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OSTP and CCRA Unlocking a Test Session vs. Unlocking Test Item(s)

Technical Guide: Unlocking a test session vs. unlocking test item(s)

Overview

Any item(s) the student answered before any one of the following scenarios will be locked and the student will not be able to return to those item(s):

- Pause timeout
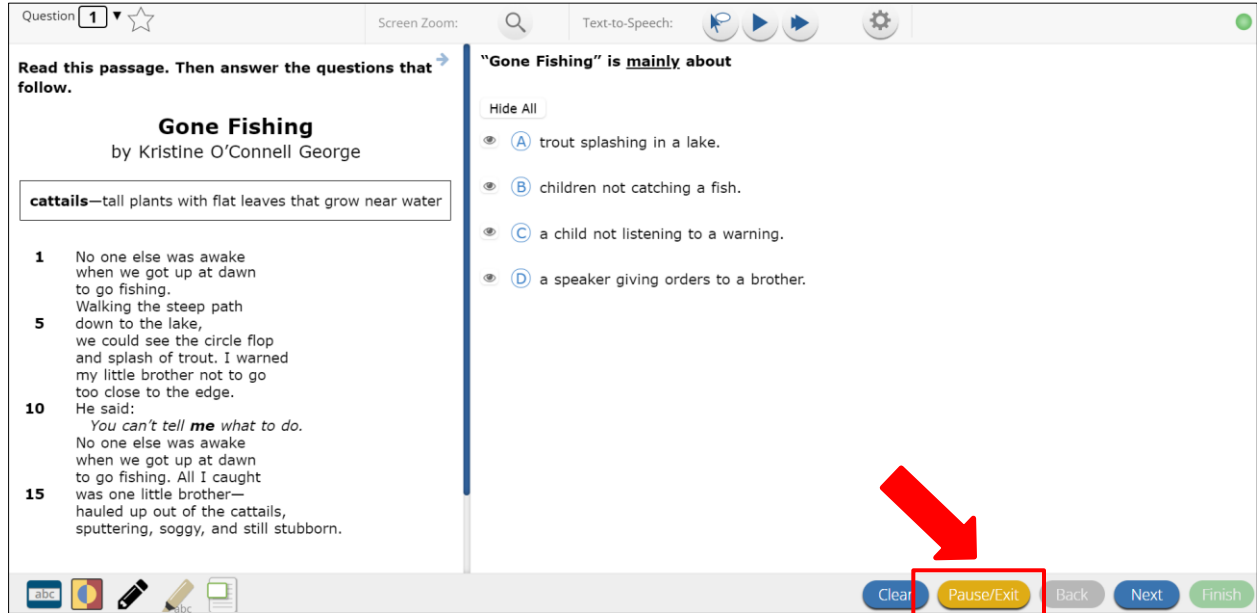
- Exit

- Inactivity timeout

- Abrupt closure

This guide explains each of the scenarios in detail, provides steps to unlock a student's test session, and describes what to do if item(s) in a test session need to be unlocked.

