

Remote Proctoring

OSTP Spring 2025



OKLAHOMA
Education



Agenda

- Overview
- Before Test Day
- Day of Testing
- After Testing
- Best Practices
- Troubleshooting
- eMetric

Remote Proctoring Overview

Remote Proctoring - Legislation

- Senate Bill 1904, now [70 O.S. § 3-145.11](#), allows statewide virtual charter schools or schools with full-time virtual education programs to administer state assessments virtually to students in grades 3-8.
- It prohibits virtual testing for high school students.
- It requires proctoring with a camera and audio.
- A student's individual needs, including accommodations, should be considered.

Remote Proctoring – General Guidelines

- The testing platform provided by Cognia/eMetric has audio and video capabilities. Please ensure that students have a device that has these capabilities, also.
- Test Administrators and Test Proctors – who will be called Remote Test Administrators (RTA) and Remote Test Proctors (RTP) – should have at least two screens in order to view the testing platform and all of the student screens.
- No more than 10 students can be assessed within one virtual testing session.

Remote Proctoring – Staffing

- Each session should have a dedicated Remote Test Administrator (RTA) and Remote Test Proctor (RTP).
- Both the RTA and RTP will need the Remote Test Administrator user role assigned within the testing portal so that they both can log in and monitor students.
- The RTA and RTP should be proctoring the test session in the same room so that they can easily communicate with each other when issues arise.
- The RTA and RTP should complete modules for Remote Proctoring.
- Both the RTA and RTP should be employees of the district.
- The RTA should be an education-certified professional.

Technology Requirements

- The student must have a reliable internet connection.
- The student must have a device (computer) with an internet connection.
- The student device must have an integrated web camera and audio capabilities (microphone and speaker).
- Testing Device:
 - Must be compatible with the online testing program and applications used by the test vendor (Cognia).
 - Must have the current or latest version of the testing kiosk downloaded to the student device.

Testing Room/Environment

- The student must be in a room where the student can be alone during the entire test session.
- Walls and desk surfaces must be clear of anything related to the subject being assessed.
- Study aids, notes, and other materials related to the content area must be removed.
- No music or other background noises are permitted.
- The student should **not** have an extra monitor, nor should there be any other device that can access the internet present in the room.

Remote Proctoring – Parents/Students

- Parents will be required to sign a letter indicating their permission for remote testing and agreement to the remote testing rules and procedures.
- Students will be required to sign an agreement to the remote testing rules and procedures.
- Once a student is logged into the testing session, there should be no one else in the room during testing.
- Students/Parents will need to be able to communicate with the Testing Staff besides using the testing kiosk should issues arise.
 - A phone number is advised since students cannot use a messaging or videoconference if they are logged into the kiosk.

Remote Proctoring – Looking Ahead

- Please ensure that your district has a way to securely transmit test tickets to your students who are testing remotely.
- Please ensure that there is a virtual meeting method for your testing staff and students before the testing session starts. This will ensure that the testing script can be read to students, the session access codes can be shared, a pre-check can be done of the student's testing materials, and any issues can be addressed before starting the testing session.
- Before remote testing, students should be familiar with the OSTP Online Practice Test, including how to navigate through the testing platform and the tools available.

Resources

- Parent/Student Agreement Letter
- Remote Test Administrator/Proctor module on Canvas
- Remote Proctoring Test Administration Manual (RP TAM)
- Remote Test Administrator Security Form (RTA Test Sec. Form)
- Remote Proctor Observation Log (RPOL)
- Remote Proctoring Testing Irregularity Form
- eMetric Help Guides

Before Testing Duties

Before Test Day: DTCs/BTCs

- Remote testing sessions should be set up in the portal (April 8)
- All integrated accommodations must be enabled BEFORE students are put into a testing session in the portal.
- Make sure that each remote testing session has no more than 10 students assigned to 2 staff members.
- Check to see that Remote Test Administrators (RTA) and Remote Test Proctors (RTPs) have successfully completed the required Canvas training and have submitted their certificates.
- Enable the Remote Test Administrator role in the Cognia portal for all RTAs & RTPs.
- Make sure each Remote Testing Session is included on the Official Schedule of Testing.

Before Test Day: DTCs/BTCs

- Have plans district plans in place and communicate them to RTAs/RTPs:
 - Communicate videoconferencing plans to each RTA/RTP and direct them on what to do, when to start these, etc.
 - Communicate what RTAs/RTPs should turn into DTCs/BTCs and when;
 - Communicate who fills out Testing Irregularity Form and or submits an invalidation and when;
 - Ensure that RTAs/RTPs have all resources and numbers that they may need (Cognia Help & Support; IT Director; DTC/BTC; Parents);
 - Ensure that RTAs/RTPs know location for testing and that they have appropriate devices plus at least two screens.
 - Ensure that RTAs/RTPs have the RP TAM, RPOL, and RTA Security Form.

Before Test Day: DTCs/BTCs

- Ensure that students have appropriate devices and have the kiosk downloaded onto their device;
- Collect Parent and Student Agreements one week before students are scheduled to test.
- Ensure students have their test tickets transmitted securely at least three days before the testing session begins.
- Ensure that students have utilized the practice test before the testing session and are comfortable with navigating throughout the kiosk and using the tools;
- Ensure that students/parents know the plan and log in for the videoconferencing immediately before the testing session;
- Ensure that students and parents have all resources and numbers that they may need (writing checklists and/or formula sheets). Note: these are available within the testing kiosk.
- Students should utilize calculators in the testing platform or have appropriate calculators that meet the calculator policy.

Before Test Day: RTAs/RTPs

- RTAs/RTPs should ensure that they have appropriate devices, at least two screens, and that they know the location from which they are to proctor testing;
- RTAs and RTPs must complete Canvas training BEFORE the test administration and send certificates to the BTC/DTC;
- RTAs/RTPs should download/bookmark and read the Remote Test Administration Manual before testing;
- RTAs/RTPs should download/bookmark and review the Remote Proctoring guides before testing;
- RTAs/RTPs should log into the Cognia portal before testing to ensure that they have the appropriate role & that they know how to launch a remote testing session and find log ins and access codes for students;

Before Test Day: RTAs/RTPs

- RTAs/RTPs should ensure that they have all the contact information they need before testing (Cognia Help & Support; IT Director; DTC/BTC; Parents);
- RTAs/RTPs should ensure that they can access other needed forms and resources (RPOL, RTA Test Security Form, troubleshooting guides);
- RTAs/RTPs should ensure each student testing has test tickets delivered securely;
- RTAs/RTPs should schedule a meeting in the videoconferencing platform to meet with students before launching the testing kiosk;
- RTAs/RTPs should ensure that each student has turned in a **signed** Parent Agreement Letter and Student Agreement Letter **BEFORE** testing.

Before Test Day: Parents/Students

- Each student must turn in a **signed** Parent Agreement Letter and Student Agreement Letter BEFORE testing;
- Parents/Students must be sure that the student's device is appropriate for remote testing and that the OSTP student kiosk is installed and ready;
- Parents/Students must ensure that the student device has a charger plugged in for testing;
- Parents/Students should ensure that the student device is logged into the home wifi (or whatever internet is being used);
- Students must have navigated through the OSTP Practice Test and practiced using the tools before testing;

Before Test Day: Parents/Students

- Students/Parents must ensure that students have all the allowed materials ready: scratch paper and pencils, a testing ticket, reference sheets (if needed/utilized), an approved calculator (if needed/utilized);
- Students/Parents must ensure that there is no prohibited material, devices, or other people allowed in the testing room while the student is testing.

Day of Testing Duties

Day of Testing: DTCs/BTCs

- Be available for RTAs/RTPs as needed;
- Have resources bookmarked and ready to share;
- Have phone numbers ready for IT, RTAs/RTPs, Parents, Cognia Help & Support, OSDE;
- Be ready to submit Test Irregularities and Invalidations as needed;
- Note students who did not attend testing so that they can be assigned to a makeup session;
- Attend videoconferencing meetings between RTAs/RTPs and students as needed;

Day of Testing: RTAs/RTPs

- First, report to correct location on correct day and time;
- Meet virtually with students, using your district's meeting platform; check for test tickets/reference materials/calculators/devices/scratch paper;
- Ensure every student has their device plugged into a charger;
- RTA will read TAM (have a copy ready);
- RTA or RTP will read/show Session Access Code(s) (students write down)
- RTA & RTP will go over procedures (contacting staff; showing calculator/scratch paper BEFORE submitting test; whether student is completing 1 or 2 sections of the test);
- RTA will launch test session while RTP remains in meeting platform so that they can assist students as they transition from the meeting to the testing session

Day of Testing: RTAs/RTPs

- Actively monitor students during testing, ensuring students are working through the test and not utilizing extra materials or having extra conversations;
- Respond to any raised hands within the kiosk;
- Take notes of any testing irregularities or concerns;
- Ensure students show their scratch paper before and after testing and tear it up in front of the camera, along with their testing ticket and reference materials;
- Ensure student clear their calculator memory in front of the camera;
- Direct students to then submit their test and exit the testing platform;

Day of Testing: Parents/Students

- Students will first log in to the videoconference with RTA/RTP before testing;
- Students must display clean scratch paper, reference materials, and test ticket before testing;
- Students must show approved calculator with clear memory before testing;
- Students/Parents should ensure that the testing device is plugged into a charger;
- Students should confirm whether or not there are any prohibited materials or devices in the testing room;
- Students should listen to the TAM script and any directions provided by the RTA/RTP;
- Students should make note of the needed access codes;
- Students will then exit the videoconference and log into the testing kiosk;
- Once students are in the testing session, parents must leave the testing room.

Day of Testing: Parents/Students

- Parents/students should have phone numbers ready in case of technological difficulties (recommended: IT Director; RTA/RTP);
- Students should “raise hand” in the testing platform if they have a question or need a break;
- Students will raise hand when they are finished with their test
 - They need to wait for the RTA or RTP to connect with them;
 - They will show the RTA/RTP their scratch paper/test ticket/reference materials as they tear them up;
 - They will show their calculator with the memory cleared;
 - Then students can be instructed to submit their test and log out.
- Parents can be present when students are submitting test and tearing up test ticket.

After Testing Duties

After testing: DTCs/BTCs

- DTCs/BTCs should have a list of students who did not test;
- DTCs/BTCs need to collect RPOL and Test Security Forms;
- DTCs/BTCs need to collect any notes from RTA/RTPs and submit Irregularity Forms or Invalidations (if needed);
- DTCs/BTCs should schedule makeup test and breach tests as needed;
- DTCs/BTCs should remind parents of the reporting schedule and share the link to the parent portal

After testing: RTAs/RTPs

- RTA/RTP should submit classroom summary to BTC/DTC
- RTP should submit Remote Proctor Observation log with notes for each testing session they proctor
- RTA will submit Test Security form at the completion of their last test administration
- RTA should submit any notes and report any Irregularities or concerns to the DTC/BTC

After Testing: Students/Parents

- After the testing session, students should be reminded to NOT discuss specific testing items, passages, or material with anyone;
- Students should be encouraged since they completed a difficult test and did their absolute best.

