

# Oklahoma School Testing Program

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KIOSK INSTALLATION GUIDE

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### Version Control

Version	Date	Author	Change Description
1.0	10/03/2023	eMetric	Created support documentation per 2023-2024 requirements discussion with Cognia and OK SDE.
1.1	04/10/2024	eMetric	Updated Chromebook Application Installation section with Google Admin changes and added a note regarding Site Readiness for iPads.

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## INTRODUCTION

This document is intended for technology personnel responsible for setting up the Oklahoma School Testing Program (OSTP) and the College- and Career-Readiness Assessments (CCRA) online-testing environment.

There are two components of OSTP & CCRA online testing: the **OSTP Data Portal**, used by building and district administrators to perform all administrative tasks, and the **OSTP Kiosk**, used by students for testing. This document contains instructions for installing the iTester™ OSTP Kiosk and conducting site readiness testing on devices used for online testing.

**Note:** The **OSTP Kiosk** is a version of the iTester student testing kiosk application that has been tailored for the OSTP & CCRA. Some technical documentation may refer to the OSTP Kiosk as iTester.

For more information on working with the OSTP Data Portal, see the *OSTP Data Portal User Guide*, which is available on the Help & Support page: <https://oklahoma.onlinehelp.cognia.org/guides>

## TECHNICAL SUPPORT

If you experience any difficulty downloading or installing the kiosk, contact Cognia Technical Support at [oktechsupport@cognia.org](mailto:oktechsupport@cognia.org) or (866) 629-0220.

<p>For technical questions about the installation of the kiosk, test administration or other technical information, contact:</p>	<p><b>Cognia Service Desk</b>  Toll free: 1 (866) 629-0220  Email: <a href="mailto:oktechsupport@cognia.org">oktechsupport@cognia.org</a></p>
<p>For questions or information regarding OSTP &amp; CCRA policy and testing procedures, contact:</p>	<p><b>Oklahoma State Department of Education Office of Assessments</b>  Phone: (405) 521-3341  Website: <a href="http://sde.ok.gov/sde/office-assessments">http://sde.ok.gov/sde/office-assessments</a></p>

## TESTING ENVIRONMENT

### OVERVIEW

The **OSTP Kiosk** refers to the software application used for secure online testing for the Oklahoma School Testing Program and College- and Career-Readiness Assessments. The student testing kiosk restricts access to other computer applications during testing. The kiosk is a cross-platform, rich internet application that employs the industry's highest standard in security, reliability, and usability for high-stakes assessment. The kiosk runs seamlessly on Windows®, Mac®, and Linux® operating systems, iPad®, tablets, with and without external keyboards, and Chromebook™ notebook computers.

Information on student test interface tools, accommodations, accessibility features and navigation can be found in the *OSTP Kiosk User guide* here: <https://oklahoma.onlinehelp.cognia.org/guides>

Information on using third party accessibility or accommodations software with the student test interface can be found in the *Testing with Third Party Assistive Technology Guide* here: <https://oklahoma.onlinehelp.cognia.org/guides>

### PROCESS

The testing environment for a school is installed and set up by an IT Coordinator (ITC), or a Building Test Coordinator (BTC) or District Testing Coordinator (DTC) acting as an ITC.

After your DTC, DDC, or BTC has set up your ITC account, you will receive your user account information via email.

To install and set up the kiosks for your building:

1. Review the Technology Guidelines to ensure that you have the correct equipment for student testing.  
<https://oklahoma.onlinehelp.cognia.org/guides>
2. Configure your network to support student testing on the kiosk:
  - [Testing Environment Setup](#)
  - [Network Connectivity](#)
  - [Bandwidth](#)
  - [Thin-Client Environments](#)
  - [Monitor Settings](#)
  - [Spanish Language Support](#)
  - [Default Voice Settings for Text-to-Speech Accommodations](#)
3. Download and install the appropriate kiosk to each student testing device:
  - [Windows®](#)
  - [macOS®](#)
  - [Linux®](#)
  - [iPad® application](#)
  - [Chromebook™ application](#)

4. Complete the [Site Readiness tests](#), which perform a system check and provide a testing simulation scenario for each device or device configuration.

**Note:** To ensure that the testing environment is ready for students on time, we recommend that you run the Site Readiness tests directly after installing the test device kiosks.

5. When all of the configurations to be used for student testing are ready, [certify that your site](#) is ready for student testing.

TESTING ENVIRONMENT SETUP

The Kiosk can be installed on the network or on an individual student testing device. The advantages and disadvantages for each are listed in the table below. We recommend a local installation to avoid network connection issues.

	Individual Device Installation	Network installation
<b>Advantages</b>	No impact on LAN traffic during initial application launch.	Time spent on application installation and configuration would be considerably less. Centralized location for application updates and configuration.
<b>Disadvantages</b>	Application installation and configuration will take more time.	Downloading the application from the network folder to the test taker’s testing device could introduce single point of failure during application launch. Initial application launch could be delayed depending on the LAN traffic and bandwidth.

NETWORK CONNECTIVITY

All student testing devices used for student testing should have access to the Internet and should be able to access the server using HTTP/HTTPS protocols on ports 80 and 443.

1. Whitelist the following sites on ports 80 and 443 in content filtering proxies or other locally used proxy software.
  - <https://oklahoma.cognia.org>
  - <https://okpracticetest.cognia.org>
  - [fonts.googleapis.com/](https://fonts.googleapis.com/)
  - [themes.googleusercontent.com/](https://themes.googleusercontent.com/)
  - [googleusercontent.com/](https://googleusercontent.com/)
  - <https://cognito-identity.us-west-2.amazonaws.com>
  - <https://cognito-identity.us-east-1.amazonaws.com>
  - <https://eventsapi.emetric.net/nmprod/router>
  - [app.getsentry.com](https://app.getsentry.com)
  - [dc.services.visualstudio.com](https://dc.services.visualstudio.com)
  - [az416426.vo.msecnd.net](https://az416426.vo.msecnd.net)

**Note:** It is critical that districts and buildings using web content filters perform site readiness testing to confirm the Student Interface Test content can be downloaded to student kiosk clients without any issue.

2. If you are working with sandboxing applications (such as Faronics Deep Freeze™), do one of the following while installing the kiosk:
  - Choose network folder location for local caching.
  - Make sure the default location, such as C:\Users\user\AppData\Local\emetric (%localappdata%\emetric) and its contents are not deleted by these applications.

**Note:** Student-testing data, including encrypted responses, will be saved to the indicated location only if the network connection or Internet connection is lost during the test. Students will be able to continue testing without interruption, but their testing data will be saved in the indicated folder.

3. Buildings with low internet bandwidth:
  - We recommend that buildings with an Internet download speed of less than 1.5 Mbps or less than 256 Kbps stagger students starting the test.

## BANDWIDTH

A school's capacity to support test takers is a function of the school's available bandwidth and size of the test resource. To eliminate concern regarding adequate bandwidth, iTester includes a web-based readiness tool for school and districts to verify their infrastructure, network bandwidth, and testing devices are properly configured for administering student testing. The tool is designed to simulate a test scenario and is used to verify that devices to be used for testing meet the minimum requirements and have been properly configured.

A system check is also conducted to test bandwidth, connectivity to the test delivery system, and ability to support text-to-speech functionality. The results (pass/fail) from the verification process are immediately viewable; deficits, including inadequate bandwidth to support the desired number of concurrent test takers, are identified as well. In training, we will cover the need to conduct the site readiness test by all buildings and districts.

Additionally, the bandwidth necessary for a certain number of students to test simultaneously (defined as clicking "Continue" simultaneously, as that is what triggers the test content to download to the students' workstations), will depend on the size of the actual operational forms. We adjust our bandwidth tests to calculate using the average form session size (which we expect will be 3 MB or less). No video content, which could adversely affect form size, will be included in the operational forms this coming year, and we optimize our system and the content itself to be as streamlined and lightweight as possible.

Therefore, it is **imperative** that the Site Readiness Test be conducted by the technology coordinator at each building to ensure adequate bandwidth for testing.



## THIN-CLIENT ENVIRONMENTS

When using thin-client environments, such as Terminal Services, Citrix®, or LTSP®, make sure that there is enough memory, CPU, and bandwidth on the server to accommodate multiple student test sessions. The application requires a minimum of 80 MB of memory per client session and performance can vary depending on the size and type of the test. Allowing multiple sessions on an improperly sized thin-client environment will lead to poor performance.

Additionally, schools using thin-clients need to be cautious when there is 1 GB or less of physical memory on the student testing device. In this case, we highly recommend that you use a local installation. As a rule, if you can use Chrome™ browser to access web-based email or web-based streaming services on all student testing devices simultaneously, then testing should go well.

In thin-client environments, the accounts students use to log in to the student testing devices must be unique for each student. Also, each account must have its own dedicated user profile.

**Note:** If the kiosk in your thin-client deployment experiences performance issues, such as graphics not rendering, fuzzy screens, or screen flickering, we recommend disabling or adjusting the hardware graphics acceleration.

For assistance, contact the Cognia Service Desk at [oktechsupport@cognia.org](mailto:oktechsupport@cognia.org) or (866) 629-0220.

## MONITOR SETTINGS

Ensure that all monitors used for testing are set to the default color settings. If a student requires a zoom accommodation, review the recommended screen resolutions in the table below:

Required Zoom Level for Student	Recommended Screen Resolution
100% (No Zoom)	1024 x 768 (or higher)
150%	1920 x 1080 (or higher)
200%	1920 x 1080 (or higher)
300%	1920 x 1080 (or higher)

**Note:** These are only recommended screen resolutions. Use the screen resolution you feel the student would be most comfortable with. The student or test administrator may set the zoom level within the Kiosk when the student logs in using their unique username and password at the time of testing.

## SPANISH LANGUAGE SUPPORT

The OSTP & CCRA online test administration is also available in Spanish.

The Spanish Text-to-Speech version of the test is not available on iPads, but is supported on the following systems:

- Windows® 10, 11
- macOS® 12.6, 13.4, 14.0 (64-bit only)
- Chrome OS™ 116, 117, 118, LTS 114

## LANGUAGE PACK

The Spanish version of the test uses the Text-To-Speech accommodation, which requires a Cepstral Spanish language pack to be installed on the machine where the test will be taken.

**Important:** Licensing of this language pack is limited, so plan to cycle the students with this accommodation through your testing space to avoid the need for multiple installation of this language pack.

**Note:** For assistance on obtaining Cepstral licenses, contact Cognia Service Desk at [oktechsupport@cognia.org](mailto:oktechsupport@cognia.org) or call (866) 629-0220.

**Important:** Chromebooks will utilize Google's native speech engine configured for ChromeOS™ and therefore do not require the Cepstral Language Pack.

## LANGUAGE SETTINGS

To ensure the log in screen, navigation buttons, and on-screen prompts are all in Spanish, you will change the OSTP Kiosk to the Spanish Language version.

1. Launch the OSTP Kiosk.
2. On the Sign in Screen select **Español** from the localization drop-down list at the bottom of the page.

You can also set up your language preferences manually on Windows and Mac workstations.

### *Windows workstations*

1. From the **Control Panel**, click **Clock, Language, and Region**, and then click **Region and Language**.
2. On the **Formats** tab, from the Format drop-down list, select **Spanish (United States)**. Click **Apply** and then click **OK**.
  - If you are prompted for an administrator password or confirmation, type the password, or provide confirmation.
3. To change the keyboard setting, on the **Keyboard and Languages** tab. On the General tab, click **Change keyboards**, and then select **Spanish (United States)**. Click **Apply**, and then click **OK**.
4. To restart your computer, click **Restart now**.

**Note:** The commands may differ slightly depending on which version of Windows you are using. Windows 10: **Settings > Region & Language > Select Add a Language**.

*Mac workstations*

1. Choose **Apple menu > System Preferences**, then click **Language & Region**.
2. Under the Preferred Languages list, click the **+** and select **Español – Spanish (US)** and click **Add**.
3. Select **Use Spanish (US)** once this notification appears:



4. In the **Region** menu, select **United States**.
5. Restart the device.

### DEFAULT VOICE SETTINGS FOR TEXT-TO-SPEECH ACCOMMODATIONS

The voice used by the student testing kiosk for text-to-speech is the voice set as the default on the device the student is using for testing. Ensure that the desired voice is set at the default for the operating system installed on the device.

To update the default voice for Windows® 10 & 11:

1. Click the **Windows®** button.
2. Click **Settings**.
3. Click **Time & Language**.
4. Click **Speech** under the Time & Language menu on the left side of the screen.
5. Select the voice you want to use in the **Voice Selection** box.

To update the default voice for macOS® 12.6, 13.4 & 14.0:

1. Click **System Preferences**.
2. Click **Accessibility**.
3. Click **Spoken Content**.
4. Click the voice you want to use in the **System Voice** box.

### DISABLE TOUCH SETTINGS FOR THIRD-PARTY SOFTWARE

The sketch tool & text highlight tool are not available if third-party software with touch settings is installed on the student workstation. Please see the *Testing with Third Party Assistive Technology Guide* for steps to disable touch settings: <https://oklahoma.onlinehelp.cognia.org/guides>

## OSTP KIOSK INSTALLATION

### WINDOWS® OS

Follow the steps below to install the kiosk on all student testing devices running Windows®.

#### Step 1: Set up your building testing environment

Review [Testing Environment](#) in detail.

#### Step 2: Download the OSTP Kiosk

After your District Test Coordinator (DTC) or Building Test Coordinator (BTC) sets up your IT Coordinator (ITC) account, you will receive your user account information via email.

**Note:** If you do not have a dedicated ITC, a DTC or BTC can complete all ITC tasks using their DTC or BTC account. Ensure you have the correct administrative rights to make changes to student testing devices.

When you have your login credentials, you are ready to download the OSTP Kiosk:

1. Go to the OSTP Data Portal at <https://oklahoma.cognia.org> and log in with your username and password.
2. On the portal home page, click **Administration**. The Administration home page appears.
3. Click Student Kiosk for Windows®. You will see a Download progress bar at the bottom of the page.

OKLAHOMA Education

Home Site Readiness Students Enrollment Transfer Classes Test Sessions Materials Management Dashboard

Support DTC Help & Support Logout

Home

Welcome to the Administration module for OSTP Grades 3-8 and CCRA Grade 11. This site provides access to student information and test session details. Based on device configurations at your facility, you or your Assessment Technology Coordinator need to download and install the appropriate student kiosk utilizing the links in the table below.