For general information regarding test device technical requirements, installing the kiosk, and using the Student Test Interface using a kiosk or web browser, you can access additional user guides on the Oklahoma Help & Support Page: https://oklahoma.onlinehelp.cognia.org/
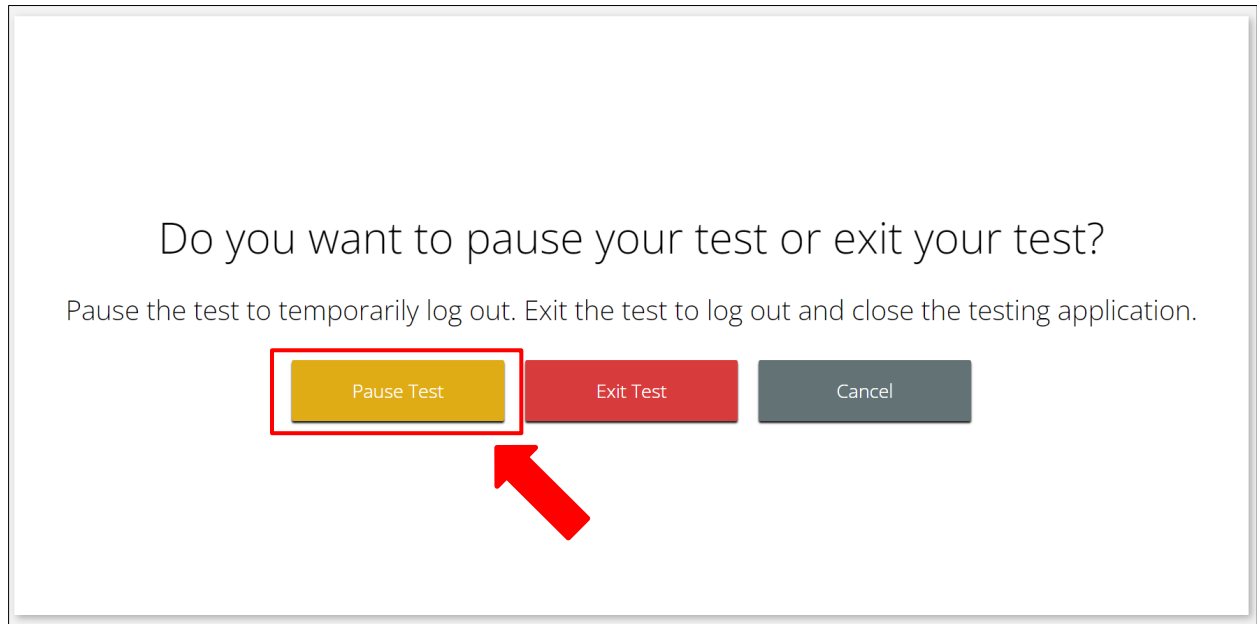
Pause Timeout

The Pause functionality allows students to securely pause their test and take breaks during OSTP & CCRA Assessments.
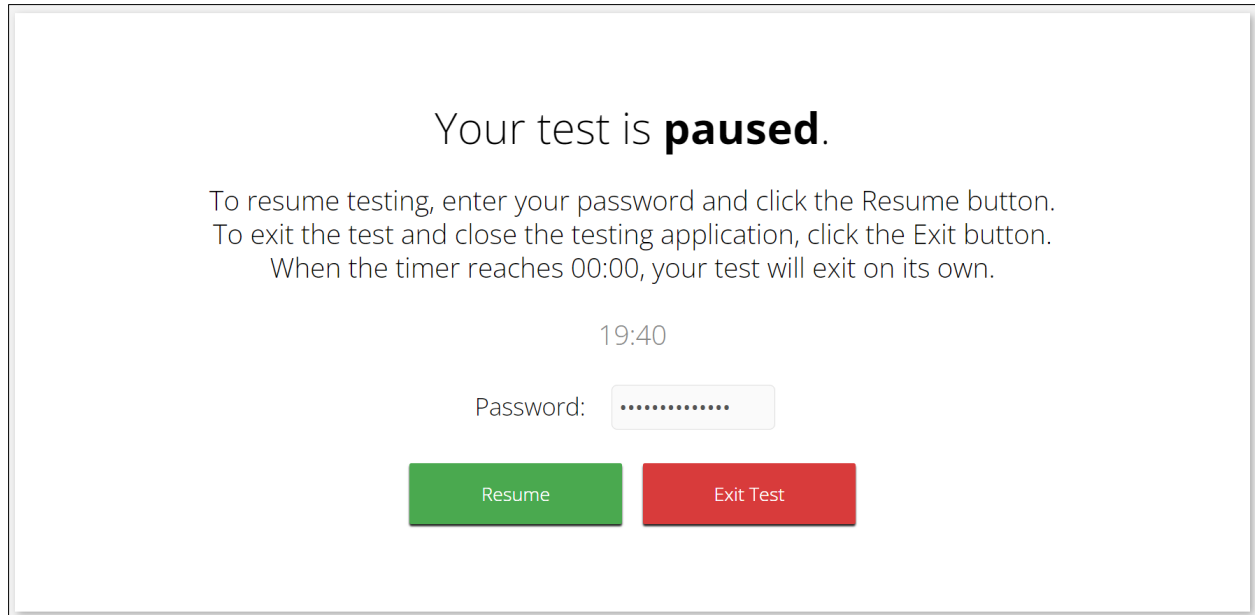
Figure 1

When a student clicks on the **Pause/Exit** button, they will be given the option to either pause their test, exit their test, or cancel and return to their test.