Best Practices

Best Practices

- Accommodations
 - Legislation is very clear that the student's needs should be considered before utilizing remote proctoring
 - Students with accommodations will need accommodations enabled to their profile within the portal BEFORE adding them to a class and then a testing session.
 - If an IEP/504 student cannot receive an accommodation (e.g., Braille; scribe) remotely, then testing remotely should not be an option and the student must be tested in person.
- Headphones/Earbuds
 - If headphones/earbuds are utilized, they should be connected to the testing session ONLY.

Best Practices (continued)

- Phone/device check
 - Before beginning the testing session, it is required that the RTA/RTP do a device check with every student in their session
 - No phones, smartwatches, tablets, or other devices should be in the room with the student.
- Scratch paper/test ticket/reference paper check
 - Students should show their scratch paper, testing ticket, and/or reference papers to the RTA/RTP before and after testing.
- Calculator check
 - If students are using a hand-held calculator, they will need to hold it up to show that the memory is cleared at the start and end of testing.

Testing Staff

- Ensure standard test administration rules apply during testing:
- RTA and RTP must stay engaged and monitor the student(s) at all times.
 - No grading papers, reading, using electronic devices, or participating in any activity that will distract from monitoring students will be allowed during testing.
 - RTA and RTP cannot be related to each other nor to any student in the testing session.

Troubleshooting

Troubleshooting

- Students/Parents will have a troubleshooting guide available in eMetric; it is recommended that they preview this and even download/print a copy before testing.
- Students/Parents should have a way to reach the RTA/RTP if they need assistance logging in; a phone number is recommended.
- Students/Parents need a District Number to call should they have issues with their device or launching the kiosk.

Troubleshooting (continued)

- RTA and RTP will need the number of the BTC/DTC in case any issues arise
- It is recommended that the RTA/RTP preview and download all user guides before administering the test virtually
- The RTA/RTP are also recommended to have the IT Director's number and Cognia's Service Desk number available if there are issues with the testing platform

What if?

- If both the RTA and RTP suspect that a parent, family member, or student has violated a testing rule/procedure, BOTH staff members need to note the specific details, the STN #, the testing content and grade level, plus the date and time.
- If a test has to be invalidated due to violations, the DTC will need to submit the testing invalidation in the Accountability Reporting application in Single Sign On as usual.
- If a remote proctored exam has to be invalidated due to violations, a breach test can be ordered. The breach test should be administered at a physical testing site.

THANK YOU!

Please reach out to us with any questions!

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OKLAHOMA
Education

Remote Proctoring Training

Spring 2025 OSTP Grades 3 - 8
ELA, Math, and Science

March 26, 2025

Agenda

- Remote Proctoring Overview
- Remote Proctoring Features and Tools
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- Before Test Day
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 - RTAs and RTPs Instructions
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 - RTAs and RTPs Instructions
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- Demonstration
- Next Steps and Support

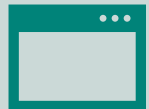
Remote Proctoring Overview



Schools will log in to the same secure **OSTP Portal** they use to administer in-person testing.



Students will use the same secure **OSTP Kiosk/App** as used for in-person testing.



Proctor Password will **not** be required for remote testing.

Ensuring Integrity in a Remote Proctoring Session

- **Video:**
 - RTAs and RTPs will be continuously monitoring live video of the student using camera on student's testing device.
- **Screen Sharing:**
 - RTAs and RTPs will be observing the student's screen during the test.
- **Audio:**
 - RTAs and RTPs may unmute student to listen to what is happening in the student's room without initiating a video call to detect irregularities.

RTAs and RTPs may pause a student's test if there is a test security concern.

Remote Proctoring Features and Tools

Communication/Monitoring Feature	Who initiates the communication	Feature description
One-to-one Video Call	RTA/RTP initiates	The RTA/RTP and student can have a one-to-one video call.
Pause Test	RTA/RTP initiates	The RTA/RTP can pause a student's test remotely if the student needs to take an approved break or there is a test security concern (e.g., another person enters the room). The RTA/RTP can resume the test when ready.
Screenshare	RTA/RTP initiates	The RTA/RTP can view a student's screen.
Raise Hand	Student initiates	Students can request help by virtually raising their hands. The RTA/RTP can respond via a video call.
Test Event/Alert	System	The RTA/RTP will receive a log of events and alerts for a student's testing activity.

RTA: Remote Test Administrator

RTP: Remote Test Proctor

Technology Requirements for RTA and RTP

Hardware Requirements	
Desktop or laptop	The device must be able to connect to the internet via wired or wireless networks.
Webcam	Any embedded or non-embedded webcam.
Microphone	Any embedded or non-embedded microphone.
Speaker	Any embedded or non-embedded speaker.
Software Requirements	
Web Browser	Chrome 130 or newer Microsoft Edge 130 or newer

- RTA and RTP devices must have a working camera, microphone, and speaker.
- RTAs and RTPs must use a supported version of Chrome or Microsoft Edge browser to proctor tests remotely in the OSTP Portal.

Technology Requirements for Students

Hardware Requirements	
Windows desktop or laptop; Chromebook	Student device must be able to connect to the internet via wired or wireless networks. For information about device requirements refer to the <i>OSTP Technology Guidelines</i> on the Help & Support website .
Webcam	An embedded webcam.
Microphone	An embedded microphone.
Speaker	An embedded speaker.
Software Requirements	
OSTP Student Kiosk	Windows Kiosk ChromeOS App

- Student devices must meet the requirements listed in the *OSTP Technology Guidelines*.
- Student devices must have the appropriate OSTP Student Kiosk installed. Only Windows Kiosk or ChromeOS App are supported for remote testing; other devices are not supported.
- Student devices must have a working camera, microphone, and speaker. No dual screens or monitors.
- Chromebooks must be managed devices (whether in-person testing or remote testing).

Before Test Day Instructions

Before Test Day: DTCs/BTCs Instructions

- Create classes and assign students to classes (*at least 2 weeks prior to testing*).
- Schedule classes to take the tests (*at least 1 week prior to testing*).
- Distribute student logins securely (*at least 3 days prior to the testing*).

Creating Classes in the OSTP Portal

- Create classes for each content area following the usual process at least 2 weeks prior to testing.
- For remote testing, classes may contain a **maximum of 10 students**.
- Name the remote classes with the word REMOTE at the start of the class name.

ELA Classes in Cyber Falls Sch2-002

Cyber Falls Sch2-002 (Cyber Falls) ELA [Create Grade Level Class](#) [Upload Classes](#)

Class	Grade	Student Count	
REMOTE-ELA03-Demo-01010022-(Grade -03)	03	1	View Edit Delete
REMOTE-ELA03-Demo-01010022-(Grade -04)	04	1	View Edit Delete
REMOTE-ELA05-Demo-01010022-(Grade -05)	05	2	View Edit Delete
REMOTE-ELA06-Demo-01010022-(Grade -06)	06	1	View Edit Delete
REMOTE-ELA07-Demo-01010022-(Grade -07)	07	1	View Edit Delete

Scheduling Tests in the OSTP Portal

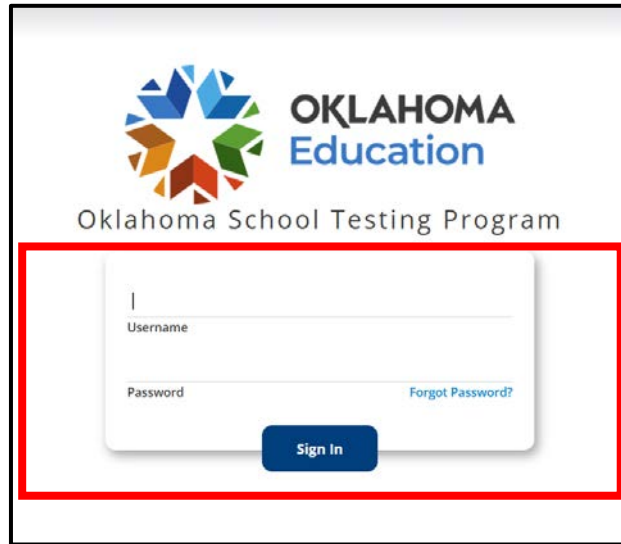
- Schedule classes to take tests following the usual process at least 1 week prior to testing.
- When selecting the classes to schedule to take the test, ensure the checkbox for **digital proctoring** is selected.

The screenshot shows the 'Test: ELA Demo Form' dropdown menu. Below it is a 'Search for Classes' section with a dropdown menu showing 'Cyber Falls Sch2-002 (Cyber Falls)'. Underneath, there are 'Classes:' buttons for 'Select All' and 'Unselect All', followed by a list of class identifiers: 'REMOTE-ELA03-Demo-01010022-(Grade -03)', 'REMOTE-ELA03-Demo-01010022-(Grade -04)', 'REMOTE-ELA05-Demo-01010022-(Grade -05)', 'REMOTE-ELA06-Demo-01010022-(Grade -06)', 'REMOTE-ELA07-Demo-01010022-(Grade -07)', and 'REMOTE-ELA08-Demo-01010022-(Grade -08)'. At the bottom, there are 'Start Date:' (02/18/2025), 'End Date:' (02/28/2025), and 'Time Zone:' (Eastern) fields. A red box highlights the 'Use digital proctoring' checkbox, which is checked. At the very bottom are 'Schedule' and 'Cancel' buttons.

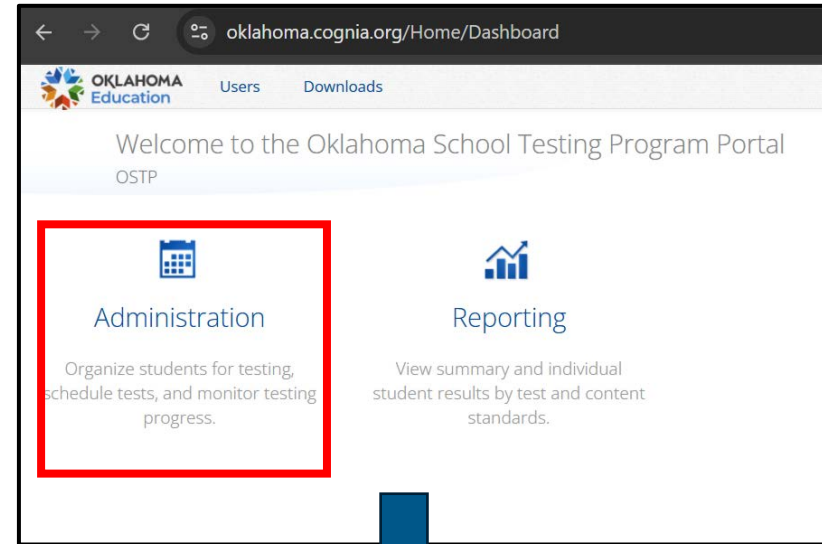
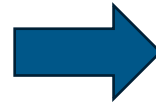
Before Test Day: RTAs/RTPs Instructions

- Ensure that your remote test has been scheduled in the OSTP Portal.
- Obtain a copy of the student summary sheet which contains student usernames and passwords as well as session access codes, to assist students with signing in to the OSTP Student Kiosk if necessary.

