



OKLAHOMA
Education

OSTP Remote Testing User Guide for Remote Test Administrator (RTA) and Remote Test Proctor (RTP)

2025 OSTP Grades 3–8 Test Administrations

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I. Introduction

This guide is designed to provide comprehensive instructions for **Remote Test Administrator (RTA)** and **Remote Test Proctor (RTP)** to ensure smooth and successful remote testing experience. It outlines the necessary hardware and software requirements to proctor a remote test, provides step-by-step instructions for starting the digital proctoring session, and details how to communicate with students throughout the session.

II. System Requirements

The table below describes the hardware and software requirements for Student devices.

A. Technology Requirements for RTA and RTP

Hardware Requirements for RTA and RTP	
Desktop or laptop	The device must be able to connect to the internet via wired or wireless networks.
Webcam	An embedded webcam.
Microphone	An embedded microphone.
Speaker	An embedded speaker.
Software Requirements for RTA and RTP	
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.

III. Before Testing Day

A. Create and assign students to classes

At least two weeks prior to the scheduled remote testing date, the District Test Coordinator (DTC) or Building Test Coordinator (BTC) should create classes following the standard class creation process. See the [Creating Classes](#) video tutorial for instructions. Students testing remotely should be placed in separate classes from any students testing in-person. Each remote class can have a maximum of **10 students**. To differentiate remote classes from in-person classes, include the word “REMOTE” at the beginning of the class name.

B. Schedule tests for remote administration

At least one week prior to the scheduled remote testing date, the District Test Coordinator (DTC) or Building Test Coordinator (BTC) should schedule classes to take the tests. See the [Scheduling Test Sessions](#) video tutorial for instructions. To schedule tests for remote testing, take the additional following steps:

1. When scheduling tests, select the checkbox for **Use digital proctoring**. This will allow the RTA and RTP to initiate digital proctoring for the students scheduled for that test. The checkbox appears below the start and end date for the test.

The screenshot shows a web interface for scheduling a test. At the top, there is a 'Test:' dropdown menu with 'ELA Demo Form' selected. Below that 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 names: '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)'. Below the class list are three input fields: 'Start Date:' with '02/18/2025', 'End Date:' with '02/28/2025', and 'Time Zone:' with 'Eastern'. A red box highlights the checkbox labeled 'Use digital proctoring' which is checked. At the bottom, there are 'Schedule' and 'Cancel' buttons.

2. Select **Schedule** to schedule the test.

C. Distribute student logins securely

At least three days prior to the scheduled remote testing date, the District Test Coordinator (DTC) or Building Test Coordinator (BTC) should distribute the student test ticket logins securely.

D. Administer the Sample Remote Proctoring Test and Practice Test

OSTP strongly recommends that all students take a practice test before participating in OSTP testing. Students must take a practice test using the OSTP Student Kiosk installed on their device. Practice tests can be accessed from the OSTP Student Kiosk sign in page. Students will select the link **Access the Practice Test** on the sign in screen and be directed to the practice site. They can then select a practice test from the practice test drop-down. The practice test allows students to become familiar with the different types of test questions, and to gain experience with the computer-based testing platform, including the tools and accessibility features that will be available during testing.

It is also recommended that you practice remote testing with your students by using the **Sample Remote Proctoring Test** provided in the OSTP Portal. See the [Remote Proctoring Practice Instructions](#) guide for instructions.

E. Obtain the Student Summary Sheet and Regular Videoconferencing Invite

At least three days prior to the scheduled remote testing date, it is essential to ensure that a remote test is scheduled for your class (students) and you have obtained the student summary sheet through the OSTP Portal. Also, ensure you have set up the videoconferencing session on the day of testing with your students.

IV. Day of Testing

A. Begin the Regular Videoconferencing Platform

On the day of the test, you will need to first begin the designated videoconferencing platform to provide important instructions for the remote test to the students. You will read out the instructions from the [OSTP Remote Test Administration Manual Script](#).

B. RTA and RTP Steps to Start the Remote Test

Before students begin signing in to their scheduled tests, RTA and RTP should ensure they have the **Scheduled Test Details** page readily available and start the digital proctoring session through the Administration section of the OSTP Portal. To prepare for and start a digitally proctored test, follow the steps below.

1. Log in to the **OSTP Portal** with your username and password.
2. On the OSTP Portal homepage, select **Administration**.
3. Select **Test Scheduling** on the top menu bar.
4. On the Test Scheduling page, use the drop-down menus (Organization, Program, Subject, and Test Name) to filter for the scheduled test.
5. Locate the scheduled “Remote” class in the scheduled tests table and click **View Details/Student Logins** to view the scheduled test details.
6. When ready to start the remote test, 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**. Note that students will be able to sign in to the test and connect to their RTA and RTP but cannot start the session until this step is completed.