Apps for iPads and Chromebooks will need to be downloaded from the appropriate app store.

Windows	Student Kiosk for Windows
Mac	Student Kiosk for Mac
Linux	Student Kiosk for Linux

If you need assistance utilizing this site, please contact Cognia support at [oktechsupport@cognia.org](mailto:oktechsupport@cognia.org) or by calling toll-free 866-629-0220.

Proctor password for Cyber Sch1-001 (Cyber District) Change

59n9v8ec

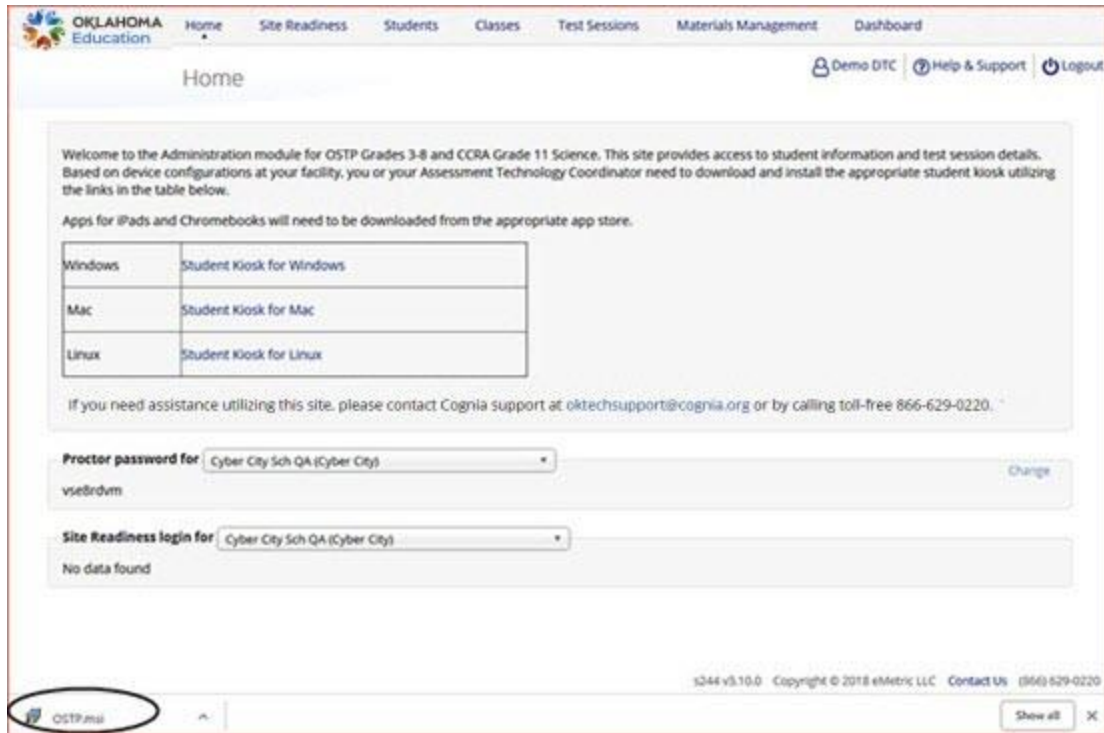
Site Readiness login for Cyber Sch1-001 (Cyber District)

Username: WSR-00-991999-301  
Password: b54cc8a8

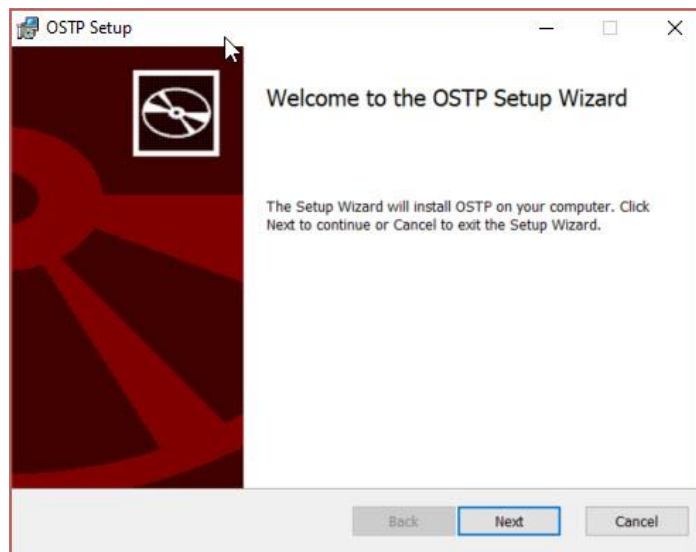
Step 3: Install the downloaded Kiosk

When the download completes:

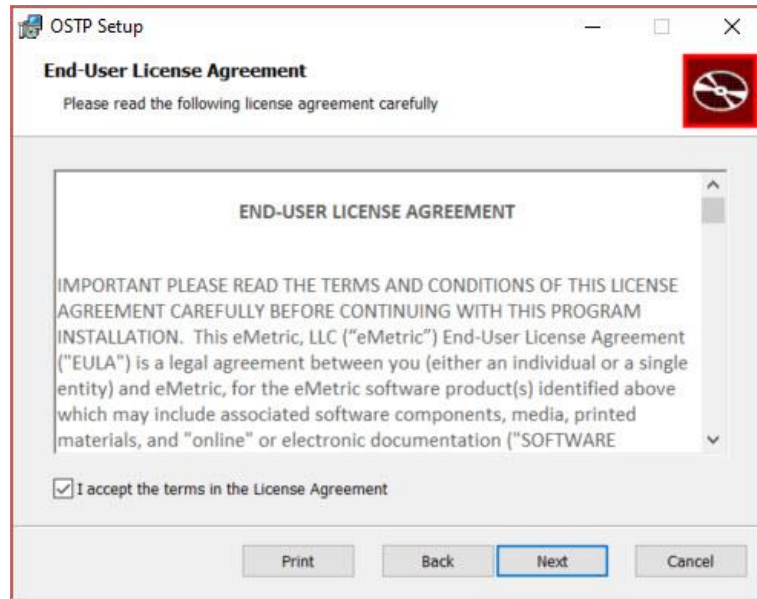
1. Click the installation file in the Download bar at the lower-left corner of the Administration home page.



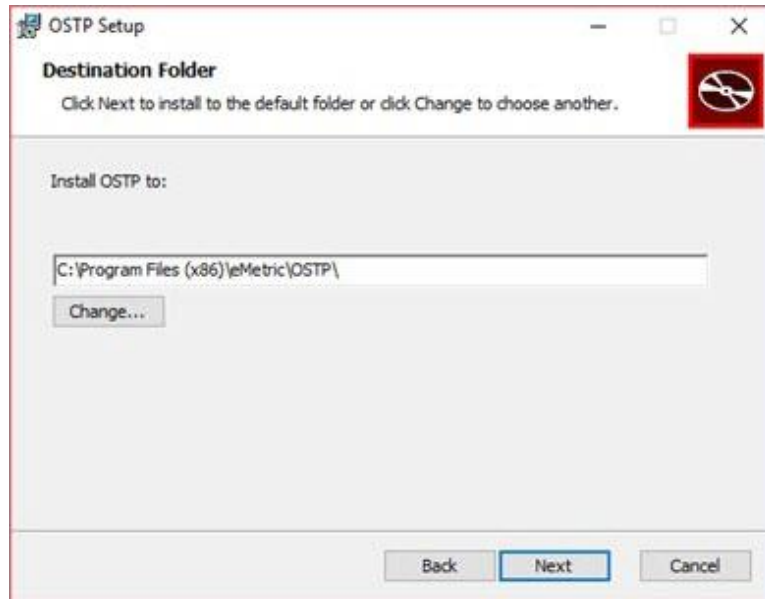
2. Read the instructions and then click **Next** to continue.



3. Read the End-User License Agreement and check **I accept the terms in the License Agreement** check box. Click **Next** to continue.

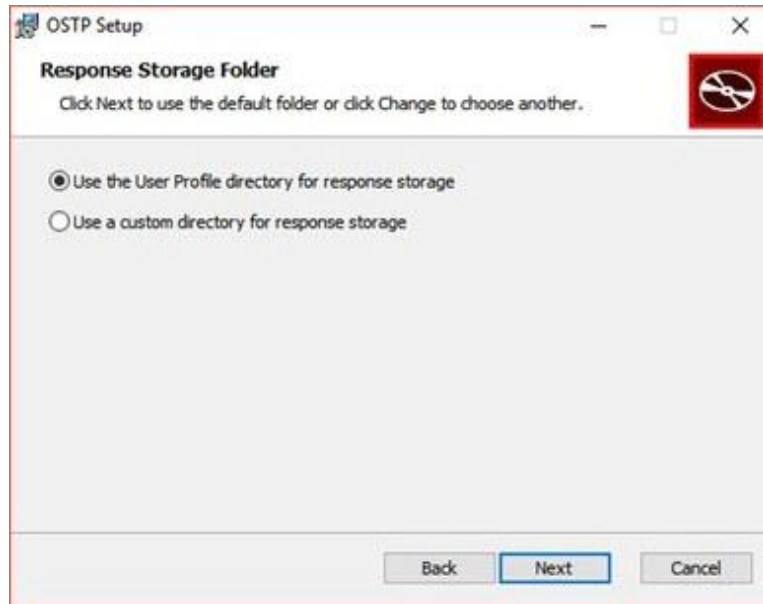


4. Type the destination folder in the space provided and click **Next** to continue.



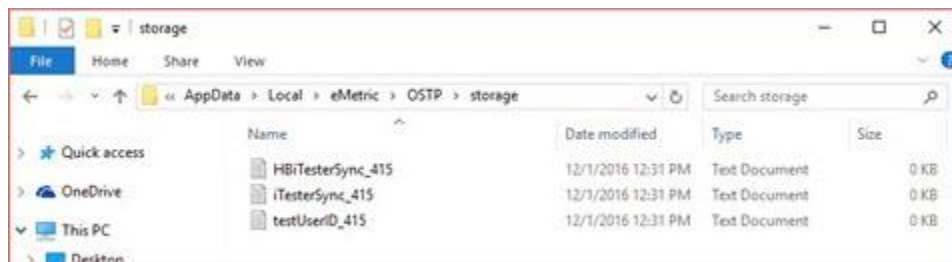
**Note:** You can choose to install the kiosk in a shared network folder or a local folder on the student testing device. We recommend a local installation to avoid network connection issues (see [Network Connectivity](#)).

5. Select the directory to store student responses and click **Next** to continue.



- **Important:** This is the failover location for saving student responses in the event network connectivity is lost.
- **Use the User Profile directory for caching**

During kiosk installation, if you choose the default option to store the stored response files in the user profile, these files will have names like this format:



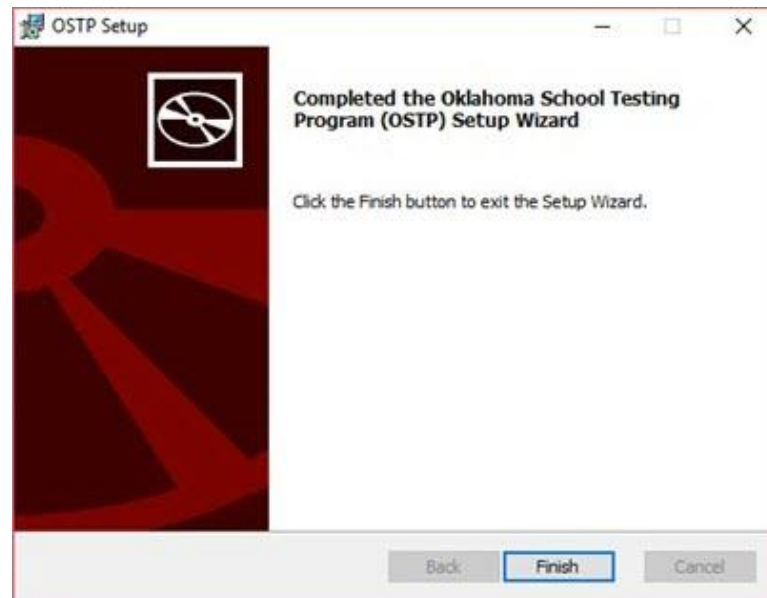
- **Use a custom directory for caching**

If you select **Save in the following directory**, you must manually enter the alternate path.

6. Confirm that you are ready to install the kiosk, and then click **Install**.



7. Click **Finish** to complete the installation.



When you are ready to test the kiosk installation for this configuration, see [Site Readiness Testing and Site Certification](#).



## WINDOWS® MSI PACKAGE SCRIPTED INSTALLATION

Network administrators can install the OSTP Kiosk via an installation script to be executed by an Admin account on the machine. The script can be written to run without any human interaction (quiet switch) and to install in the default directory (C:\Program Files) or any target directory of choice. Uninstalling the Client can also be scripted.

Below are generic scripts that can be used for installation and uninstallation.

### Script Examples

<Source> = Complete path to the OSTP MSI installation file, including .msi installation file name.

Example: C:\Downloads\OSTP.msi

<Target> = Complete path to the location where OSTP Kiosk should be installed other than the default location (C:\Program Files). Example: C:\OSTP\Installation\_Dir

<APPDATALOCATION> = Complete path to the location for storing the cache and encrypted student responses created due to network interruptions. Example: D:\Cache.

**Note:** Ensure that this location is excluded from system restore software, like Deep Freeze.

#### Installation script

```
msiexec /I "<Source>" /quiet INSTALLDIR="<Target>"  
ITESTERAPPDATALOCATION="<APPDATALOCATION>" INSTALLLEVEL=2
```

```
Example: msiexec /I "C:\Downloads\OSTP.msi" /quiet INSTALLDIR="C:\OSTP"  
ITESTERAPPDATALOCATION="D:\Cache" INSTALLLEVEL=2
```

**Warning:** If you do not specify ITESTERAPPDATALOCATION, then the Local Application Data folder located in the User Profile of the actively logged-in user will be used by default. If you do not specify INSTALLLEVEL=2, then the configuration required for setting the <APPDATALOCATION> will not be created.