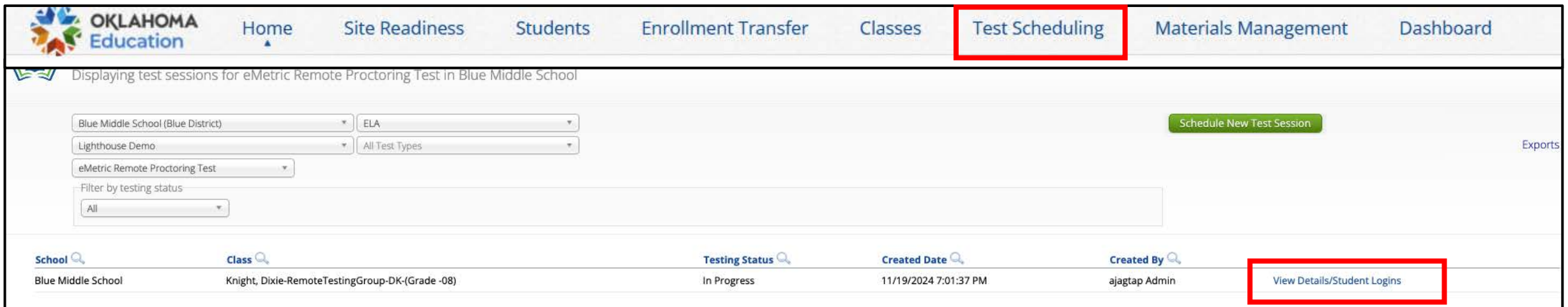
Accessing the Remote Testing Test Session



The login page for the Oklahoma School Testing Program. It features the Oklahoma Education logo and the text "Oklahoma School Testing Program". Below this is a login form with fields for "Username" and "Password", a "Forgot Password?" link, and a "Sign In" button. A red box highlights the entire login form area.



The dashboard of the Oklahoma School Testing Program Portal. It shows the URL "oklahoma.cognia.org/Home/Dashboard" and the Oklahoma Education logo. The main heading is "Welcome to the Oklahoma School Testing Program Portal OSTP". There are two main sections: "Administration" (with a calendar icon) and "Reporting" (with a bar chart icon). The "Administration" section is highlighted with a red box and includes the text: "Organize students for testing, schedule tests, and monitor testing progress." The "Reporting" section includes the text: "View summary and individual student results by test and content standards." A blue arrow points down from the "Administration" section to the "Test Scheduling" page below.



The "Test Scheduling" page in the Oklahoma School Testing Program Portal. The navigation menu includes "Home", "Site Readiness", "Students", "Enrollment Transfer", "Classes", "Test Scheduling" (highlighted with a red box), "Materials Management", and "Dashboard". The main content area displays "Displaying test sessions for eMetric Remote Proctoring Test in Blue Middle School". It features several dropdown menus for selection: "Blue Middle School (Blue District)", "ELA", "Lighthouse Demo", "All Test Types", and "eMetric Remote Proctoring Test". There is a "Filter by testing status" dropdown set to "All". A green "Schedule New Test Session" button is visible. Below the filters is a table of test sessions with columns for "School", "Class", "Testing Status", "Created Date", and "Created By". The "View Details/Student Logins" link in the last row is highlighted with a red box.

School	Class	Testing Status	Created Date	Created By	View Details/Student Logins
Blue Middle School	Knight, Dixie-RemoteTestingGroup-DK-(Grade -08)	In Progress	11/19/2024 7:01:37 PM	ajagtap Admin	View Details/Student Logins

Obtaining Student Summary Sheet

Filter by Session
Choose a Session

Export Logins for Selected Students (4) Add Report Code (4) Invalidate (4)

<input checked="" type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input checked="" type="checkbox"/>	Demo	Diego	9580667890	b4df323b	Demo Test_TTS	03/17/2025 3:46:08 PM	+	Section 1:Not Started		Invalidate
								Section 2:Not Started		Invalidate
<input checked="" type="checkbox"/>	Demo	Joana	6842162994	GNEE5RFJ	Demo Test	03/17/2025 3:41:33 PM	+	Section 1:Not Started		Invalidate
								Section 2:Not Started		Invalidate



Export Logins

Select a format of the export:

PDF CSV

Select the number of logins to be printed:

8 logins per page

Export Cancel

Obtaining Student Summary Sheet

- Student summary sheet which contains
 - Session access codes.
 - Student usernames and passwords, and other information.
- Verify student accommodations have been properly selected for students.
 - If accommodations are set incorrectly, reach out to the BTC.

Class Name: Grade 3-(Grade -03)-(online)				
Test Name: Demo Test_Math				
Testing Window: 4/2/2025 to 4/31/2025				
Session Sequence	Session Name	Access Code		
1	Section 1	3812028884		
2	Section 2	5182572644		
Student Name	Date of Birth	Username	Password	Accommodations
Demo, Diego	5/30/2015	9580667890	b4df323b	Read Aloud Math, Screen Zoom, Color Contrast, Read Aloud Reading 3- 8, AllowAccessibilit yModeTesting, Read Aloud Reading 5&8
Demo, Joana	5/30/2015	6842162994	GNEE5RFJ	
Demo, Madison	5/30/2015	8142208219	2B7ERBUK	
Demo, Magdalena	5/30/2015	7316830621	JE92B2FC	

Before Test Day: Students/Parents Instructions

- Ensure the OSTP Student Kiosk/App is installed on the student testing device.
- Ensure the student testing device meets all technology requirements required for remote proctoring.
- Run the **System Set-Up Test** using the secure kiosk on the device that will be used for testing.
- Take the **Practice Test** using the secure kiosk on the device that will be used for testing.
- Review all the Help Guides and reach out to the school with any questions.

Taking the System Set-Up Test

At least 1 week before testing, all students should run the System Set-Up Test and take the practice test using the installed OSTP Student Kiosk on their test taking device.

For System Set-Up Test:

- Launch the OSTP Student Kiosk.
- Click the **System Set-Up** link to take the test.
- The test will walk the student through verifying the features required for remote testing.
- Students will need to communicate with their teacher whether their device passed the System Set-Up Test.

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STUDENT SIGN IN

Username

Password

Sign In

Access the Practice Test

Copyright © 2025 eMetric LLC
Carrier: 3.49.6 #48646d5 #168
Shell: v3.49.12.3 #bbf6f10e prd
[Clear Cache](#)

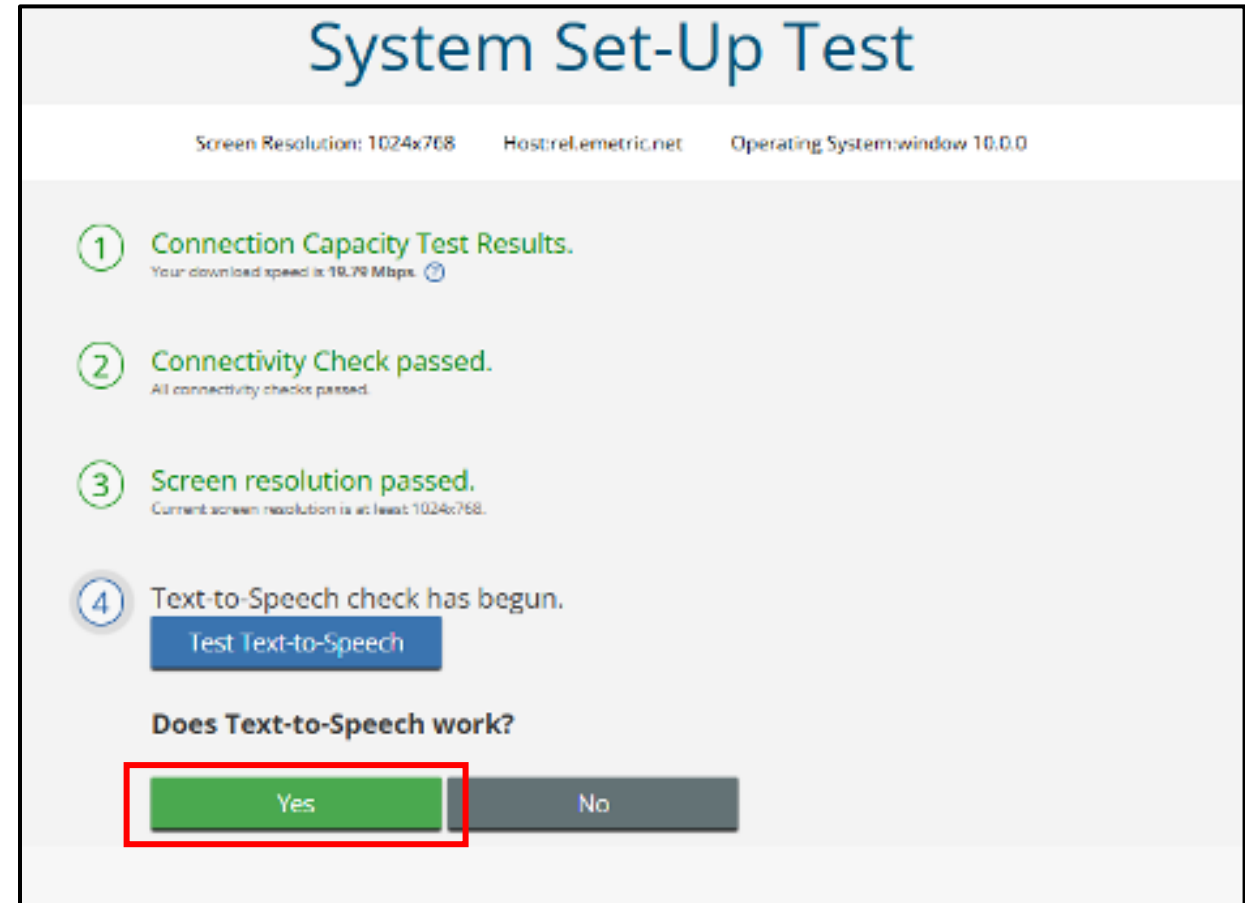
English ▼

System Set-Up

Exit

Taking the System Set-Up Test (continued)

- The system will verify connection to the internet, network connectivity, the minimum screen resolution is met and ask the student to test text-to-speech.
 - If the student can hear the text-to-speech, the student will click **Yes**.
 - The text-to-speech check tests the student's speakers; all students should complete this test, even if they are not using text-to-speech. Schools should explain this to students prior to conducting the System Set-up Test.



