged out, or someone else has logged into the student testing kiosk with the same credentials.

What should I do?

Click exit and log back into the test session. Verify the student's test resumes where they were exited.



Error Messages during a test session:



Why did my student receive this message?

Access to the storage location was lost after the student began testing due to loss of network connectivity. The OSTP Kiosk will not allow the student to continue testing until access to the storage location is restored.

What should I do?

Click Retry Now. If a connection to the storage location is reestablished, the OSTP Kiosk will return to the screen where the student was prior to loss of connectivity. If, after several attempts, the connection to the network storage location cannot be reestablished, test administrators should either:

- 1. Force-quit the OSTP Kiosk and move the student to a new testing device that has connectivity to the network and storage location.
- 2. Or contact their BTC for further assistance.







Please raise your hand and notify your proctor. A connection to the network could not be established. Your test has been saved offline. Proctor, this student's test responses have been stored locally on this device. When network connection is restored, you must re-launch the kiosk or mobile app from this device in order to send the stored responses to the servers, or you can also try to send responses by clicking "Send Responses" button. Send Responses Do not move the student to a different workstation. If you have any glestions, please contact technical support immediately. Proctor Password Accept and Exit Test

What happened and why did my student receive this message?

Internet connectivity was lost after the student began testing and was not restored by the time the student completed the test. The student completed the test session and clicked "Turn in Test". The student's responses will be saved to the local folder configured when the OSTP Kiosk was initially installed.

What do I do next?

- 1. Read the instructions in the message and click **Send Responses**, you will be notified to wait 10 seconds as the student testing interface tries to determine if there is internet connection. If internet connectivity was reestablished before clicking Send Responses, the stored responses on this device will be sent to the servers, the test will submit, and the student testing interface will exit the test. If there is no internet connection, the Send Response button will appear again. From here you can try to establish internet connection and click Send Responses again or move on to step 2.
- 2. Proctor reads and acknowledges that they have read and understand the instructions by entering the Proctor Password.
- 3. Select Accept and Exit Test.
- 4. Reestablish a connection to the internet.
- 5. Relaunch the OSTP Kiosk. Student responses will be automatically sent as soon as the OSTP Kiosk is relaunched. The OSTP Kiosk will then be available for another student's test.

Troubleshooting Tips



Clearing the Application Cache

If for some reason any of the online testing files become corrupt, deleting the application cache will force the OSTP Kiosk to download a new set of cache files.

What do I do next?

- 1. From the OSTP Kiosk login screen, click Clear Cache in the lower right-hand corner.
- 2. You will be asked "Are you sure?" Click Yes, and the kiosk will close and then re-launch.

Note: For iPad, exit the application, press the home button and swipe up on the OSTP application to force close it, then re-launch the application.



Frozen Screen

Your student is taking their test in the OSTP Kiosk and the kiosk stops responding and becomes frozen.

What should I do?

Try to pause the test and log back in. If you are unable to pause, restart the device. Once the device has been restarted log back into the test, enter the proctor password, and continue testing.

Images or Test Content

Your student's OSTP or CCRA test content or images are not rendering.

What should I do?

Pause the test and clear the application cache on the device. It appears that the cached files may have become corrupt. After the application cache has been cleared, log back into the test to download new test files and continue testing.



Troubleshooting Tips



OE Response: Specific keys not working on Keyboard (desktop kiosk)

Your student is trying to answer an open-ended question and specific keys on the keyboard are not working.

What do I do next?

- 1. Pause the test and log in again. Try to type in the open-ended box with those specific keys.
- 2. If it does not resolve the issue, you will need to clear the application cache, as the files may have become corrupt.
- 3. If clearing the application cache does not resolve the issue, you will need to delete the eMetric folder in the TEMP location (ex. %temp% for Windows devices or ~/tmp for Mac devices).

OE Response: Cannot type in the OE Box

Your student is trying to answer an open-ended question but cannot type in the open-ended answer box.

What should I do?

- 1. If they have not typed a response in the open-ended box or are ok with starting their response over, reset the question by clicking "Clear" to clear any response in the box in-case there are multiple spaces or odd characters. Try typing in the open box.
- 2. If you are unable to type, pause the test and log in again. Try to type in the open-ended box.
- 3. If it does not resolve the issue, you will need to clear the application cache.
- 4. If clearing the application cache does not resolve the issue, you will need to delete the eMetric folder in the TEMP location (ex. %temp% for Windows devices or ~/tmp for Mac devices).

Note: If the open-ended box has a word count, and the student has reached it, they will not be able to type in the open-ended response box.





Troubleshooting Tips



Intentionally Moving a Student to a Different Device

If students need extended time or must log-off their device and move to another device in a different location to continue testing, Test Administrators should take the following steps:

What should I do?

- 1. Ensure the student's current testing device has an active internet connection.
- 2. Pause and exit the test.
- 3. Move the student to the new testing device.
- 4. Ensure the testing device in the new location has an active internet connection.
- 5. Launch the OSTP kiosk.
- 6. Allow the student to login to the OSTP Kiosk and resume testing.
- 7. Confirm student's test has previously entered responses.
 - a. If you believe responses are missing, contact the Cognia Service Desk, or 866-629-0220 for further assistance.

Version Control Table



Version Control

Version	Date	Author	Change Description
1.0	1/18/2022	eMetric	Created support documentation per 2021-2022
			requirements discussion with Cognia and OK SDE.