Figure 2

2

If the student clicks on the **Pause Test** button, their test will be paused, and a timer will begin to count down from 20 minutes. The student will have 20 minutes to return to their test before they are completely exited from the test session.

Figure 3

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.

19:40

Password: ••••••••••••

Resume   Exit Test
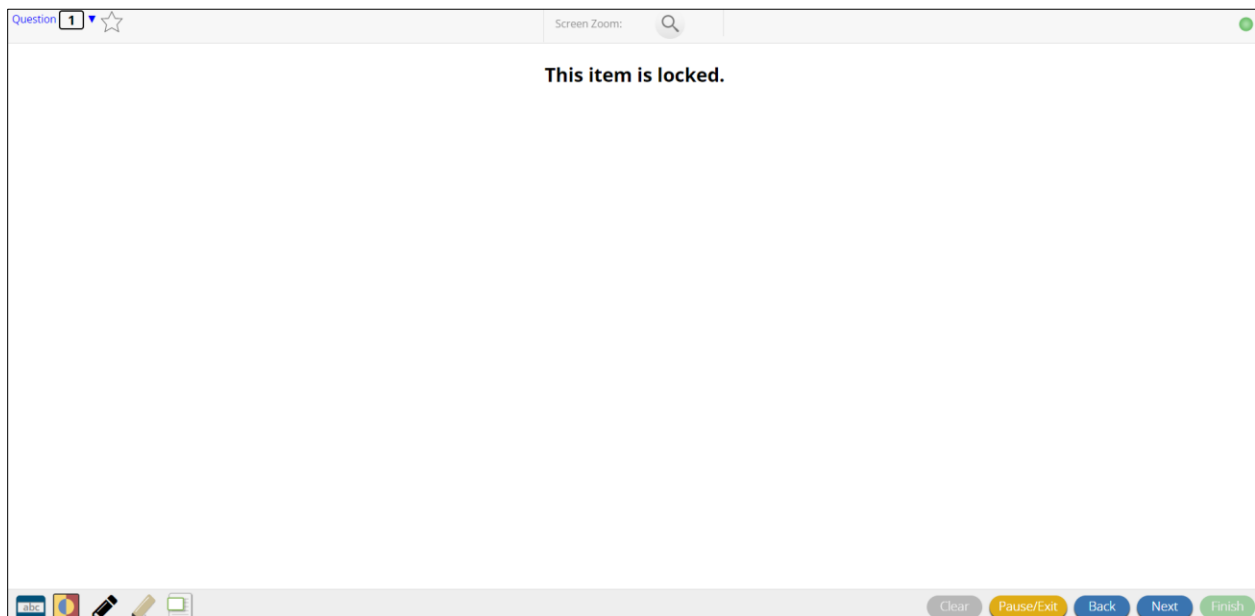
Pause is Less Than 20 Minutes

When a student pauses their test for less than 20 minutes, the student will be able to return to their test using the password found on their test ticket. The proctor password will not be required, and the student will be able to return to all items. Any bookmarks, masking, sketching, or highlighting the student did before the pause will be retained when they resume testing.

Pause is Greater Than 20 Minutes

When a student pauses their test for longer than 20 minutes, the student will be required to enter their username, password, session access code, and will be prompted to enter the proctor password. The proctor password should only be entered by the TA, BTC, or DTC. Under no circumstances should a proctor password be given to a student or posted on a board. Once the student is back in their test session, any items the student **answered** before the pause will be locked, and the student will not be able to return to those items.