System Set-Up Test

Screen Resolution: 1024x768 Host:ref.Emetric.net Operating System:window 10.0.0

- 1 Connection Capacity Test Results.
Your download speed is 18.79 Mbps.
- 2 Connectivity Check passed.
All connectivity checks passed.
- 3 Screen resolution passed.
Current screen resolution is at least 1024x768.
- 4 Text-to-Speech check has begun.
[Test Text-to-Speech](#)

Does Text-to-Speech work?

Yes No

Taking the System Set-Up Test (continued)

- The system will verify requirements for video streaming, camera, and desktop sharing.
- The student will be asked to perform a microphone check. Click **Start**.
 - The student will be prompted to say, "The quick brown fox jumped over the lazy dog."
 - If the microphone is not working, the microphone check will fail.
 - If the student speaks and the microphone is working, the microphone check will be successful.

The screenshot displays the 'System Set-Up Test' interface. At the top, it shows system information: 'Screen Resolution: 1024x768', 'Host: rel.emetric.net', and 'Operating System: window 10.0.0'. Below this, a list of seven numbered steps is shown. Steps 1 through 6 are completed and shown in green. Step 7, 'Microphone check has begun.', is currently active and is highlighted with a red rectangular box. A green 'Start' button is positioned below the text for step 7.

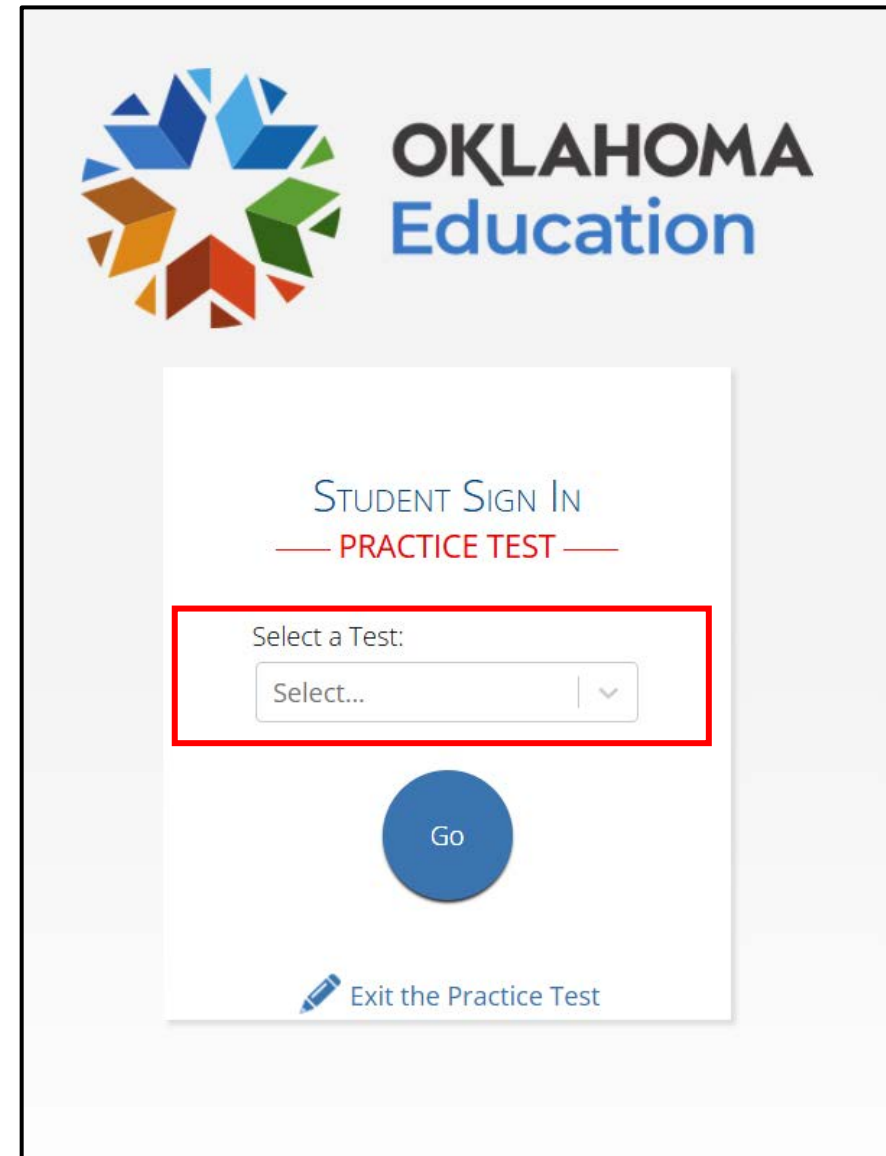
System Set-Up Test

Screen Resolution: 1024x768 Host: rel.emetric.net Operating System: window 10.0.0

- 1 Connection Capacity Test Results.
Your download speed is 12.62 Mbps. ⓘ
- 2 Connectivity Check passed.
All connectivity checks passed.
- 3 Screen resolution passed.
Current screen resolution is at least 1024x768.
- 4 Text-to-Speech check passed.
- 5 Video Streams check has passed.
- 6 Camera and Desktop Sharing check passed.
- 7 Microphone check has begun.
Start

Taking the Practice Test

- After completing the System Set-up Test, the students should take the grade appropriate practice test using the OSTP Student Kiosk.
 - Launch the OSTP Student Kiosk.
 - Click the link to **Access the Practice Test**.
 - Select the practice test from the drop-down menu.
 - Click **Go**.
- The practice test allows students to become familiar with the different types of test questions and gain experience with the computer-based testing platform, including the tools and accessibility features that will be available during testing.



Day of Testing Instructions

Day of Testing – RTAs/RTPs Instructions

1. Use school's videoconferencing platform (e.g., Teams, Zoom, or Google Hangouts) to connect with the students first to read test script, instructions, and provide session access codes.
 2. Close out of the videoconferencing session.
-
3. Log in to the OSTP Portal and navigate to the scheduled remote testing test session.
 4. Select students and click on **Start Digital Proctoring for Selected Students** from Test Sessions Details page.
 5. Begin administering via the digital proctoring interface that has opened in a new browser tab.

Starting a Digital Proctoring Session

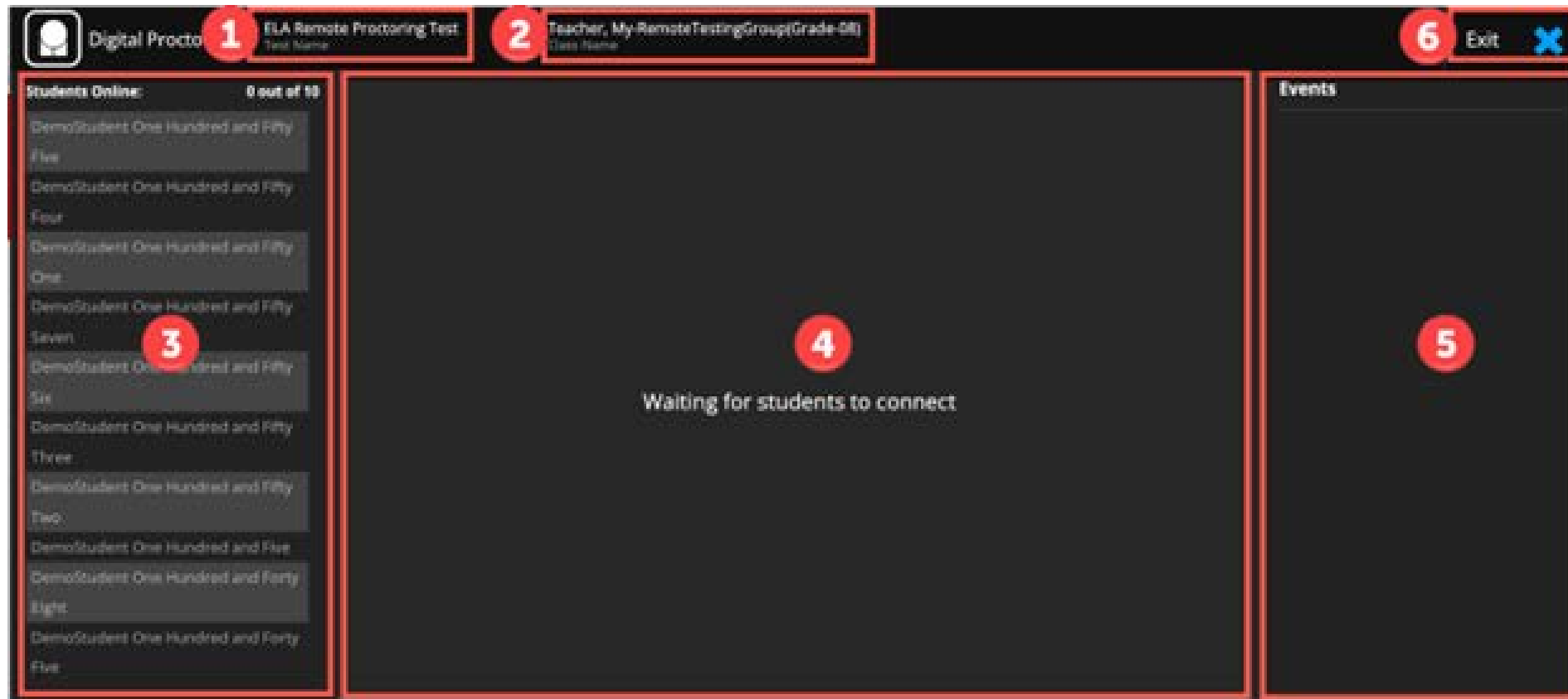
- Before students begin signing in to their scheduled tests, RTA/RTP should ensure they have the scheduled test details readily available.
- When ready to start the remote test, select students and then click on the **Start Digital Proctoring for Selected Students** button from the Scheduled Test Details page for the selected remote testing class. **Note that students will not be able to connect to the proctor until this step is completed.**

The screenshot displays a digital proctoring interface. At the top, there is a 'Filter by Session' dropdown menu with 'Choose a Session' selected. To the right of the dropdown are four buttons: 'Export Logins for Selected Students', 'Start Digital Proctoring for Selected Students' (highlighted with a red box), 'Add Report Code', and 'Invalidate'. Below the buttons is a table with the following columns: 'Last Name', 'First Name', 'Username', 'Password', 'Form Name', 'Date/Time Created', 'Test Report Code', 'Status', 'Date/Time Started', and 'Date/Time Completed'. The table contains two rows of student data. The first row is for 'One Hundred and Eighty Four' and the second for 'One Hundred and Eighty Two'. Both rows show 'DemoStudent' as the first name, 'xxxxxxx' as the username and password, and 'Remote Proctoring Non Accommodated Form' as the form name. The date/time created is '12/12/2024 8:56:39 AM' and the test report code is '+'. The status for both is 'Session 1:Not Started' and 'Session 2:Not Started'. There are 'Invalidate' buttons and 'Session Report Codes' links for each row. A red box highlights the 'Start Digital Proctoring for Selected Students' button and the checkbox in the first row of the table.

