



OKLAHOMA
Education

Dear Parent/Guardian,

Due to recent legislation ([70 OK Stat § 3-145.11](#)), the Oklahoma School Testing Program (OSTP) has implemented a remote proctoring option. Since your child is enrolled in a full-time virtual educational program, your student may take the Oklahoma School Testing Program assessment remotely; however, if you feel that your student would benefit from an in-person test administration, please contact your student's school to request one.

All state tests are designed to evaluate a child's proficiency in meeting the grade-level learning expectations outlined in the Oklahoma Academic Standards. The results will be used for school accountability purposes.

Should you select remote proctoring, please understand the importance of your child completing all assessment activities independently. Parents should provide assistance only in the event that a child experiences difficulties logging in or encounters technical issues with the computer.

As part of the remote testing process, please ensure that your child does not have access to study guides, textbooks, notes, or any internet-accessible equipment (e.g., cell phones, smart watches, tablets, etc.) besides the testing device. Also, no test questions or answers should be copied, shared, or posted online. Furthermore, no family members or other individuals should be present in the testing room while the child is testing. If a child does not follow the rules of the test administration, we ask that this promptly be reported to the teacher, test administrator, or principal.

Please read and sign the attached Parent/Guardian Remote Test Agreement and go over the Student Remote Test Agreement with your child, ensuring that it is also signed. Your student's school will need a copy of this signed agreement for each child testing remotely.

Thank you for your cooperation in ensuring a fair and secure testing environment.

Sincerely,

Office of Assessments

Oklahoma State Department of Education



Parent/Guardian Remote Test Administration Agreement

Preparing for Remote Testing:

- I will review the Student Remote Test Administration Agreement with my child, found on Page 3 of this document.
- I will ensure my child's testing device is fully charged and has access to a charging device.
- I will conduct a readiness check in my home to confirm that there is reliable internet access for the test.
- I will ensure my child has accessed the online OSTP practice test to familiarize themselves with the testing platform and its tools.

Day of Testing:

- I will encourage my child to do their best.
- I will emphasize the importance of maintaining the security of the assessment content at all times (None of the materials from the online test may be copied, photographed, streamed, recorded, memorized, written, noted, or reconstructed in any form).
- I will provide a quiet, private, and well-lit room for my child to take the test.
- I will turn off any music, TV, or other sources of background noise.
- I will only assist my child if there are issues with the testing device or problems logging in to the assessment.
- I will not help my child answer any questions during the test.
- I will not view any of the assessment content, including questions, reading passages, or answer choices.
- I will leave the room once the login procedures are complete but remain present in the home.
- I understand that, as part of the test security process, the camera on the testing device must remain on at all times during the test, and a trained, certified test administrator will be monitoring the test.

After Testing:

- I will follow the test administrator's instructions for having my child log out of the test.

I have read and understand the Parent/Guardian Remote Test Administration Agreement, have reviewed the Student Remote Test Administration Agreement with my child, and we agree to comply with the terms and requirements.

Parent/Guardian Signature:

Parent/Guardian (Print)



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STUDENT REMOTE TEST AGREEMENT

Student Agreement:

- I will do my best on the test.
- I understand that the camera on my testing device must remain on at all times during the test.
- I will not ask anyone else for help in answering or reading questions on this test.
- I will not allow anyone else to help me answer questions on this test.
- I understand that receiving answers from others during the test is not allowed.
- I understand that providing answers to other students during the test is not allowed.
- I know that using forbidden devices or materials to find answers during the test is strictly against the rules.
- I agree not to copy, take screenshots, or post any questions or answers from the assessment on social media.
- I agree not to discuss any test items or seek help during test breaks.
- I understand that breaking any of these rules can result in my test not being scored.

It is important to me to act with integrity, which means that ALL ANSWERS on this test will be my own.

Student Signature

Student Full Name (Print)

Date