Note: The Test Administrator needs to contact the DTC to obtain a proctor password.
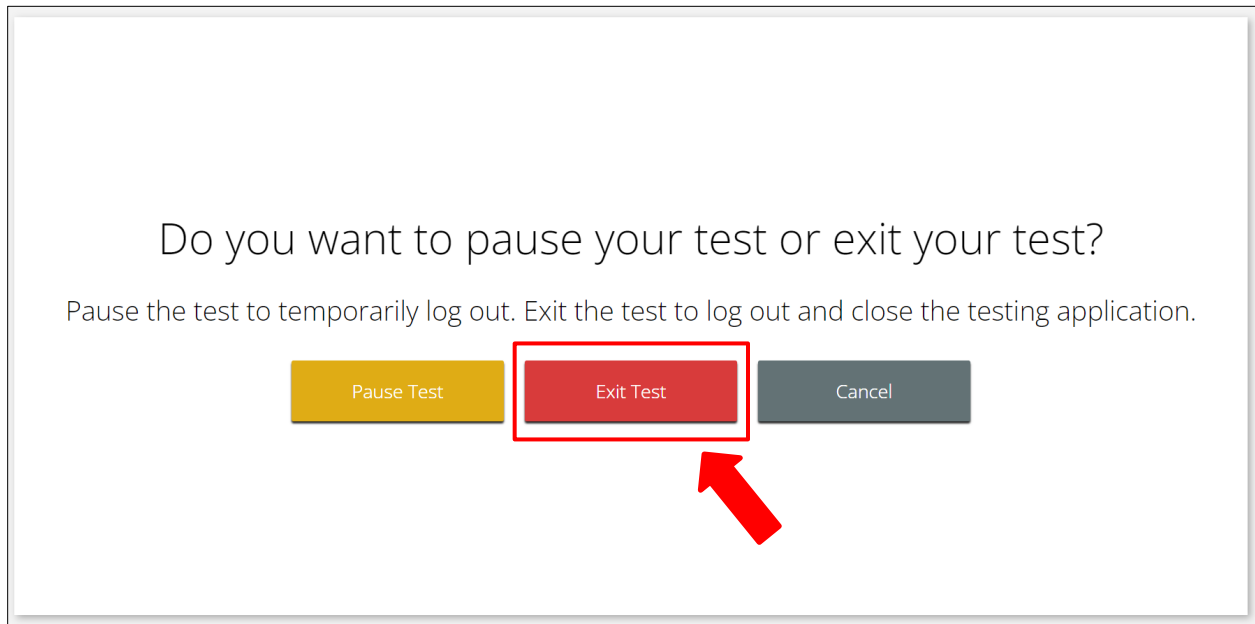
Figure 4

Note: When the proctor password is used, any items answered before the pause will be locked and the student will see a screen similar to the one shown above. This does not mean that the entire test is locked, only the previously answered items. The student should use the test map or **Next** button to navigate to the next available item.

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Exit

If a student clicks on the **Exit Test** button, their test will be exited, and they will be logged out of the kiosk.