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed	
<input type="checkbox"/>	One Hundred and Eighty Four	DemoStudent	xxxxxxx	xxxxxxx	Remote Proctoring Non Accommodated Form	12/12/2024 8:56:39 AM	+	Session 1:Not Started		Invalidate	Session Report Codes
<input type="checkbox"/>	One Hundred and Eighty Two	DemoStudent	xxxxxxx	xxxxxxx	Remote Proctoring Non Accommodated Form	12/12/2024 8:56:39 AM	+	Session 1:Not Started		Invalidate	Session Report Codes

Starting a Digital Proctoring Session (Continued)

- The proctoring interface will open in a new browser tab and provide the following information: (1) test name, (2) class name, (3) list view of students, (4) gallery view of students in this session, (5) log of events or alerts with student name, timestamp, and activity, and (6) an Exit button.



Proctoring a Digital Proctoring Session

- Monitor the proctoring interface: (1) in the list view, a green indicator appears after the name of the connected student, (2) the student's video feed appears in the gallery view, and (3) the events section provides a text indication the student has connected.

The screenshot displays a digital proctoring interface with three main sections:

- Students Online:** A list of five demo students. The entry for "DemoStudent One Hundred and Fifty Two" is highlighted with a red box and a red circle containing the number "1", indicating a green indicator next to the name.
- Gallery View:** Three video feeds are shown. The bottom feed, for "DemoStudent One Hundred and Fifty Two", is highlighted with a red box and a red circle containing the number "2", showing the student's video feed.
- Events:** A log of events on the right side. The event "DemoStudent One Hundred and Fifty Two connected" is highlighted with a red box and a red circle containing the number "3", indicating the text notification of a student connection.

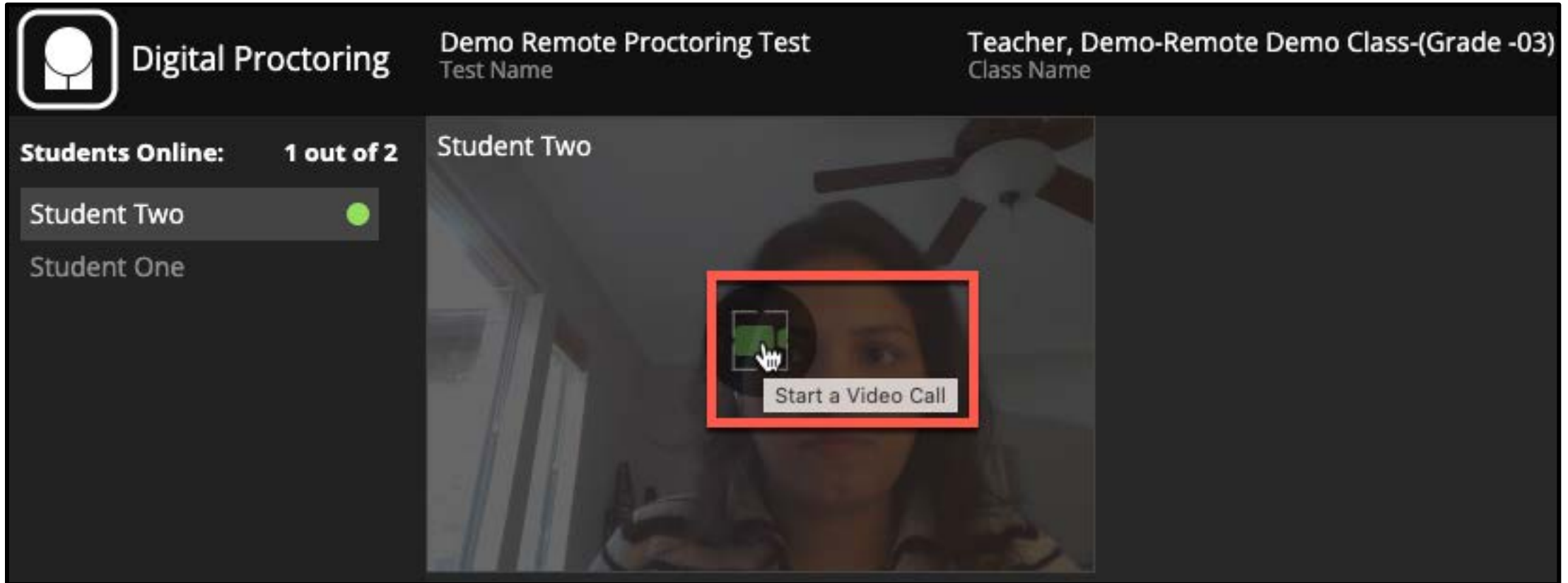
Communicating during a Test Session

- Once students log in to the OSTP Student Kiosk, RTAs and RTPs can only communicate with one student at a time by initiating a video call.
 - Reminder: RTAs and RTPs should communicate test directions prior to students logging in to the kiosk for testing.
 - Students will not be able to communicate with other students.
- RTAs and RTPs can communicate directly with individual students only by initiating a video call.
 - There is no ability to send a text-based message.
 - There is no ability to communicate with the entire class at once after the test has started – only with individual students.
- RTAs and RTPs may pause a student's test if there is a test security concern.
- Students may raise their hand while in the test session.

Initiating a Video Call with a Single Student

There are two ways to initiate a video call with a single student:

Option 1: From the gallery view, hover over the student's video stream and click the camera icon.

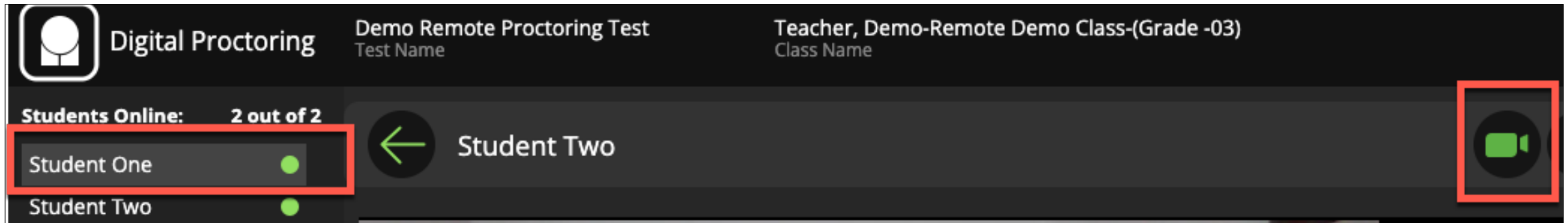


The screenshot displays a digital proctoring interface. At the top, the header includes a profile icon, the text "Digital Proctoring", the test name "Demo Remote Proctoring Test", and the class name "Teacher, Demo-Remote Demo Class-(Grade -03)". On the left, a sidebar shows "Students Online: 1 out of 2" with a list containing "Student Two" (indicated by a green dot) and "Student One". The main area features a video stream of "Student Two". A red rectangular box highlights a camera icon overlaid on the video stream, with a tooltip that reads "Start a Video Call".

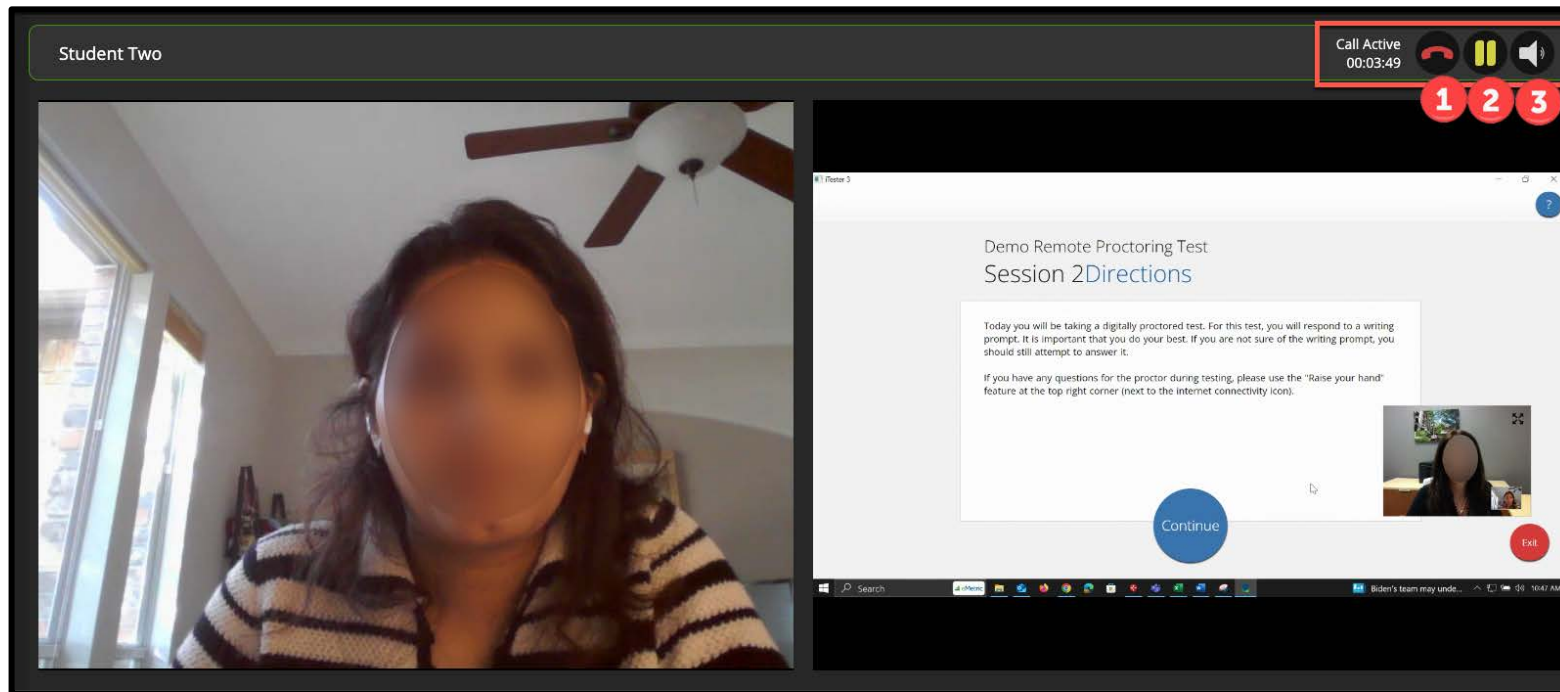
Initiating a Video Call with a Single Student

There are two ways to initiate a video call with a single student:




Option 2: From the list view, click on the student's name to open the single student view, then click on the camera icon.



