

## School Steps for Practicing Remote Proctoring

1. Log in to the OSTP Portal (<https://oklahoma.cognia.org/>).
2. Identify students who will be practicing remote proctoring.
3. Create classes and assign students to classes.
  - a. A remote proctoring class may contain a maximum of 10 students.
  - b. Add the word REMOTE at the start of the class name.
4. Schedule classes to take the **Sample Remote Proctoring Test**.
  - a. On the Test Scheduling page, select **ELA** from the content area drop-down menu to locate the Sample Remote Proctoring Test. *This is a sample test created for schools and students to practice remote proctoring.*
  - b. When scheduling the classes to take the test, ensure the checkbox for digital proctoring is selected.
5. Click **View Details/Student logins** on Test Scheduling page.
6. Select students by clicking the box in the left column for each student, or the box in the header row to select all students, and then click on the blue **Start Digital Proctoring for Selected Students** button. Note that students will not be able to start the session until this step is completed.
7. The proctoring interface will open in a new browser tab. You may refer to the Remote Proctoring training slides to review the remote proctoring features and tools.

## Student Steps for Practicing Remote Proctoring

1. Launch the OSTP Student Kiosk.
  - a. Remote testing is only supported on Chromebook and Windows devices. MacOS and iPadOS devices are not supported.
2. Enter the username and password and click Sign In.
3. On the Hello student screen, click **System Set-Up Test** button to verify requirements for internet connection, screen resolution, speaker, camera, and microphone.
4. Click **Return** after finishing the System Set-up Test.
5. On the Hello student screen, click **Connect to Proctor** button.
6. You will see the message “Successfully connected to Proctor.” If the RTA/RTP has not yet initiated digital proctoring from the portal, the Section buttons will be disabled (grey) and you will see the message “Waiting for the proctor to start the test session.”
7. Once the RTA/RTP starts the digital proctoring session, the Section buttons will change from grey to blue as an indicator that you can start the test session with digital proctoring. At this point, the RTA/RTP will be able to view your video stream in the digital proctoring interface.
8. Click Section 1 and enter the access code.
9. Click Continue on Directions page.
10. You can now begin taking the test.
11. Click on the **Raise Hand** icon in the top right corner of the screen if you need proctor’s help. The **Raise Hand** icon is grey when not raised and displayed in color when activated. You can deactivate **Raise Hand** by clicking the icon again.
12. The RTA/RTP will initiate a video call with you and provide assistance.
13. After answering all questions of the test, you can **Raise Hand** and call the RTA or RTP. Once connected, tell the testing staff that you are finished with the test. During operational testing, you will then tear up your test ticket, scratch paper, and reference sheet on camera and will be directed to turn in your test following the usual process.