#### Uninstallation script

```
msiexec /X "<Source>" /quiet
```

```
Example: msiexec /X "C:\Downloads\OSTP.msi" /quiet
```

## WINDOWS® MSI PACKAGE INSTALLATION VIA GROUP POLICY

Network administrators can use Microsoft Active Directory Group Policy to distribute the OSTP Kiosk MSI package seamlessly to all client computers.

Follow the step-by-step instructions described in the following Knowledge Base article:

<http://support.microsoft.com/kb/816102>.

**Note:** Default installation locations will be used when using Group Policy to distribute the OSTP Kiosk. This option will also not allow systematically specifying a network location for caching and storing encrypted student responses created due to network interruptions. The local Application Data folder located in the User Profile of the actively logged-in user will be used by default.

## WINDOWS® NETWORK KIOSK INSTALLATION

To install the kiosk on a network:

1. Complete the local kiosk installation listed above on the machine that will host the application.
2. Configure the stored response location to network share or leave as default during installation.
3. On the student testing devices create a shortcut to the application on the network. The shortcut created should point to OSTP.exe.
4. Ensure that users have read/write/modify access to stored response directory configured in Step 2.

MAC OS®

Follow the steps below to install the kiosk on all student-testing Mac devices.

Step 1: Set up your school testing environment

Review [Testing Environment](#) in detail.

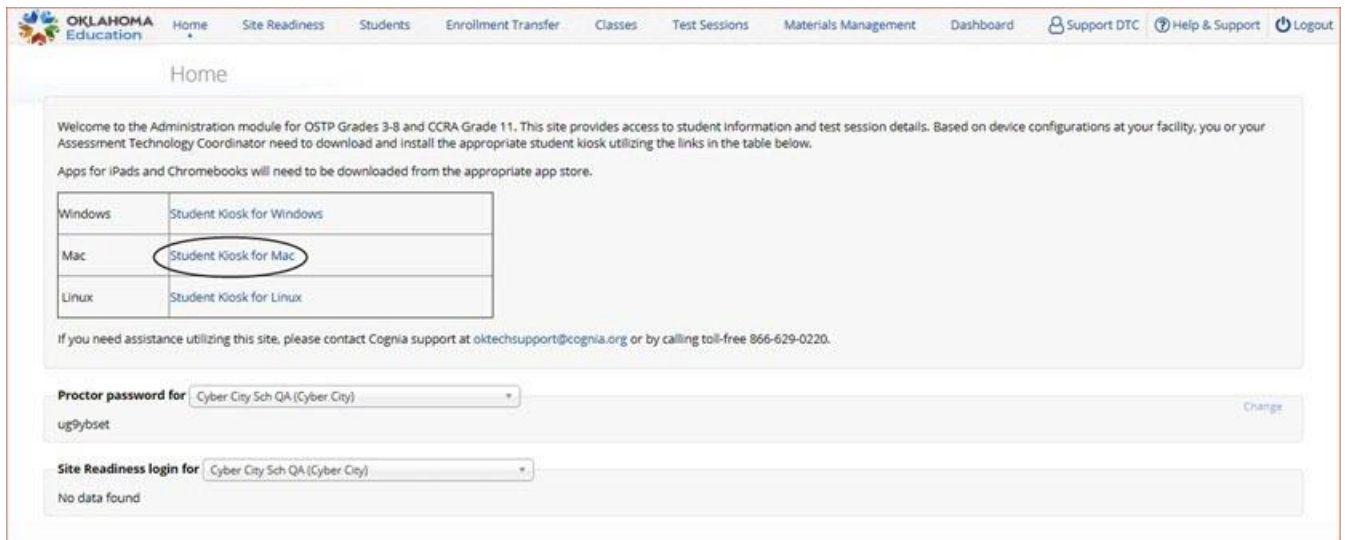
Step 2: Download the OSTP Kiosk

After your District Test Coordinator (DTC) or Building Test Coordinator (BTC) sets up your IT Coordinator (ITC) account, you will receive your user account information via email.

**Note:** If you do not have a dedicated ITC, a DTC or BTC can complete all ITC tasks using their DTC or BTC account. Ensure you have the correct administrative rights to make changes to student testing devices.

When you have your login credentials, you are ready to download the OSTP Kiosk:

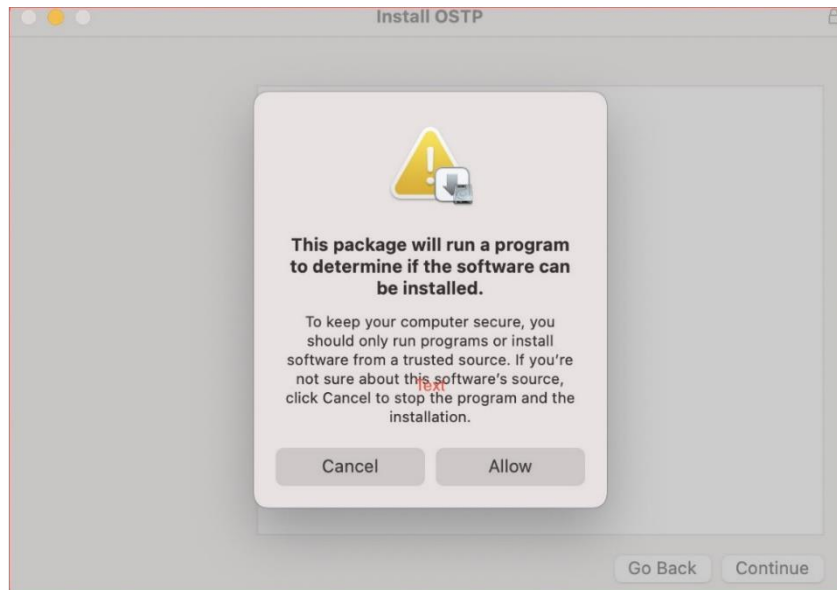
1. Go to the OSTP Data Portal at <https://oklahoma.cognia.org/> and log in with your username and password.
2. On the portal home page, click **Administration**.  
The Administration home page appears.
3. Click **Student Kiosk for Mac**.  
You will see a Download progress bar at the bottom of the page.



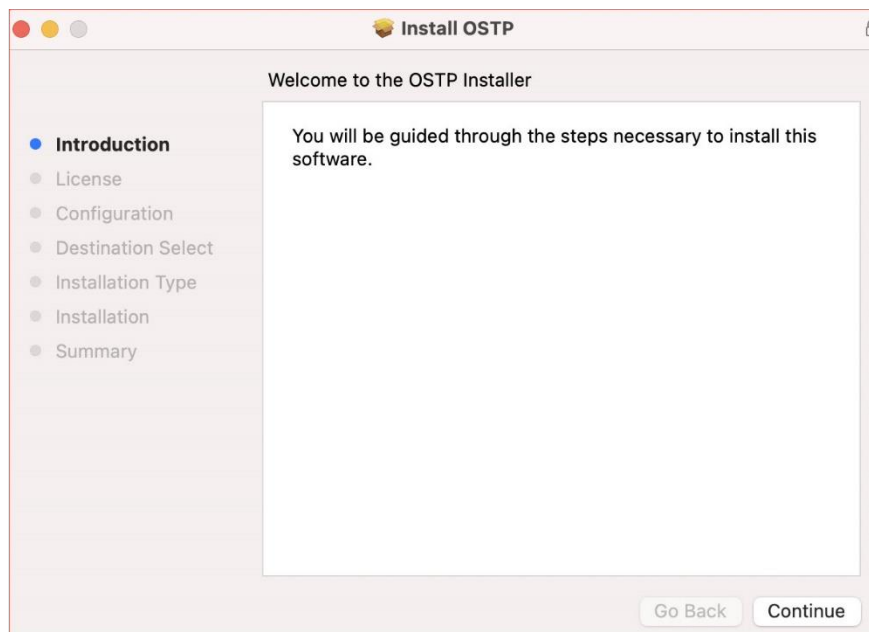
**Step 3: Install the downloaded Kiosk**

Upon completion of the download process:

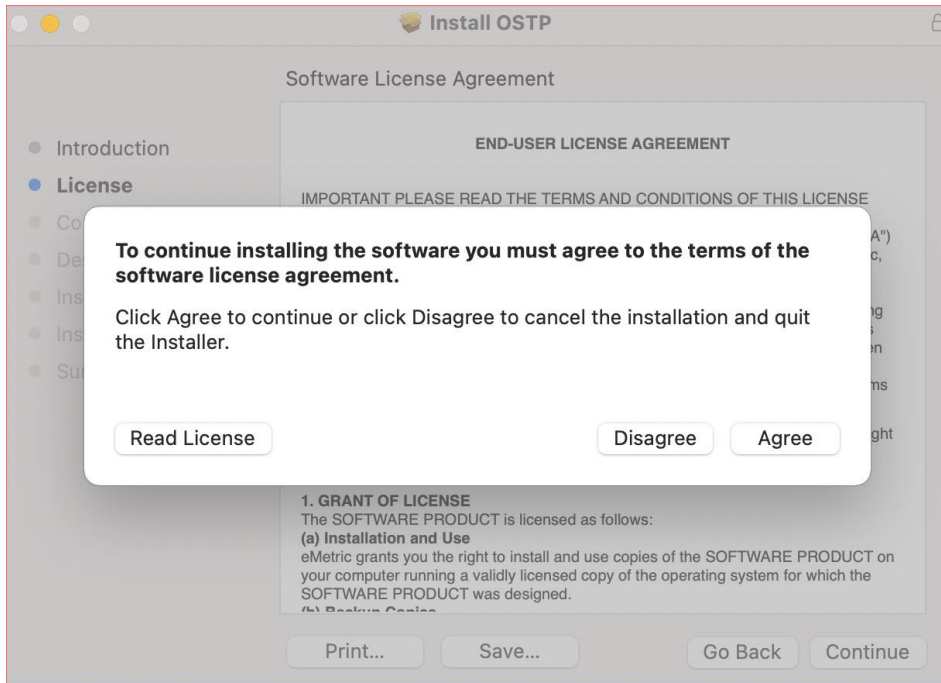
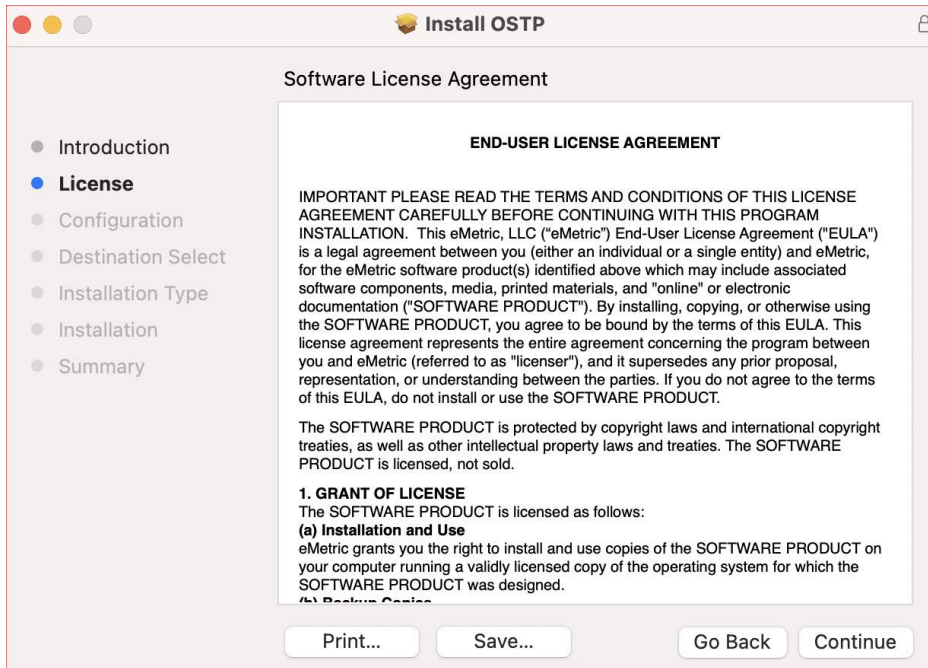
1. Navigate to the file location you specified during the File Save process.
2. The package will run a program to determine if the software can be installed. **Click Allow.**



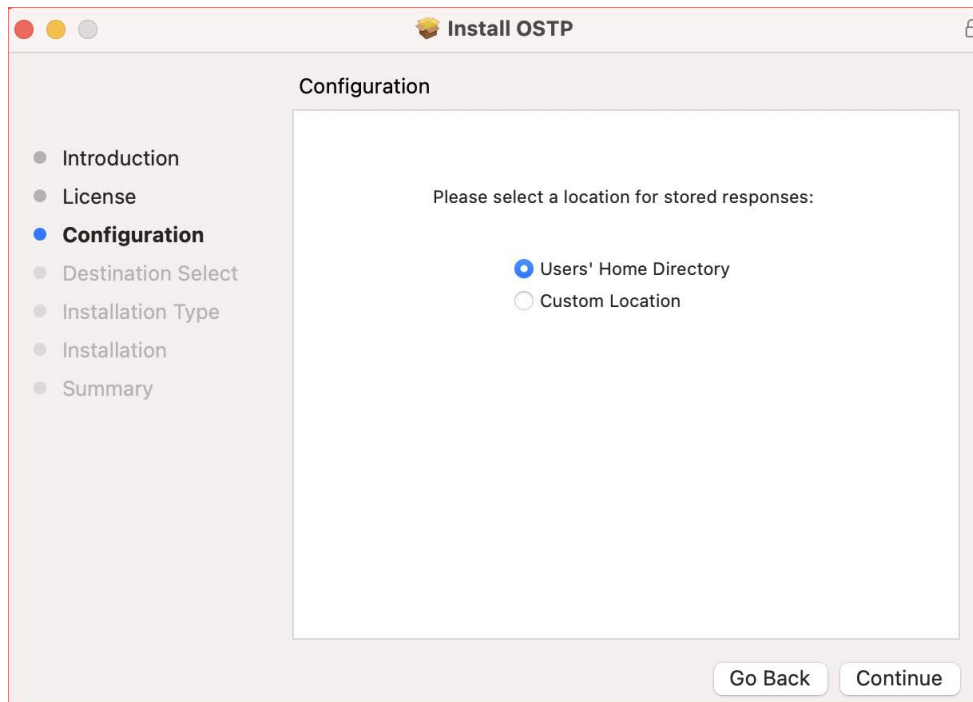
3. Read the instructions and click **Continue.**