Video Call with a Single Student



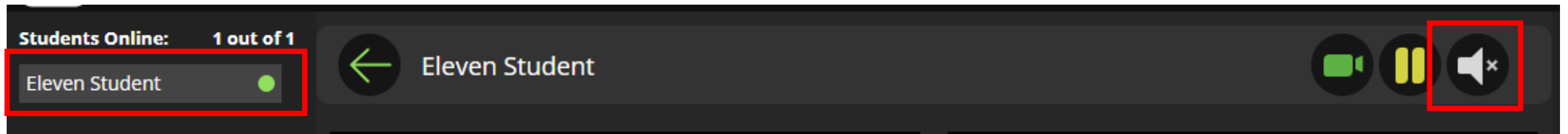
During the call, RTAs and RTPs have the following options:

1. Click the red **Handset** icon to end the video call, 
2. Click the yellow **Pause** icon to pause the student's test, 
3. Click the white **Speaker** icon to mute/unmute during the call. 

The RTA/RTP can also see the student's screen.

Listening to a Student

- RTAs/RTPs can unmute a student through the digital proctoring interface to hear any sounds in the student's room without needing to initiate a video call.
- To unmute, select the student's name from the list on the left-hand menu and click the white **Speaker** button.



Pausing a Student's Test

- RTAs/RTPs may pause a student's test through the digital proctoring interface if there is a test security concern (e.g., another person enters the room).
- To pause the student's test session, select the student's name and click the yellow pause button. To resume the student's test, click the green play button.

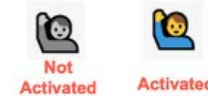


- The student will see the following screen and will not be able to continue the test session when the test is paused.

**Your test has been paused
by the Remote Proctor,
please wait for further
instruction**

Raise Hand Feature

- While in the test session, students can virtually raise their hand if they have a question or need help.
 - The student will raise or lower their hand by clicking the **Raise Hand** icon in the top right corner next to the network connectivity indicator.
- The RTA/RTP will see a flashing green border around the student's video feed and a yellow light next to the student's name in the list view. An alert will appear in the Events feed.
- The RTA/RTP can then start a 1:1 video call with the student.



The screenshot displays a test session interface with three main sections:

- Students Online:** A list showing "Student Two" with a yellow dot next to their name, indicating they have raised their hand. "Student One" is listed below.
- Video Feed:** A central video window showing "Student Two" with a flashing green border around the video frame.
- Events:** A log of activities on the right side, with the entry "Student Two requested help" highlighted in a red box, occurring at 10:48 AM.

Proctoring Events/Alerts

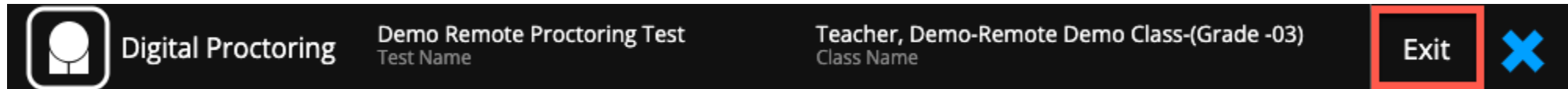
The following events may appear in the Events feeds on the right side of the screen:

- Green alerts
 - Connected
 - Started the test
 - Video call started
 - Resumed the test
- Orange alerts
 - Disconnected
 - Video call ended
 - Paused the test
- Red alerts
 - Requested help
 - Cancelled help
 - Any technology issues related to webcam, screensharing, audio etc.
- Blue alerts
 - Finished testing

Events	
Student Two <i>connected</i>	4:57 PM
Student Two <i>started the test</i>	4:58 PM
Student Two <i>requested help</i>	4:58 PM
Student Two <i>cancelled help request</i>	4:58 PM
Student Two <i>paused the test</i>	4:58 PM
Student Two <i>resumed the test</i>	4:58 PM
Student Two <i>video call started</i>	4:59 PM
Student Two <i>video call ended</i>	4:59 PM
Student Two <i>finished testing</i>	4:59 PM
Student Two <i>disconnected</i>	4:59 PM

Ending a Digitally Proctored Session

- When a student turns in their test session, their video feed in the gallery view will no longer display.
 - An event called “Student *finished testing*” is shown under Events.
 - An event called “Student *disconnected*” is shown under Events.
- When all the students have turned in their tests and the proctoring session is completed, the RTA/RTP clicks on the blue **Exit** icon in the top right corner of the proctoring interface to end the proctoring session.



Day of Testing – Student/Parent Instructions

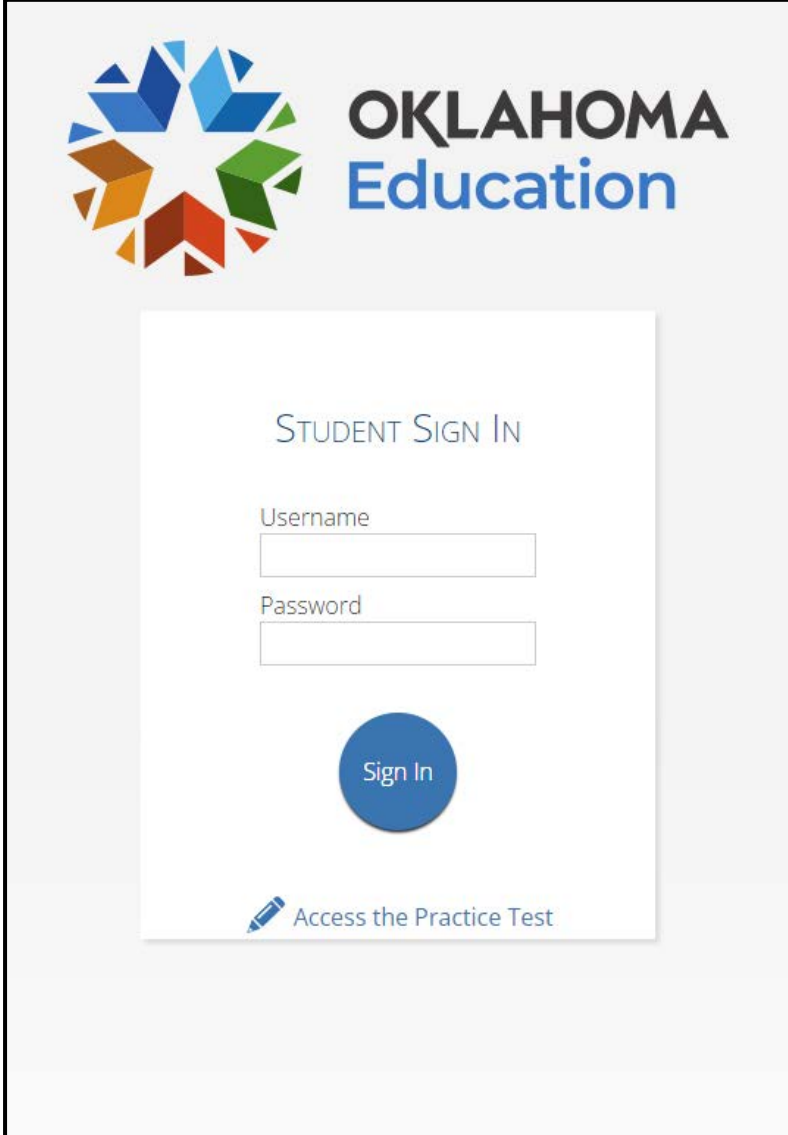
1. Join school's videoconferencing session (e.g., Teams, Zoom, or Google Hangouts) to connect with the RTA/RTP first for test directions and access code.
 2. Close out of the videoconferencing session.
 3. Close out of all applications before launching the OSTP Student Kiosk.
-
4. Launch the **OSTP Student Kiosk**.
 5. Sign in with the username and password provided by the school.
 6. Verify your name and other information after successfully logging in.
 7. Click the **Connect to Proctor** button.
 8. Click on the **Section** button.
 9. Enter the access code provided by the RTA/RTP during the videoconferencing session.

Launching the OSTP Student Kiosk/App

- For students using **Chromebook**:
 - Click the Apps tray on the Chromebook login page and select **OSTP**.
 - Note: **DO NOT** log in to the Chromebook.
- For students using **Windows**:
 - Double click the **OSTP Student Kiosk** desktop icon.

Logging in to the OSTP Student Kiosk/App

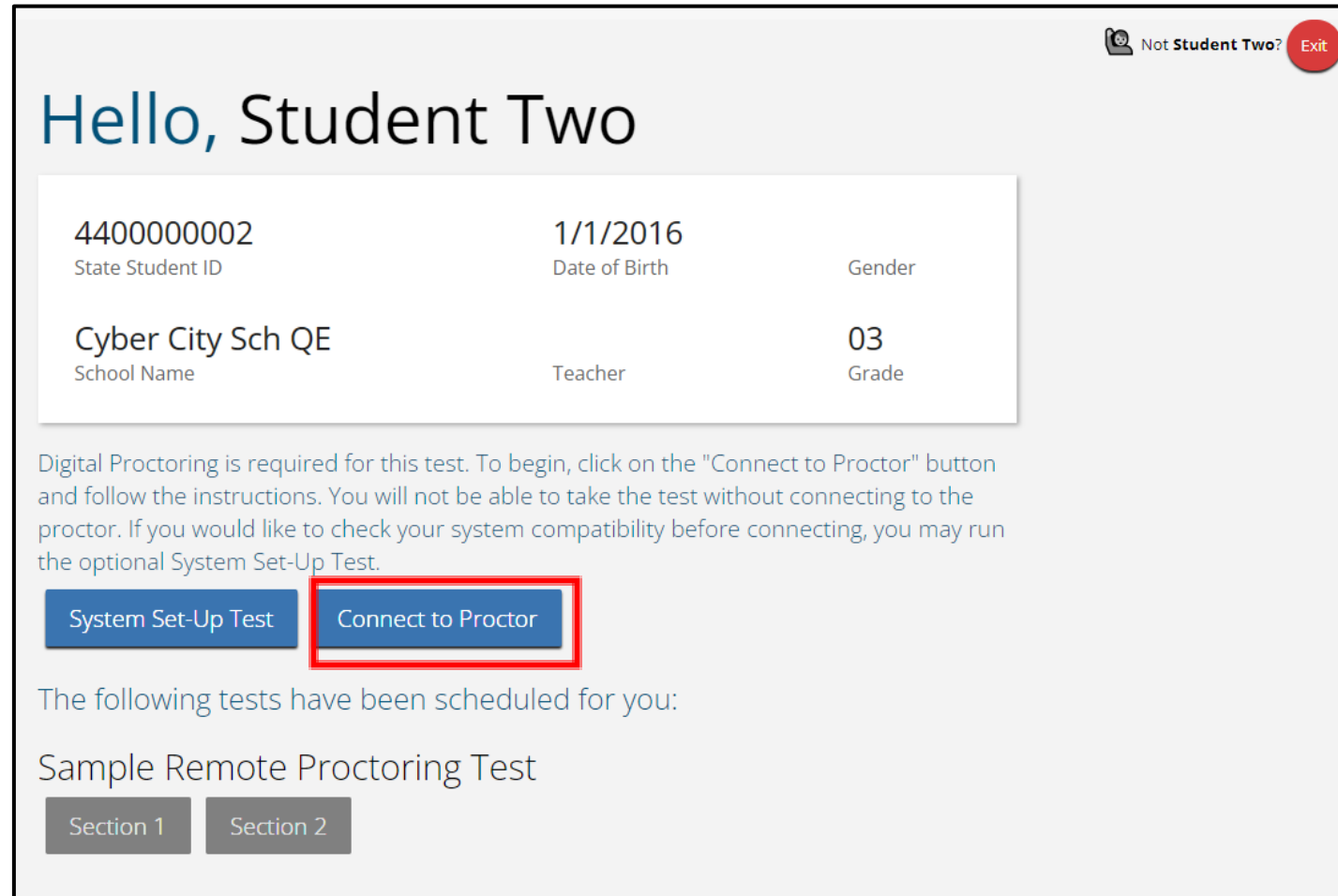
- On the login page, the student will enter their username and password provided by the school and click **Sign In**.