Figure 5

Exit is Less Than 20 Minutes

When a student exits their test for less than 20 minutes, the student will be able to return to their test using their username, password, and session access code. The proctor password will not be required, and the student will be able to return to all items. Any bookmarks, masking, sketching, or highlighting the student did before exit will NOT be retained when they resume testing.
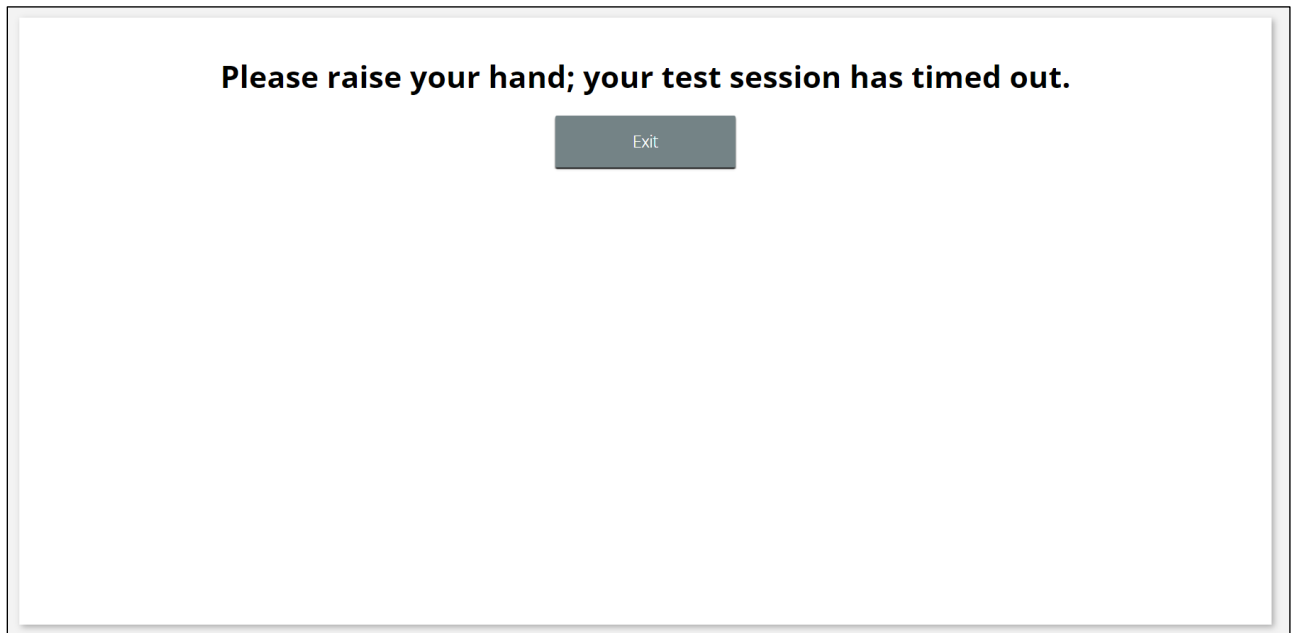
Exit is Greater Than 20 Minutes

When a student exits their test for longer than 20 minutes, the student will be required to enter their username, password, session access code, and will be prompted to enter the proctor password. The proctor password should only be entered by the TA, BTC, or DTC. Under no circumstances should a proctor password be given to a student or posted on a board. Once the student is back in their test session, any items the student **answered** before the exit will be locked, and the student will not be able to return to those items. Any bookmarks, masking, sketching, or highlighting the student did before exit will NOT be retained when they resume testing.

Note: The Test Administrator needs to contact the DTC to obtain a proctor password.

Inactivity Timeout

When a student is inactive in their test for 60 minutes or more, the test will time out and the student will be logged out of the kiosk. The student will be able to return to their test using their username, password, and session access code, and will be prompted for the proctor password. The proctor password should only be entered by the TA, BTC, or DTC. Under no circumstances should a proctor password be given to a student or posted on a board. Once the student is back in their test session, any items the student **answered** before the inactivity timeout will be locked, and the student will not be able to return to those items. Any bookmarks, masking, sketching, and highlighting in the test will NOT be retained.

Note: The Test Administrator needs to contact the DTC to obtain a proctor password.

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

Exit

Abrupt Closure

An abrupt closure can happen due to a power outage, a device shutting off, hard reset, or other scenarios in which the kiosk is closed abruptly.

When an abrupt closure of the kiosk happens, the student will be required to enter their username, password, session access code, and will be prompted to enter the proctor password to reenter the test. The proctor password should be entered by the TA, BTC, or DTC. Under no circumstances should a proctor password be given to a student or posted on a board. Once the student is back in their test session, any items the student **answered** before the abrupt closure will be locked, and the student will not be able to return to those items. Any bookmarks, masking, sketching, or highlighting in the test will NOT be retained.

Note: The Test Administrator needs to contact the DTC to obtain a proctor password.