4. Read and agree with the Software License Agreement.



5. Indicate where you would like to store student responses, and then click **Continue**.



- **User's Home Directory**

During kiosk installation, if you choose the default option to store the stored response files in the user profile, these files will have names similar to this format:

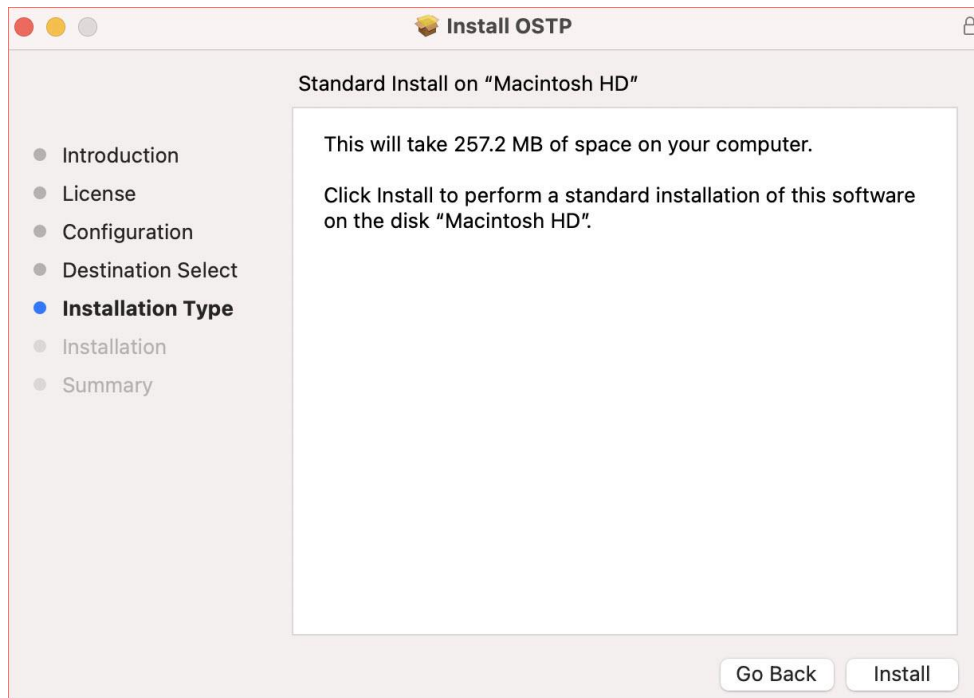
```
~/Library/Application Support/eMetric/OSTP/Storage/iTesterSync_AD849G-DA56-19F3-73K39823DJS3
```

- **Custom location**

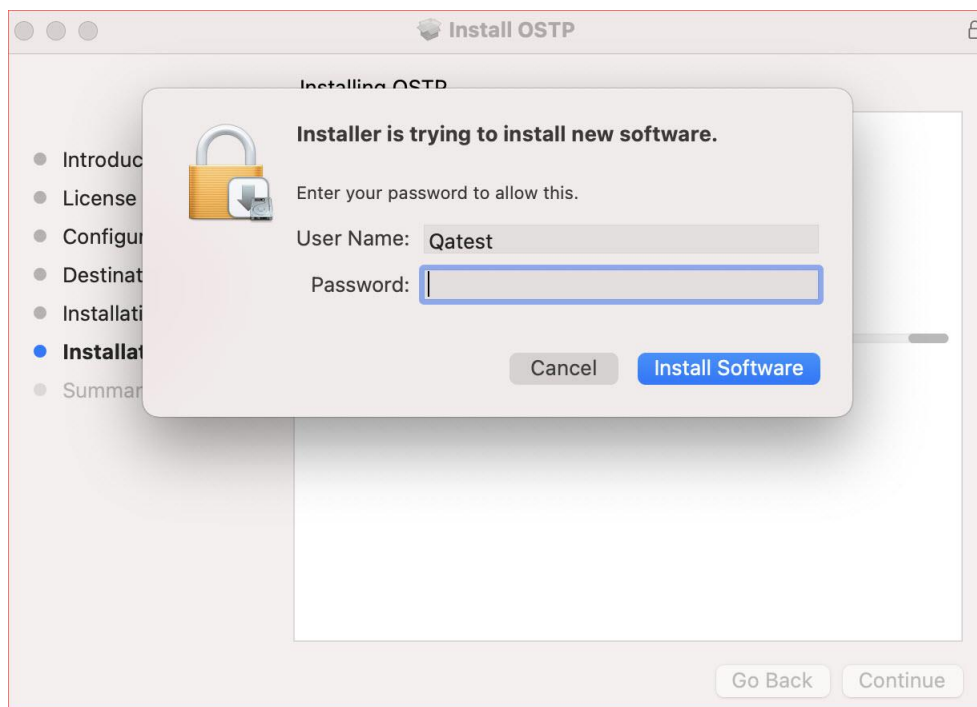
If you select **Save in the following directory**, you must manually enter the alternate path.

**Important:** This is the failover location for saving student responses in the event network connectivity is lost. For more information, contact Cognia Technical Support at [oktechsupport@cognia.org](mailto:oktechsupport@cognia.org) or (866) 629-0220.

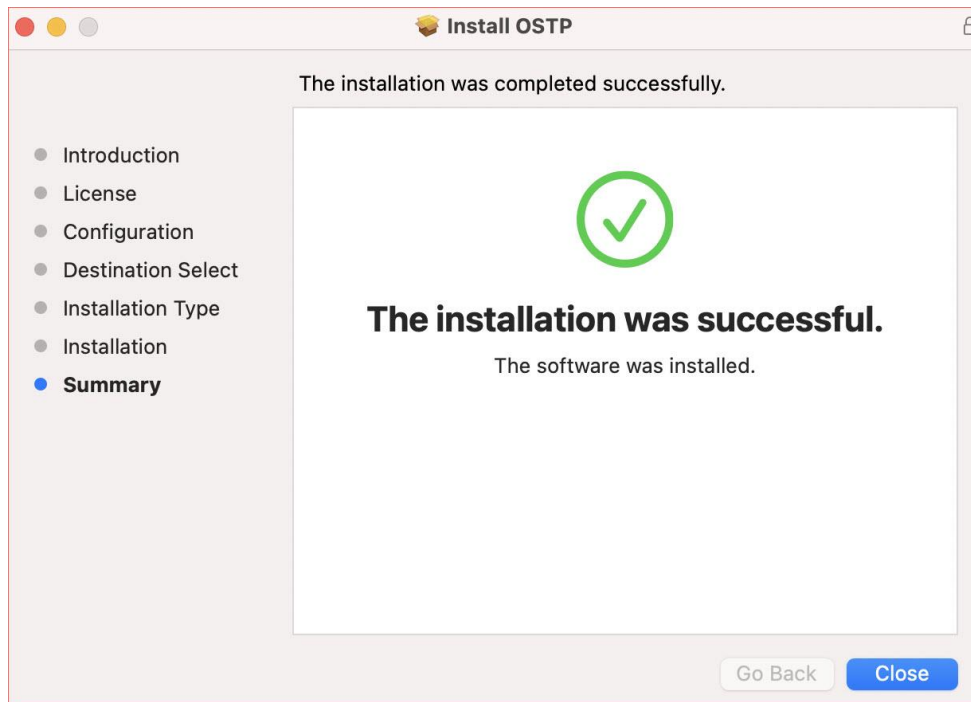
6. Verify the installation type.



7. When you are ready, click **Install**. You may be required to enter a password.



- When the installation is complete, click **Close**.



When you are ready to test the Kiosk installation for this configuration, see [Site Readiness Testing and Site Certification](#).



LINUX®

Follow the steps below to install the kiosk on all student-testing Linux® devices.

Step 1: Set up your school testing environment

Review [Testing Environment](#) in detail.

Step 2: Download the OSTP Kiosk

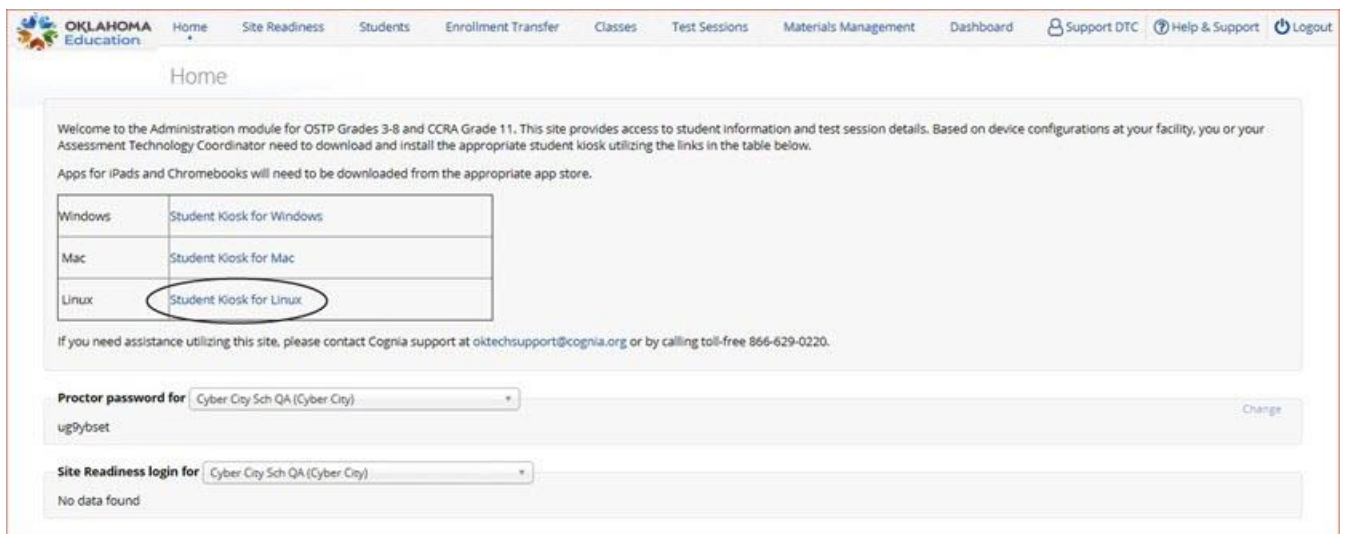
After your District Test Coordinator (DTC) or Building Test Coordinator (BTC) sets up your IT Coordinator (ITC) account, you will receive your user account information via email.

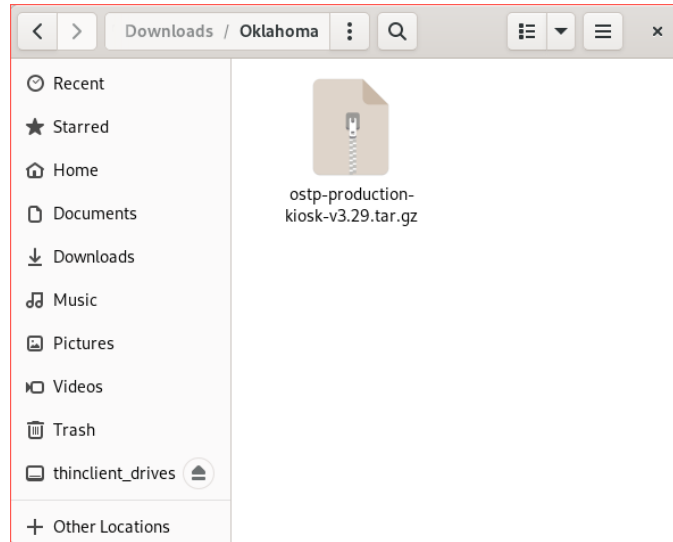
**Note:** If you do not have a dedicated ITC, a DTC or BTC can complete all ITC tasks using their DTC or BTC account. Ensure you have the correct administrative rights to make changes to student testing devices.

When you have your login credentials, you are ready to download the OSTP Kiosk:

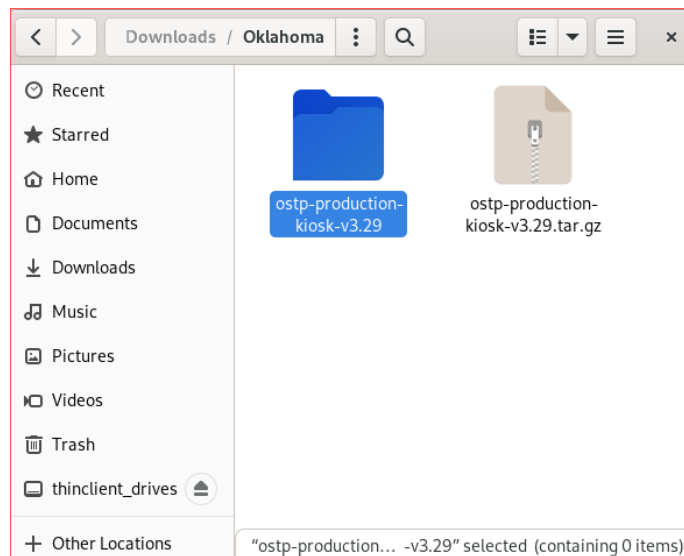
1. Go to the OSTP Data Portal at <https://oklahoma.cognia.org/> and log in with your username and password.
2. On the portal home page, click **Administration**.  
The Administration home page appears.
3. Click **Student Kiosk for Linux**.
4. If prompted Save File, file should download to the downloads folder.

**Note:** Linux 32-bit is no longer supported.





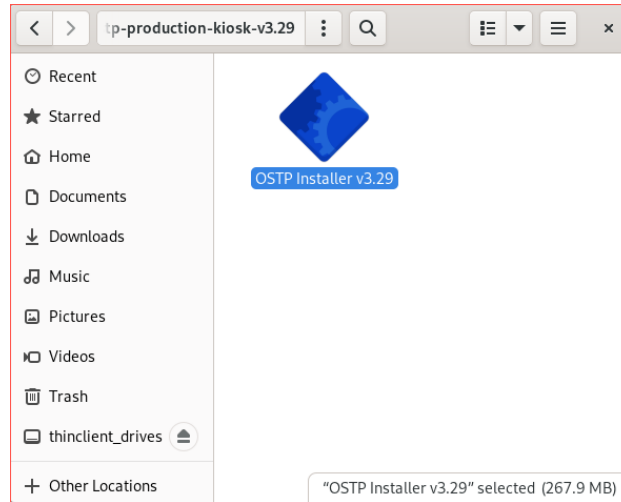
5. Extract the installation file from the zipped package to a location on the computer.