The screenshot shows the Oklahoma Education Student Sign In interface. At the top left is the Oklahoma Education logo, a colorful starburst. To its right is the text "OKLAHOMA Education". Below this is a white box containing the "STUDENT SIGN IN" form. The form has two input fields: "Username" and "Password". Below the fields is a blue circular "Sign In" button. At the bottom of the form is a link with a pencil icon that says "Access the Practice Test".

Starting the Test

- On the Hello student screen, the student clicks the **Connect to Proctor** button.



Not Student Two? Exit

Hello, Student Two

4400000002 State Student ID	1/1/2016 Date of Birth	Gender
Cyber City Sch QE School Name	Teacher	03 Grade

Digital Proctoring is required for this test. To begin, click on the "Connect to Proctor" button and follow the instructions. You will not be able to take the test without connecting to the proctor. If you would like to check your system compatibility before connecting, you may run the optional System Set-Up Test.

[System Set-Up Test](#) [Connect to Proctor](#)

The following tests have been scheduled for you:

Sample Remote Proctoring Test

[Section 1](#) [Section 2](#)

Starting the Test

- The student will then see the message “Successfully connected to Proctor.” If the RTA/RTP has not yet initiated digital proctoring from the administration, the Section buttons will be disabled (grey) and the student will see the message “Waiting for the proctor to start the test session.”

The screenshot shows a user interface for a digital proctoring session. At the top right, there is a user profile icon and the text "Not Student Two?" next to a red "Exit" button. The main heading is "Hello, Student Two". Below this, a white box contains student information: State Student ID (4400000002), Date of Birth (1/1/2016), Gender, School Name (Cyber City Sch QE), Teacher, and Grade (03). A paragraph of text explains that digital proctoring is required and provides instructions on how to connect to the proctor. Below the text are three buttons: "System Set-Up Test" (blue), "Connect to Proctor" (grey), and "Successfully connected to Proctor." (highlighted with a red border). Underneath, it says "The following tests have been scheduled for you:" followed by a box containing "Sample Remote Proctoring Test" and two disabled buttons, "Section 1" and "Section 2". At the bottom of this box, it says "Waiting for the proctor to start the test session."

Not Student Two? Exit

Hello, Student Two

4400000002	1/1/2016	
State Student ID	Date of Birth	Gender
Cyber City Sch QE		03
School Name	Teacher	Grade

Digital Proctoring is required for this test. To begin, click on the "Connect to Proctor" button and follow the instructions. You will not be able to take the test without connecting to the proctor. If you would like to check your system compatibility before connecting, you may run the optional System Set-Up Test.

System Set-Up Test Connect to Proctor **Successfully connected to Proctor.**

The following tests have been scheduled for you:

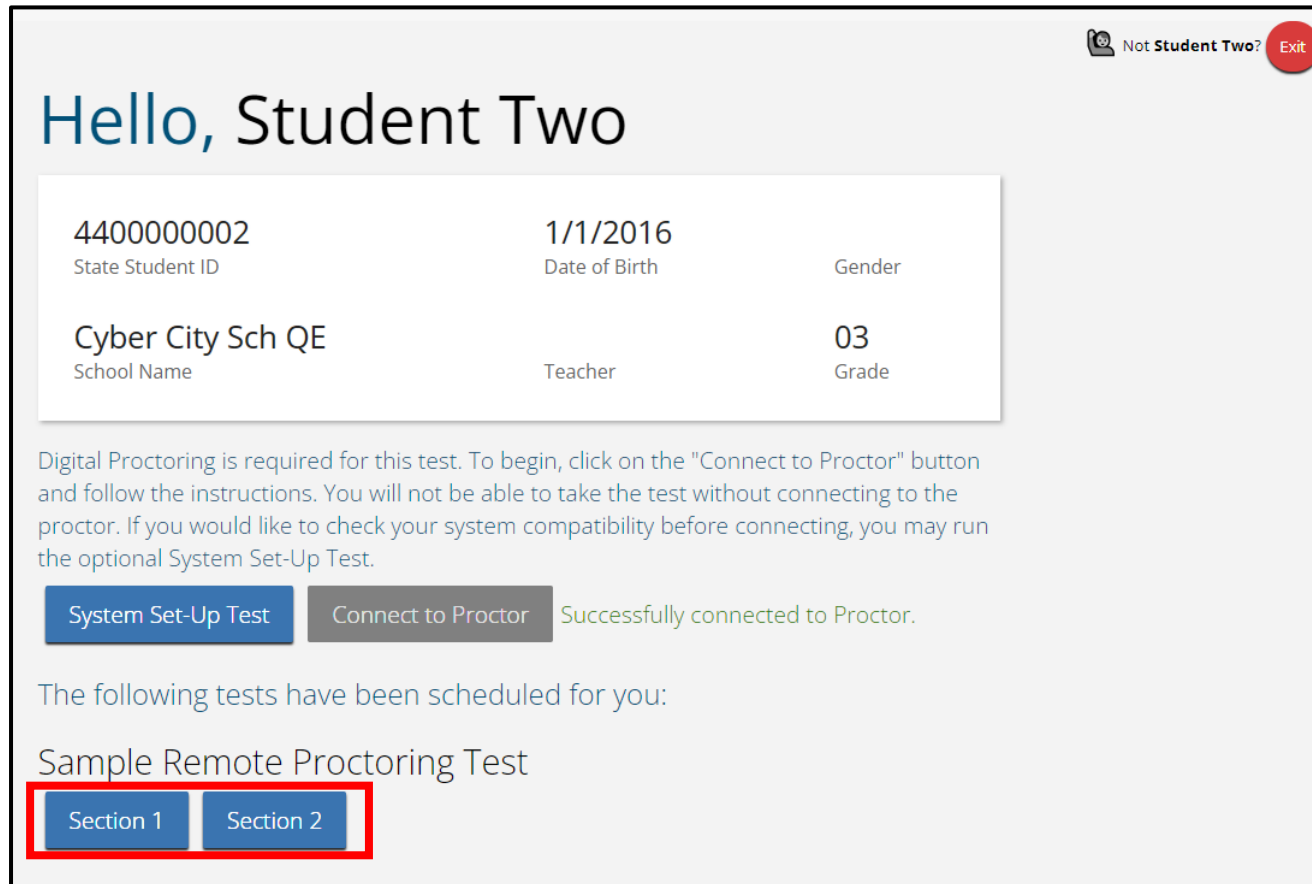
Sample Remote Proctoring Test

Section 1 Section 2

Waiting for the proctor to start the test session.

Starting the Test

- Once the RTA/RTP starts the digital proctoring session, the Section buttons will change from grey to blue as an indicator that the student is ready to start the test with digital proctoring. At this point, the RTA/RTP will be able to view the student's video stream in the digital proctoring interface.



The screenshot shows a digital proctoring interface for a student named "Student Two". The interface includes a header with the student's name, a table of personal and school information, a section for digital proctoring instructions and buttons, and a list of scheduled tests with section buttons.

Not Student Two? Exit

Hello, Student Two

4400000002	1/1/2016	
State Student ID	Date of Birth	Gender
Cyber City Sch QE		03
School Name	Teacher	Grade

Digital Proctoring is required for this test. To begin, click on the "Connect to Proctor" button and follow the instructions. You will not be able to take the test without connecting to the proctor. If you would like to check your system compatibility before connecting, you may run the optional System Set-Up Test.

[System Set-Up Test](#) [Connect to Proctor](#) Successfully connected to Proctor.

The following tests have been scheduled for you:

Sample Remote Proctoring Test


[Section 1](#) [Section 2](#)

Raise Hand Feature

Question 1

Screen Zoom:

Text-to-Speech:



This is a multiple choice item.

When was eMetric LLC founded?

- (A) 2001
- (B) 2010
- (C) 2000
- (D) 2011

Student may request help from the RTA/RTP by using the Raise Hand icon.