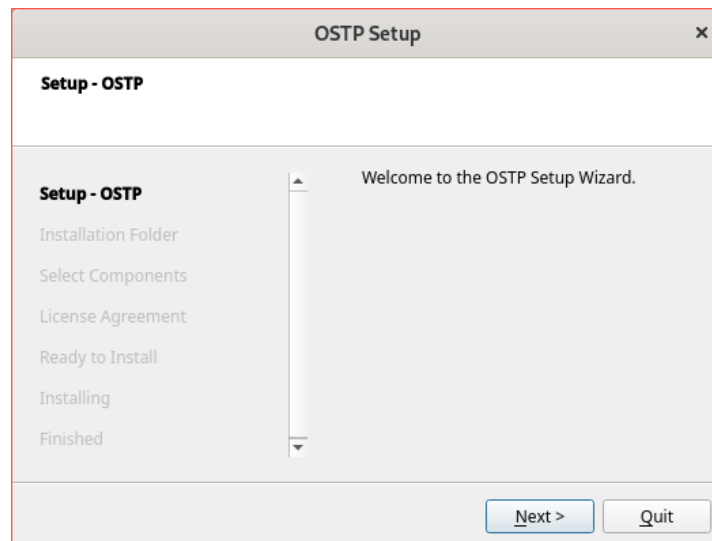
**Step 3: Install the downloaded Kiosk**

Upon completion of extraction of installation file:

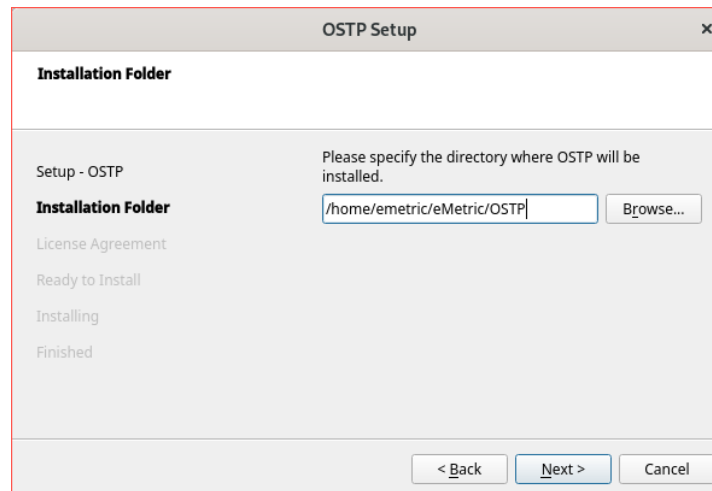
1. Navigate to the kiosk installer file and execute.



2. Read the Welcome page and click **Next** to continue.



- Verify the installation folder is correct. Click **Next** to continue.



**Tip:** If it is not correct, click **Browse** to find the destination where the kiosk should be installed.

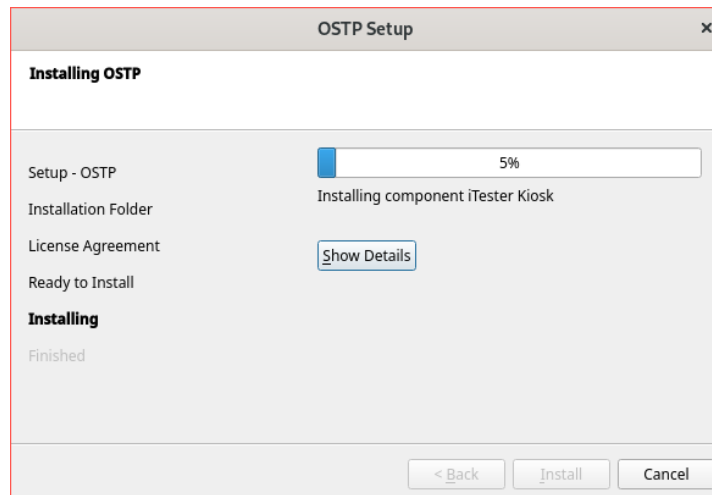
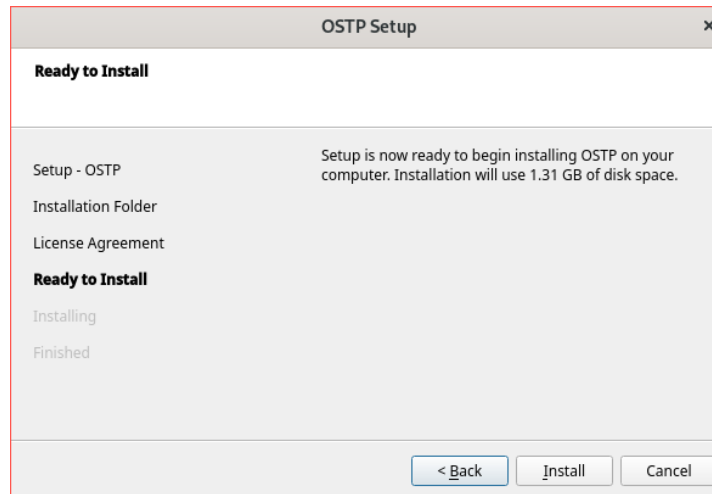
We recommend a local installation to avoid network connection issues (for more information, see [Network Connectivity](#)).

**Note:** This will also be the cache location to save student responses.

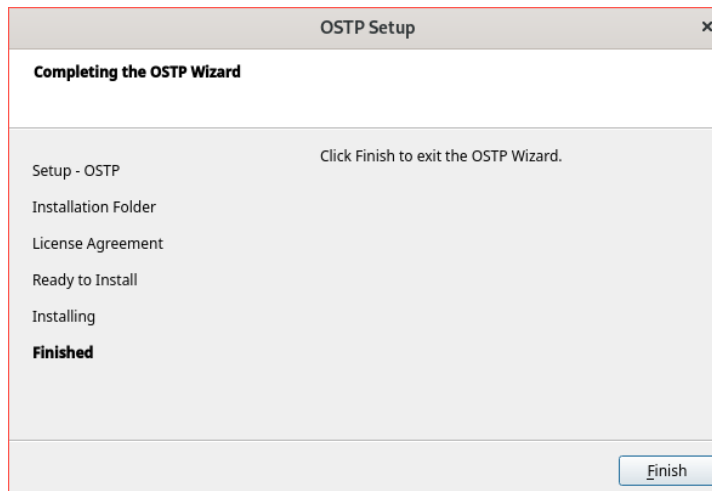
- Read the License Agreement and click **I accept the terms of the license agreement**. Click **Next** to continue.



- Review the settings before the installer begins to copy files and then click **Install**.



- Click **Finish** to exit Setup.



When you are ready to test the kiosk installation for this configuration, see [Site Readiness Testing and Site Certification](#).

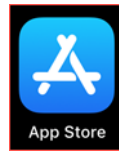
## iPAD APPLICATION INSTALLATION


### DOWNLOAD THE iTESLER APP FROM THE APPLE APP STORE

iTester's iPad application is a Single Instance application. IT Coordinators will select the state during the initial setup of the app. The previous version of the OSTP & CCRA app will need to be removed from devices to avoid confusion for students.

If you do not already have the iTester app on your iPad, it is available as a free download from the Apple App Store.

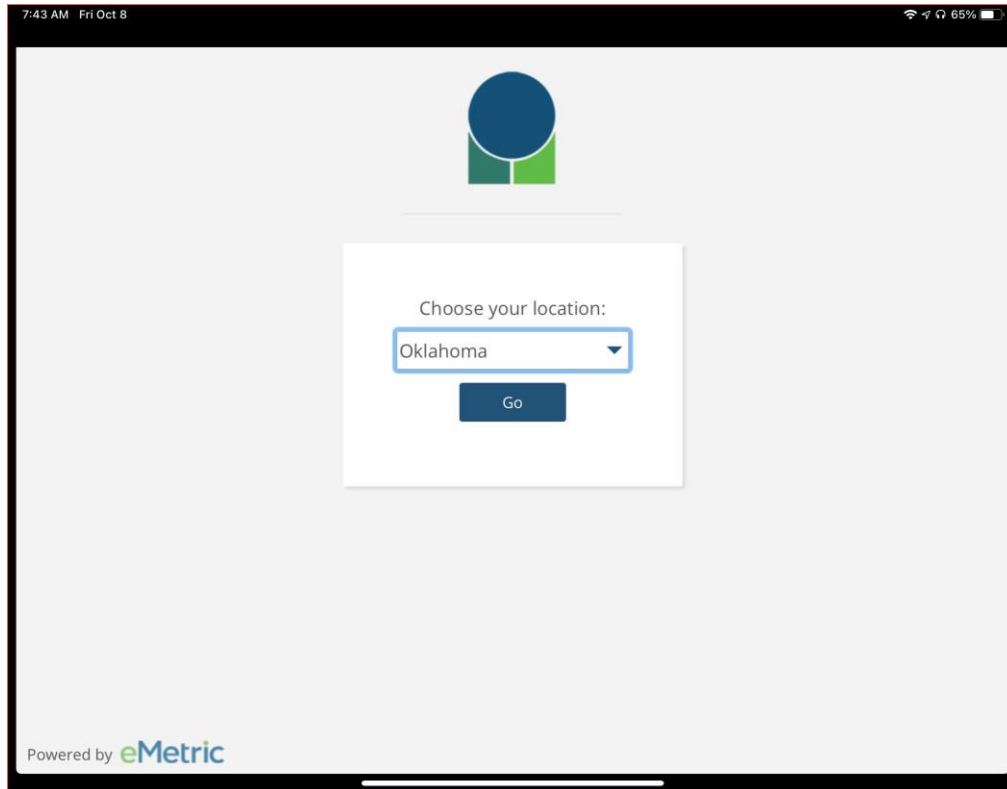
1. Open the **App Store** on the iPad.



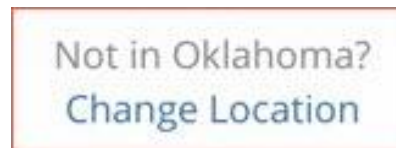
2. Search for *iTester*.
3. When you locate the iTester app, click  to download it to the iPad.



4. Launch the iTester app.
5. Choose your location from the drop-down menu and then click **Go**. You will be directed to the student sign in screen for your state.



**Note:** If you select the wrong location, please choose the Change Location on the iTester login page.



When you are ready to test the kiosk installation for this configuration, see [Site Readiness Testing and Site Certification](#).

### Assessment Mode

A feature in iPadOS called Assessment Mode (AM) (formerly known as Automatic Assessment Configuration (AAC)) works with iTester to lock down an iPad for online testing. Users in the field need to do nothing to set up AM. When a student launches the iTester App, logs into a test, and then logs into a test session, Assessment Mode will automatically prompt the user to enter single app mode and will disable auto correction, define, spell check, predictive keyboard, and some keyboard shortcuts (for a complete list <https://support.apple.com/en-us/HT204775>).

This feature helps ensure a secure test environment without requiring IT Coordinators to use Mobile Device Manager Software or manually turn on guided access and change keyboard settings. Assessment Mode is the preferred method of securing the iTester App and should be used in place of guided access. If guided access is on, it will override AM; therefore, guided access should be turned-off to allow AM to function. No additional set-up is necessary to enable Assessment Mode.

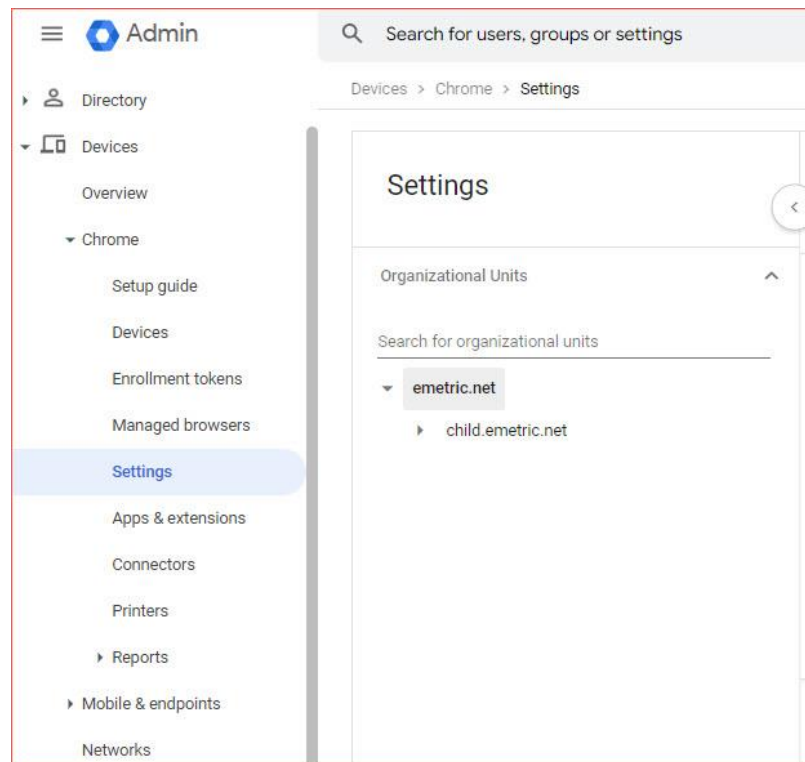
## CHROMEBOOK™ APPLICATION INSTALLATION

### MANAGED CHROMEBOOKS™

These instructions are for IT Coordinators who have access to the Chromebook™ device management console to administer and manage their Chromebook™ devices.

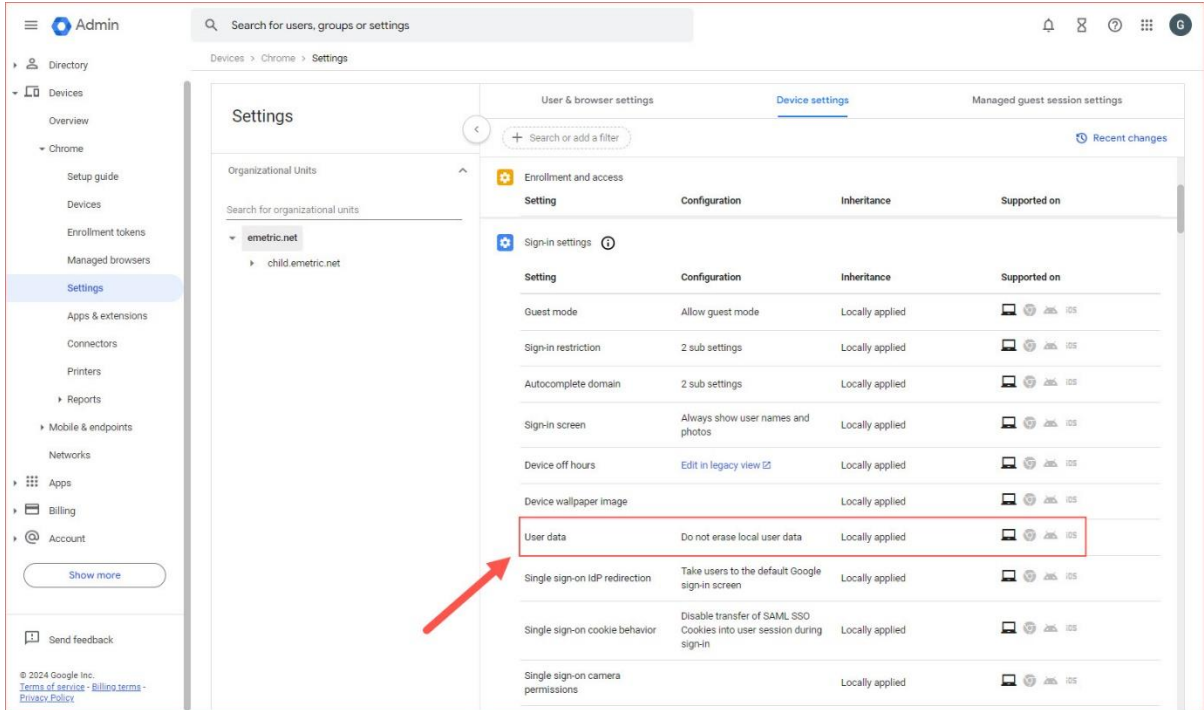
To install the OSTP app:

1. As the Chromebook™ administrator, log in to your Chrome OS™ management console (<https://admin.google.com>)
2. Expand the **Devices** menu, and then **Chrome**.
3. Click on **Settings**.

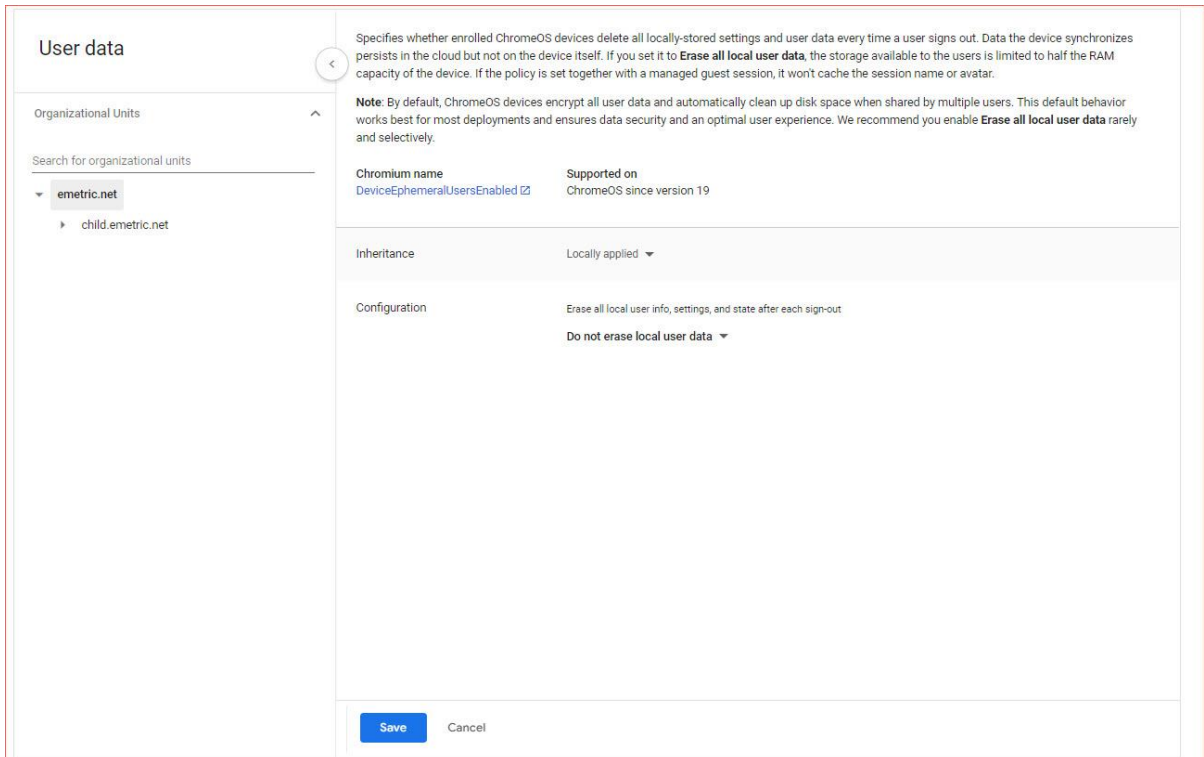


4. Click on the **Device Settings** tab, scroll to **User Data** in the **Sign-In Settings** section.



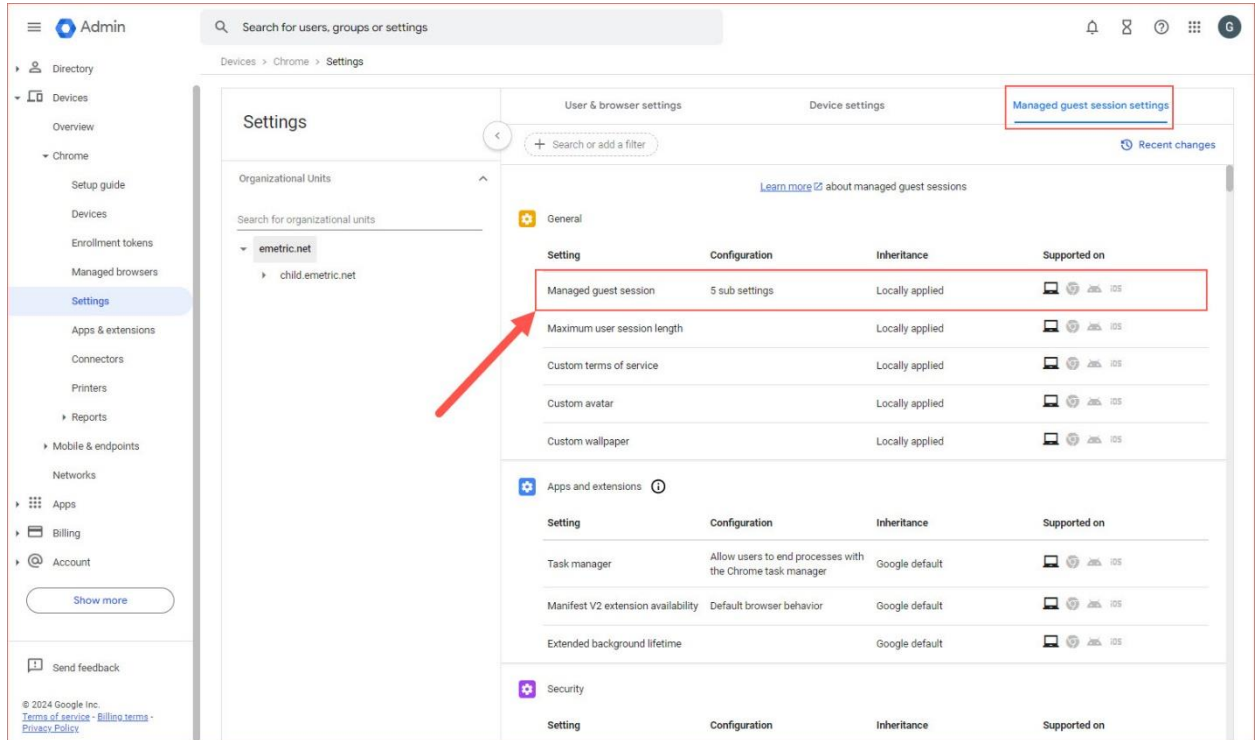


5. Verify that **Do not erase all local data** is set, if not, click on **User Data** to update the setting with the drop-down menu and click **Save**.

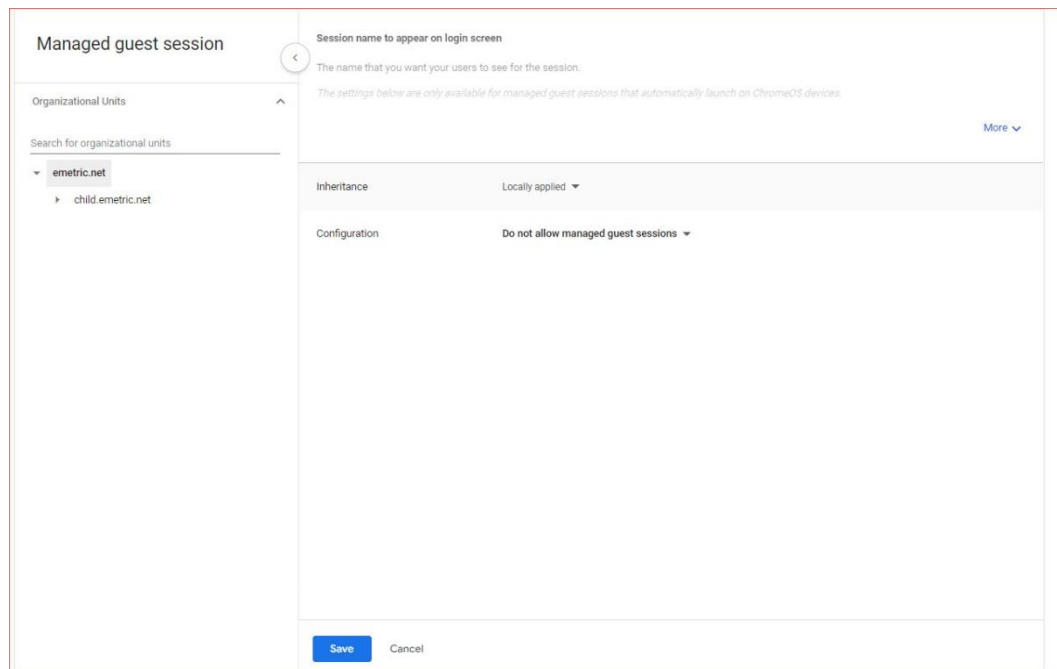


**Note:** This setting is crucial to allow Chrome local storage to be used to store student responses if network connectivity is lost.

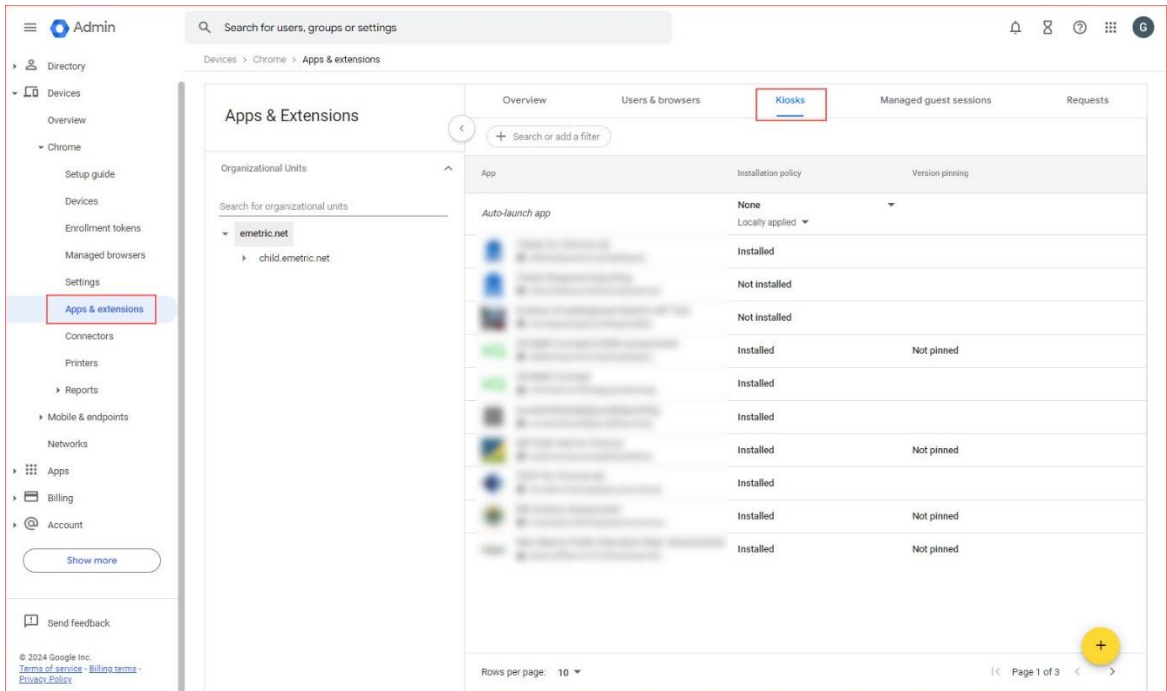
- On the Settings page, select the **Managed guest session settings** tab and then select **Managed guest session**:



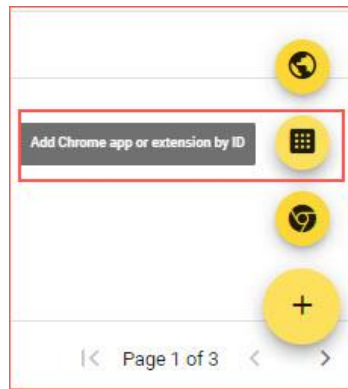
Ensure that Managed guest session is set to Do not allow managed guest sessions and click **Save**.