Not Activated

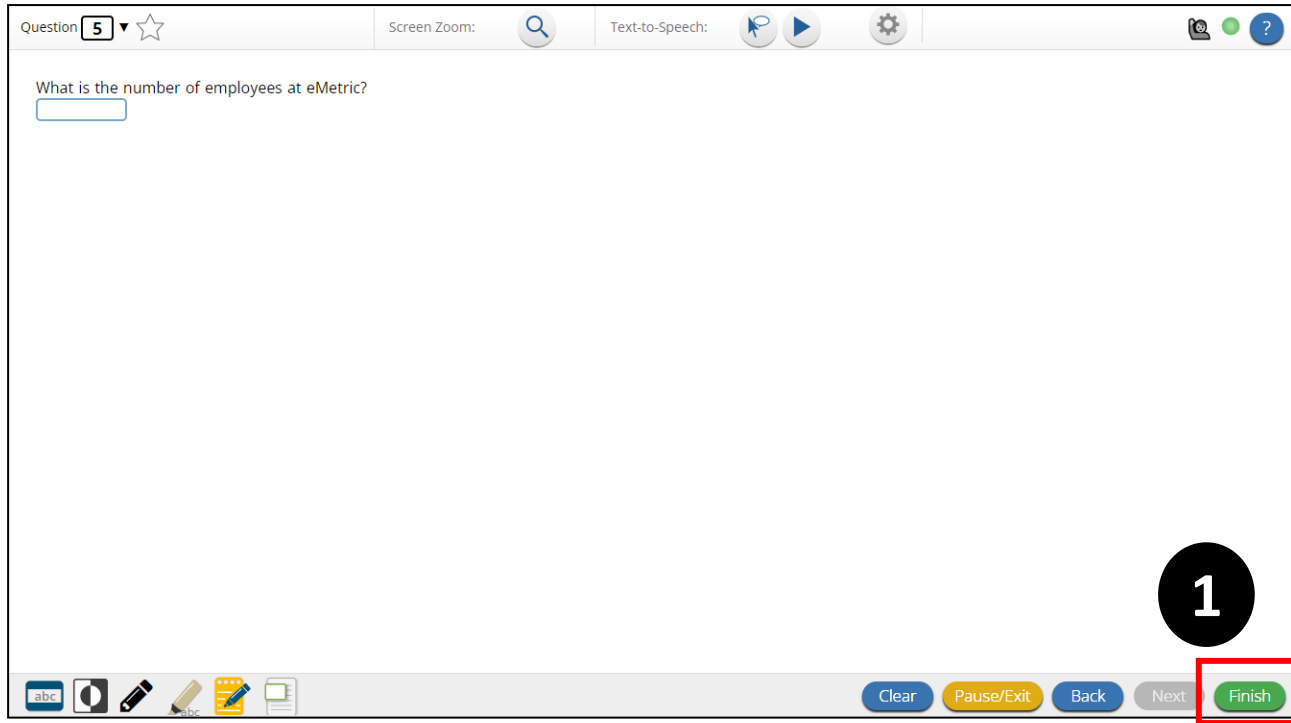


Activated



To alert the RTA/RTP that assistance is needed, the student will click the **Raise Hand** icon. To deactivate, the student will click again.

Turning in a Test



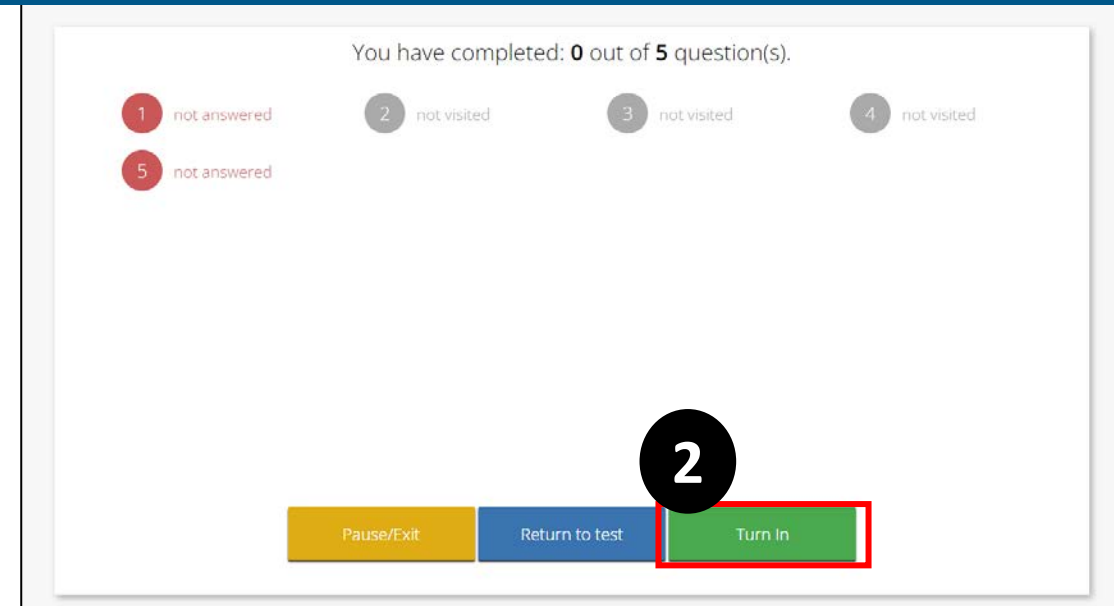
Question 5

What is the number of employees at eMetric?

Finish

1

This screenshot shows a test question interface. At the top, it says "Question 5" with a star icon. Below that, there are utility icons for "Screen Zoom" (magnifying glass), "Text-to-Speech" (speaker icon), and a settings gear. The question text is "What is the number of employees at eMetric?" followed by an empty text input field. At the bottom of the interface, there is a toolbar with icons for a keyboard (abc), a calculator, a pencil, an eraser, a notepad, and a printer. To the right of these icons are buttons for "Clear", "Pause/Exit", "Back", "Next", and "Finish". The "Finish" button is highlighted with a red box and a large black circle with the number "1" inside.



You have completed: 0 out of 5 question(s).

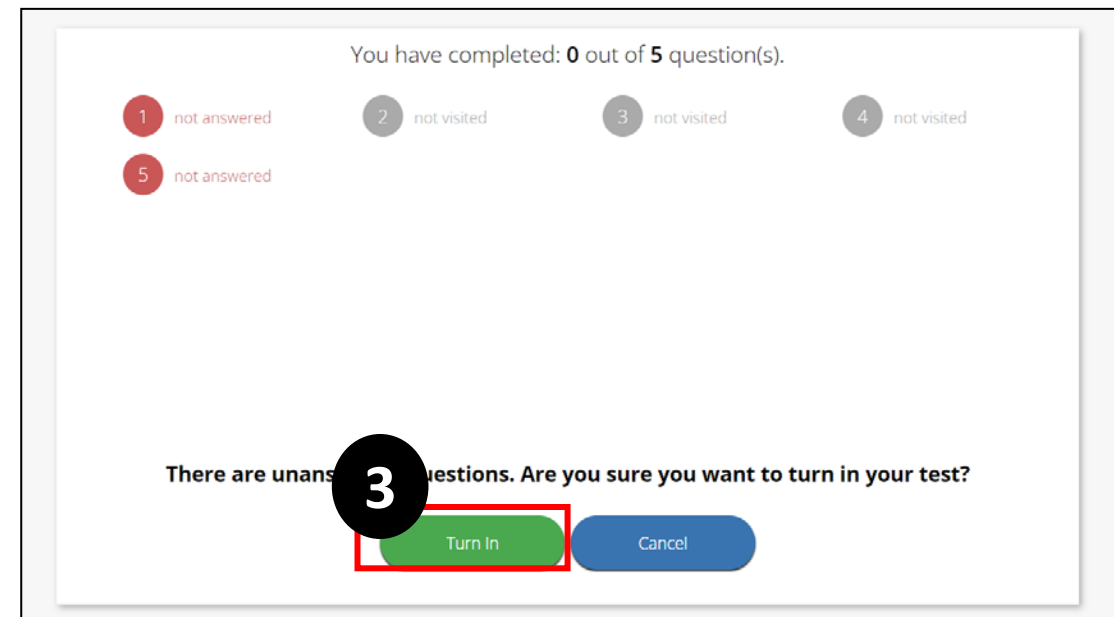
1 not answered 2 not visited 3 not visited 4 not visited

5 not answered

Turn In

2

This screenshot shows a test progress summary. At the top, it says "You have completed: 0 out of 5 question(s)". Below that, there are five question status indicators: "1 not answered", "2 not visited", "3 not visited", "4 not visited", and "5 not answered". At the bottom, there are three buttons: "Pause/Exit" (yellow), "Return to test" (blue), and "Turn In" (green). The "Turn In" button is highlighted with a red box and a large black circle with the number "2" inside.



You have completed: 0 out of 5 question(s).

1 not answered 2 not visited 3 not visited 4 not visited

5 not answered

There are unanswered questions. Are you sure you want to turn in your test?

Turn In Cancel

3

This screenshot shows a confirmation dialog for turning in the test. At the top, it says "You have completed: 0 out of 5 question(s)". Below that, there are five question status indicators: "1 not answered", "2 not visited", "3 not visited", "4 not visited", and "5 not answered". The main text of the dialog is "There are unanswered questions. Are you sure you want to turn in your test?". At the bottom, there are two buttons: "Turn In" (green) and "Cancel" (blue). The "Turn In" button is highlighted with a red box and a large black circle with the number "3" inside.

Starting the next Section

- Before starting the next section, the student will need to click **Connect to Proctor** again.
- After successfully connecting to proctor, and RTA/RTP starting the next section, the Section button will change from grey to blue.

Hello, Student Three

4400000003 State Student ID	1/1/2016 Date of Birth	Gender
Cyber City Sch QE School Name	Teacher	03 Grade

Digital Proctoring is required for this test. To begin, click on the "Connect to Proctor" button and follow the instructions. You will not be able to take the test without connecting to the proctor. If you would like to check your system compatibility before connecting, you may run the optional System Set-Up Test.

[System Set-Up Test](#) [Connect to Proctor](#)

The following tests have been scheduled for you:

Sample Remote Proctoring Test

[Section 1](#) [Section 2](#)

Offline Scenarios

- If the RTA and RTP, both, disconnect from the digital proctoring session, the student will see the following message and will be unable to continue the test until the RTA or RTP reconnects.
- Similarly, if the student's device loses internet connectivity, they will also see the same message and will be unable to proceed with the test until they regain internet access.
- In both cases, the RTA/RTP will need to un-pause the student's test before they can resume.



A connection issue has occurred, and your test has been paused. Please wait for the Proctor to resume your test. If the Proctor does not resume it soon, click the "Ask for Proctor's Help" button.

Demonstration

RTA/RTP experience

- Starting a digital proctoring session
- Monitoring a digital proctoring session
- Initiating a video call with a student
- Pausing a student's test

Student experience

- Taking a System Set-Up Test
- Logging in as a student to a remote proctored test

Next Steps and Support

Next Steps

- Review technology guidelines and ensure student devices meet specifications.
- Ensure students run System Set-up tests a few days before testing.
- Have the students take the Practice Test before testing.
- Create classes at least 2 weeks before testing.
- Schedule classes to take tests at least 1 week before testing.
- Send student logins at least 3 days before testing.
- Review help guides, training materials, and plan to train test administrators and school staff participating in remote testing.
- Consult with OK SDE as needed.

Support

- Help guides and training materials will be made available and posted to Cognia's Help & Support Site: <https://oklahoma.onlinehelp.cognia.org/>.

Help Guides

- OSTP Remote Testing User Guide for Students/Parents
- OSTP Troubleshooting Tips for Remote Testing for Students/Parents

Thank You!