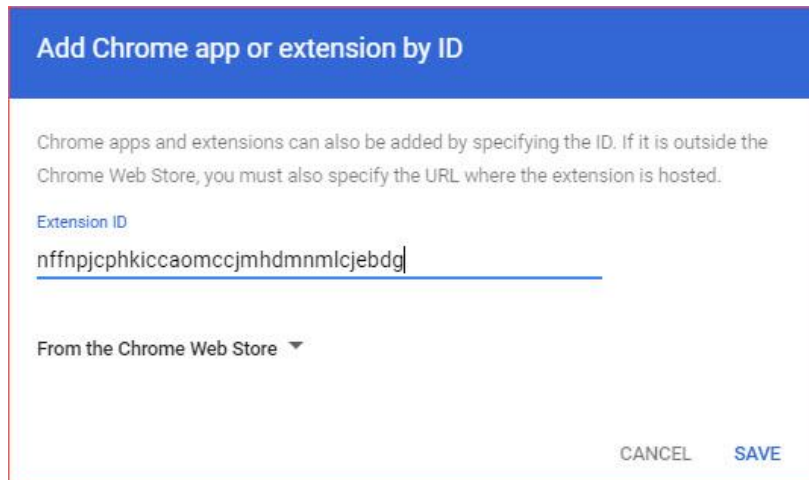
- Navigate back to the **Chrome** menu on the left side of the screen and select **Apps & Extensions** and then **Kiosks**.



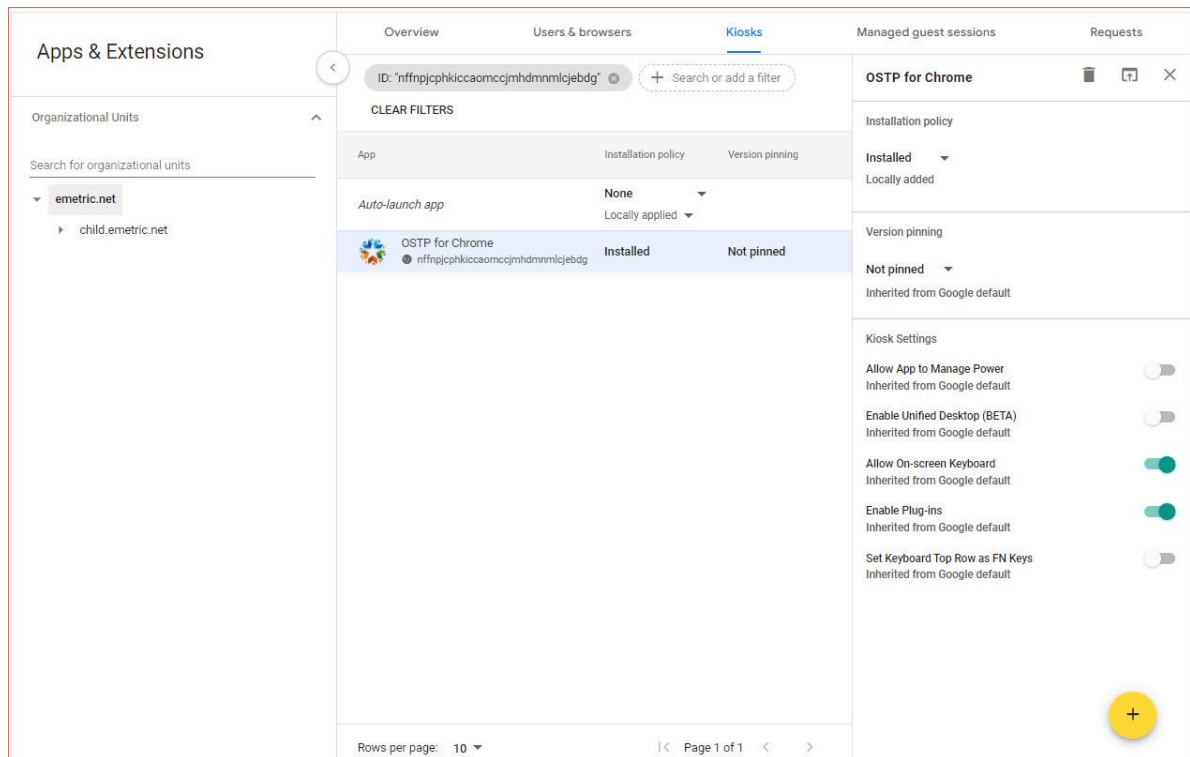
- Expand the yellow + in the bottom-right corner and select **Add Chrome app or extension by ID**.



- To add the OSTP app, enter the *OSTP for Chrome* app ID (nffnpjckphkiccaomccjmhdmmmlcjebdg) in the Extension ID text box and press **Save**.



The OSTP app appears in the Kiosks list, and the app settings are displayed.



When these steps are completed, the OSTP application will appear on all Chromebook™ devices that are in your domain.

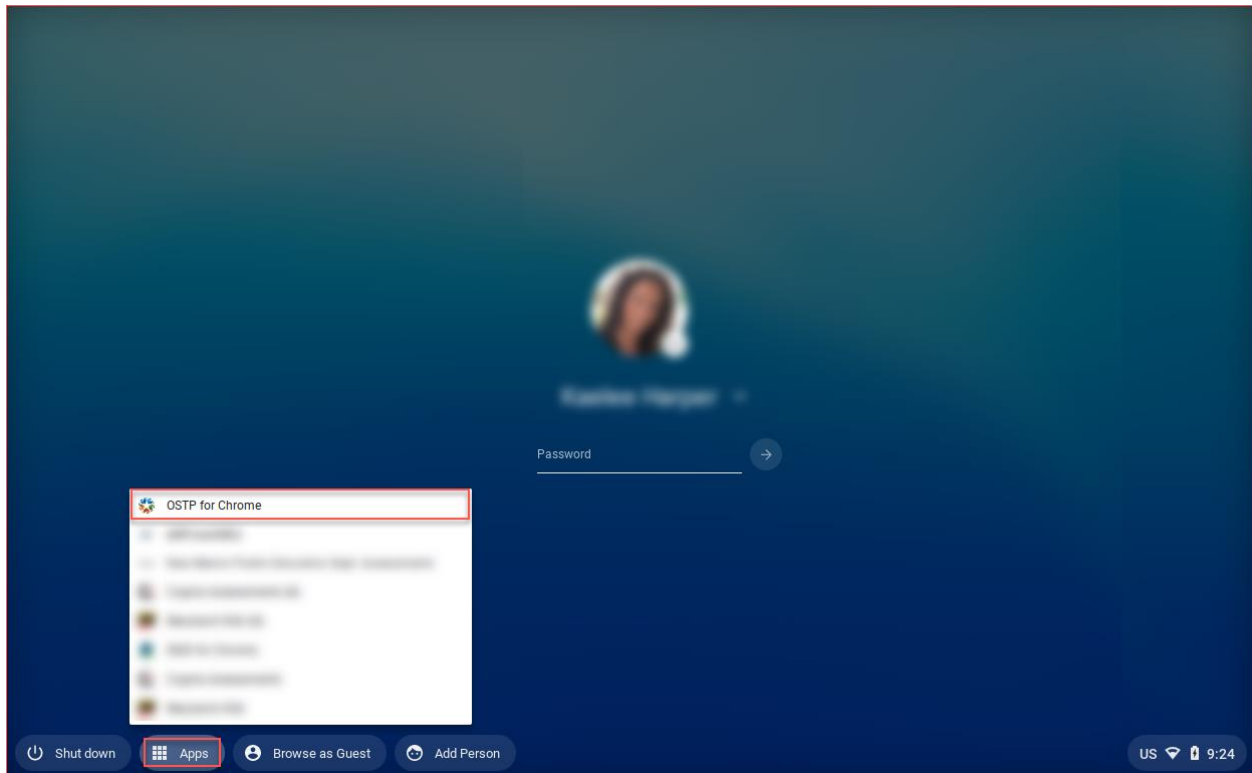


**Important Note:** Verify in Kiosk Settings that “Allow App to manage power” is **disabled**. To do this click on **Devices, Apps & Extensions** and then select **Kiosks**. Click on the **OSTP for Chrome** app name and check to make sure the setting **Allow app to manage power** is **disabled** (slider is moved to the left and not green).

When you are ready to test the Kiosk installation for this configuration, see [Site Readiness Testing and Site Certification](#).



**Important:** Students should not log into Chromebooks™ to take an operational test. When the Chromebooks™ are turned on, simply click the **Apps** link at the bottom of the row and select the **OSTP for Chrome** app. The kiosk will open in full-screen mode.



For more information, see the following links:

- [Use Chromebooks™ for Student Assessments.](#)

**Important:** Read “Scenario 1: School sets up Chromebook™ to run as a Single App Kiosk running the exam app.” Do not follow the instructions for Scenarios 2 and 3.

- [Manage Device Settings](#), which provides general information for managed Chromebooks.

## SITE READINESS TESTING AND SITE CERTIFICATION

### PURPOSE

The **Site Readiness Test** identifies potential technical problems prior to student testing. The test is designed to simulate a test scenario and is used to verify that testing devices meet the minimum requirements and have been properly configured.

To administer the **Site Readiness Test**, the ITC, DTC, or BTC launches the OSTP Kiosk on each device configuration (i.e., device type and operating system) being used for testing and uses the site readiness login for the assigned school.

The **Site Readiness Test** includes the System Set-Up test, which will test your bandwidth, connectivity, screen resolution and the text-to-speech function, as well as the Student Interface Test, which will provide you with sample test questions to determine whether or not the device is capable of correctly displaying and navigating test content in iTester.

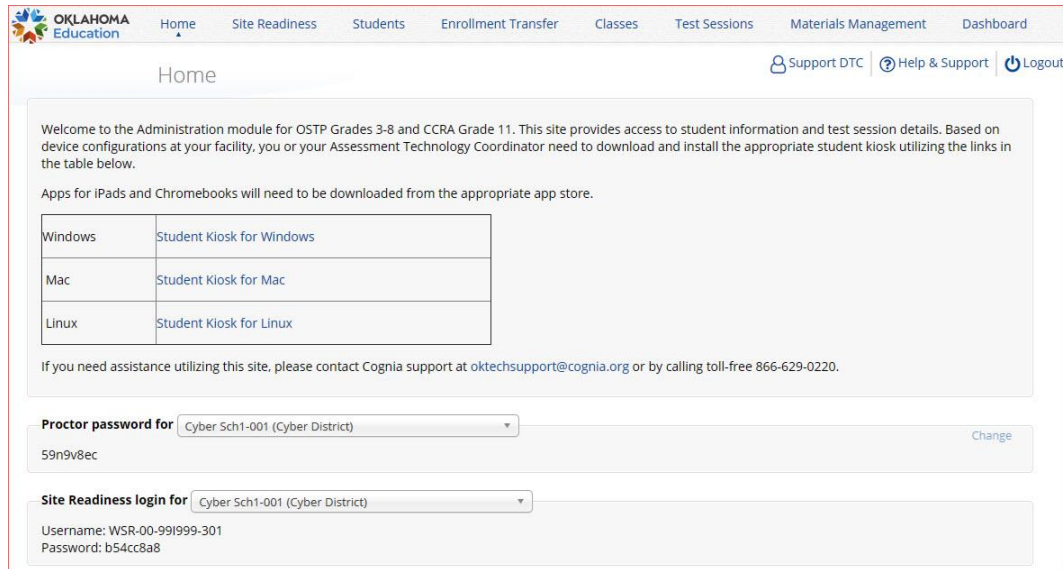
### SITE READINESS TESTING

It is crucial that the **Site Readiness Test** be performed on **every** device or device configuration that will be used for testing. The results for each device tested will be captured and displayed on the Site Readiness Details page within the OSTP Data Portal.

**Note:** Starting with iPadOS 13, Apple made a change with the user agent for iPadOS. Due to this change iPads do not populate in the Site Readiness tab of the OSTP Data Portal. If you are an iPad school or district, we recommend running site readiness on a few iPads to ensure they pass the System Set-Up, and the Student Interface tests without issues.

#### Step 1: Find the Site Readiness account information

1. Log in to the [OSTP Data Portal](#) with your username and password.
2. On the Portal home page, click **Administration**. The Site Readiness account information appears at the bottom of the Administration home page.

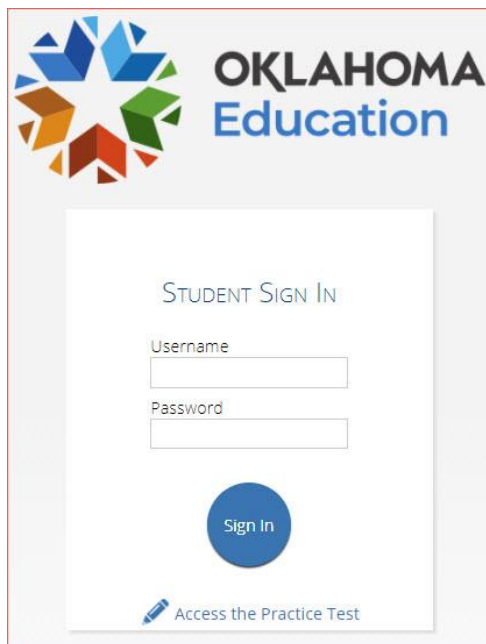


3. Make a note of the username and password for your school, which you will use to log in to the Kiosk.

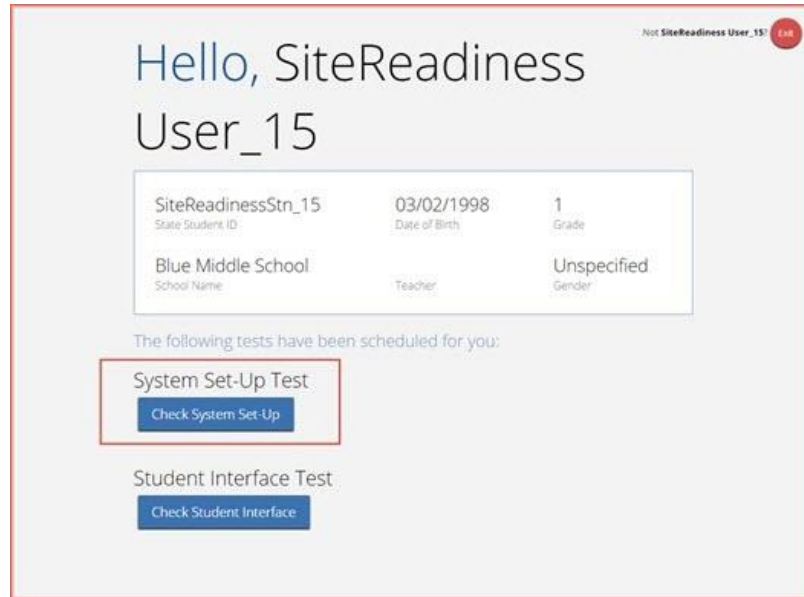
**Step 2: Authenticate every device or device configuration to be used for testing**

1. Launch the OSTP Kiosk on the device.
2. Log in to the Kiosk with the Site Readiness username and password provided for your building.

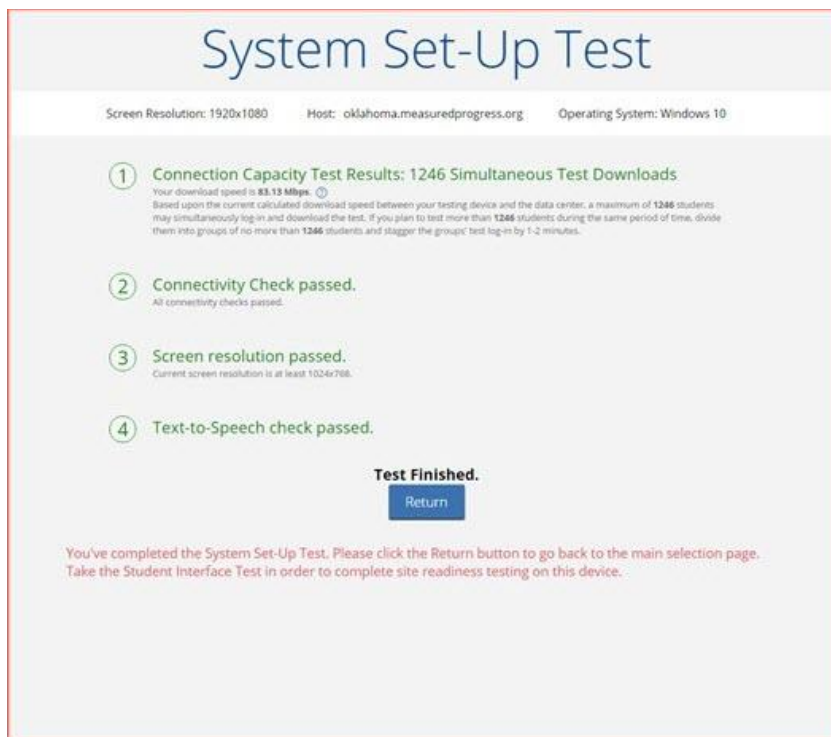
**Important:** Use the Site Readiness login credentials exclusively for your building only. Do not use the site readiness credentials for any other purpose or for any other building.



- Verify your building name at the top of the page. In the **System Set-Up Test** page, click the **Check System Set-Up** to begin the test.



The screen resolution, host URL, and operating system for the device are listed at the top of the System Set-Up Test page. The results of each test appear as soon as it is completed.



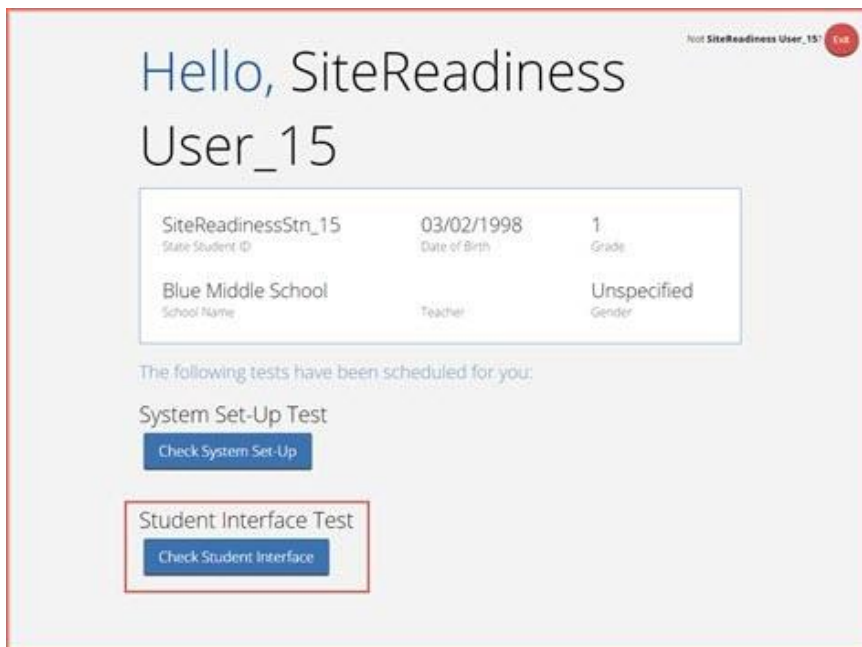
- The Connection Capacity Test evaluates your site’s capacity for simultaneous test downloads. It provides you with your current download speed between the testing device and test testing



servers (data center) and based on that speed, it supplies you with the maximum number of students that may simultaneously **log-in** and **download** a test session.

**Note:** If you plan to test more students than the number of simultaneous test downloads listed during the same period, we recommend dividing them into groups no greater than the number of simultaneous test downloads provided and stagger the groups' test log-in by 1-2 minutes. This will ensure that test content is downloaded without interruption.

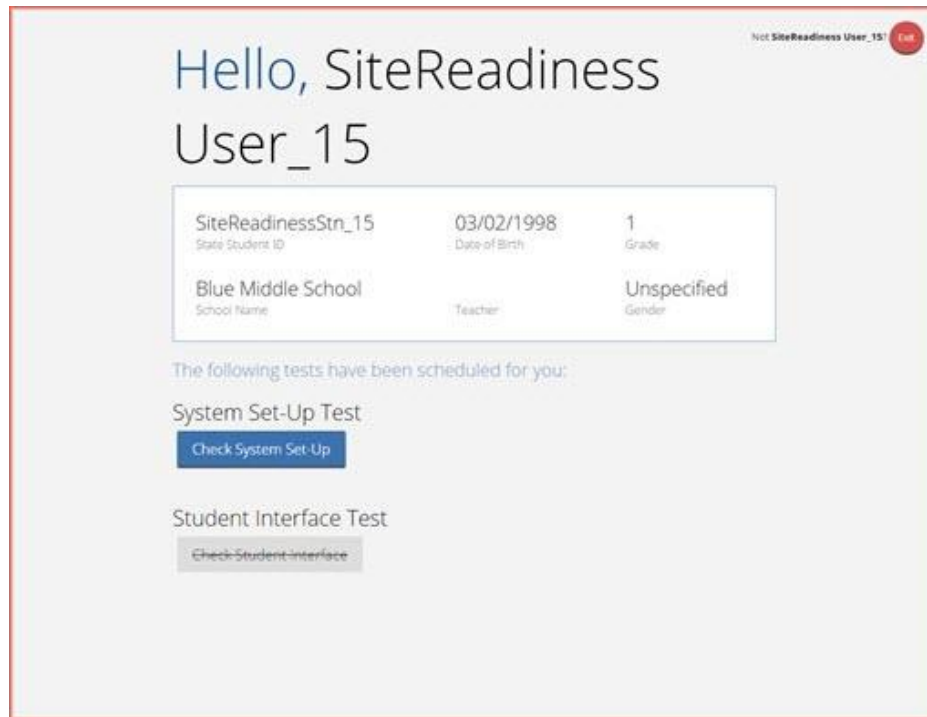
5. The Connectivity Check is designed to ensure the testing device has access to both the kiosk's local storage folder where student responses will be saved if the test device loses internet connectivity, and the testing servers.
  - If the Connectivity Check fails with a message that says *"The connectivity check failed. Please check your read and write permissions to the storage folders and try again or contact Support for further assistance. Error Code: 6004 – StorageWriteFail"*, this means that the OSTP Kiosk does not have the proper permissions to the storage folder. The kiosk requires read, write, and modify permissions on Windows and Read & Write on Mac and Linux.
  - If the test fails for any other reason other than "Storage location written," please contact the Help Desk immediately and provide the error message along with the error code at [oktechsupport@cognia.org](mailto:oktechsupport@cognia.org) or (866) 629-0220.
6. The screen resolution test will ensure that the testing device meets the required screen size and resolution for an optimal testing experience. If this test fails, adjust the screen resolution of the device.
7. In the **Text-to-Speech** field, click the **Test Text-to-Speech** to play a voice sample.
  - If you can hear the voice sample, click **Yes**.
  - If you cannot hear the voice sample, click **No**, and fix your audio connection. Please ensure that there is a voice package installed on your machine, that there is an audio playback device connected to the testing device (internal speakers, external speakers, headphones, etc.), the volume is not muted and is audible, and that the desired audio playback device is set as the default device.
8. When you are done, click **Return** to return to the Site Readiness page.
  - If all the system checks succeed, you are ready to begin the next Site Readiness test.
  - If one or more system checks fail, adjust your configuration as needed and re-run the System Set-Up test.
9. When the System Set-Up test is completed, **click** the blue **Check Student Interface** session button.



10. Read the instructions on the page, and then click **Continue**.
11. Answer each of the test questions, using the navigation buttons on the right. Ensure you can effectively use text and drawing response tools.
12. From the last test question page, click **Finish**.
13. From the Test Review page, click **Turn In** to submit your test.



14. To confirm, click **Turn In** again.  
You return to the Site Readiness page, where the test session is grayed out.
15. To exit the Site Readiness tests, click **Exit** in the top-right corner of the page.

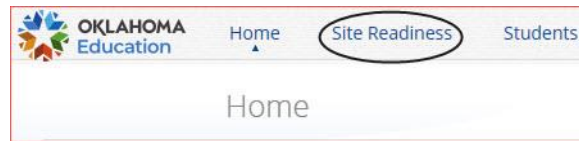


16. To close the Kiosk, click **Exit** at the bottom of the page.

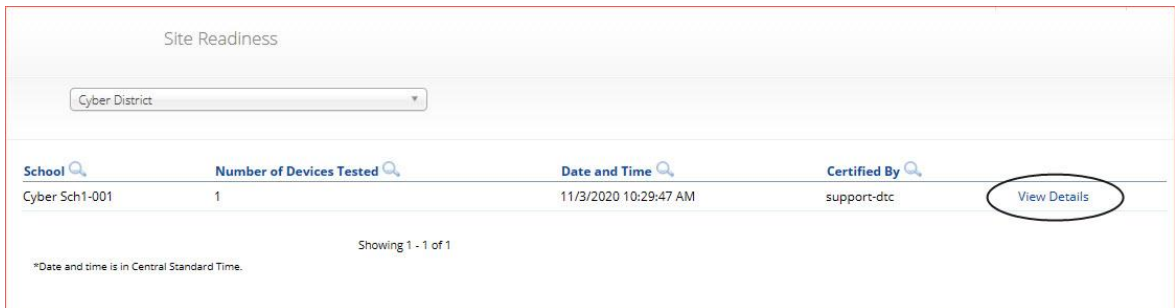
**SITE CERTIFICATION**

After all devices or device configurations for your school have successfully completed the **Site Readiness Test**, the DTC, STC, or ITC will certify the site for testing.

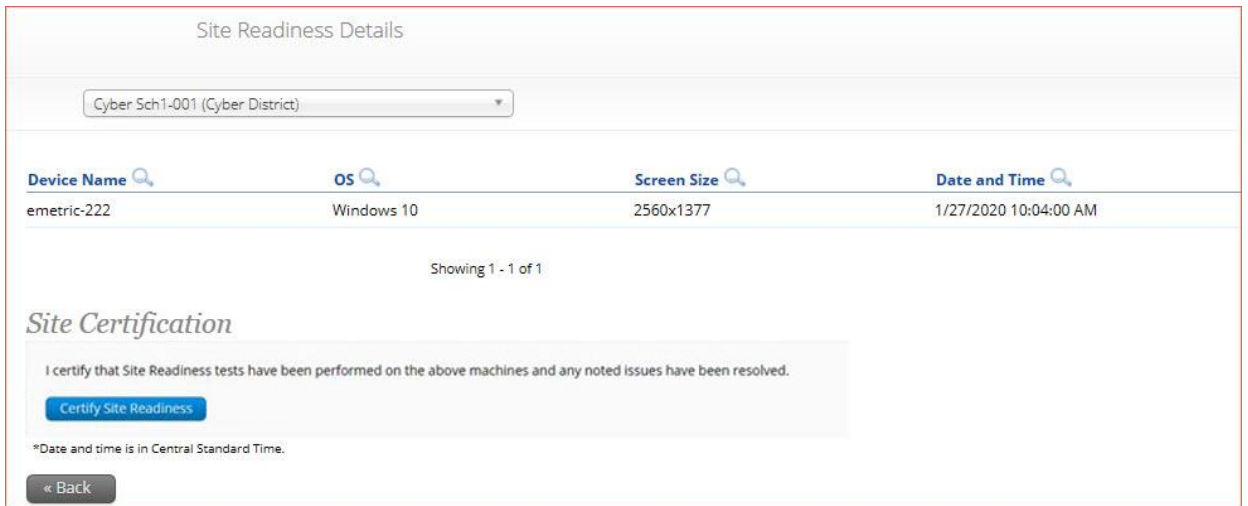
1. Log in to the OSTP Data Portal with your username and password.
2. Click **Administration**.
3. Click **Site Readiness** at the top of the page.



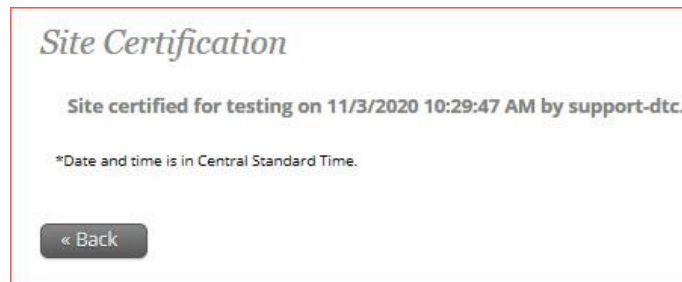
4. On the Site Readiness page, locate the school to be certified, and then click **View Details**.



The Site Details page appears.



5. Verify that all the devices or device configurations for this location have successfully taken the **Site Readiness Test**.
6. Click **Certify Site Readiness** and click **Yes** to confirm.



The **Site Certification** section updates with the date and time when the site was certified and username of the user who certified the site for testing.