Access Codes									
Session Sequence				Session Name			Access Code		
1				Session 1			8578141171		
2				Session 2			5547047542		

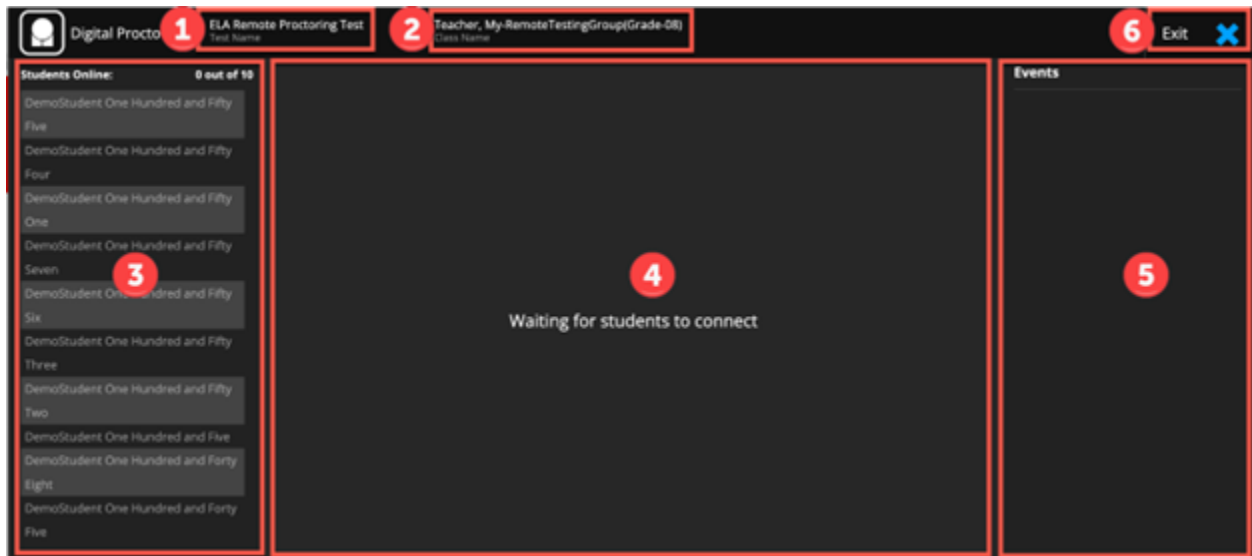
Filter by Session												
Choose a Session	Export Logins for Selected Students		Start Digital Proctoring for Selected Students		Add Report Code		Invalidate					
<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed	Session Report Codes	
<input type="checkbox"/>	One Hundred and Eighty Four	DemoStudent	xxxxxxxxxx	xxxxxxxxxx	Remote Proctoring Non Accommodated Form	12/12/2024 8:56:39 AM	+	Session 1:Not Started			Invalidate	Session Report Codes
<input type="checkbox"/>								Session 2:Not Started			Invalidate	Session Report Codes
<input type="checkbox"/>	One Hundred and Eighty Two	DemoStudent	xxxxxxxxxx	xxxxxxxxxx	Remote Proctoring Non Accommodated Form	12/12/2024 8:56:39 AM	+	Session 1:Not Started			Invalidate	Session Report Codes
<input type="checkbox"/>								Session 2:Not Started			Invalidate	Session Report Codes

- The proctoring interface will open in a new browser tab. **Tip:** If you're using multiple monitors, it is recommended to drag the proctoring interface to your primary screen to avoid potential microphone or speaker issues during the video call with a student.

In the table below are descriptions of the information displayed on the proctoring interface. The numbered icons listed in this table are shown in the screenshot that follows to indicate the location of the feature.

Proctoring Interface Features

Icons	Description
	Test name
	Class name
	List view of students for whom the digital proctoring session was started by the test administrator
	Gallery view of student video feeds as students connect to the remote proctoring test session
	Log of events or alerts with student's name, timestamp, and activity
	Exit button

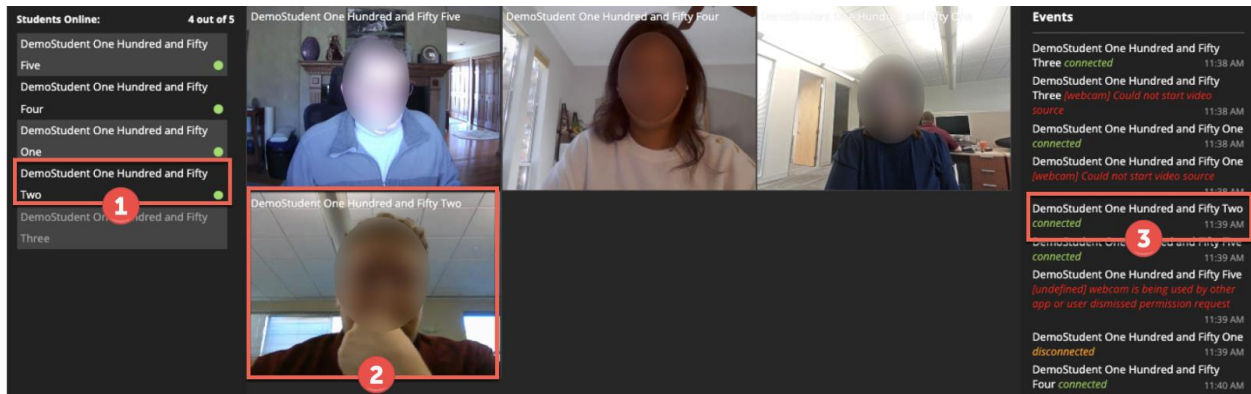


C. Proctoring the Remote Test Session

The proctoring interface will update as students successfully connect to the remote proctoring test session:

- In the list view, a green indicator light appears after the name of the connected student.
- The student's video feed appears in the gallery view section.

3. The events section provides a text indication that the student has connected.



Proctoring Events/Alerts

The following events may appear in the Events feed 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

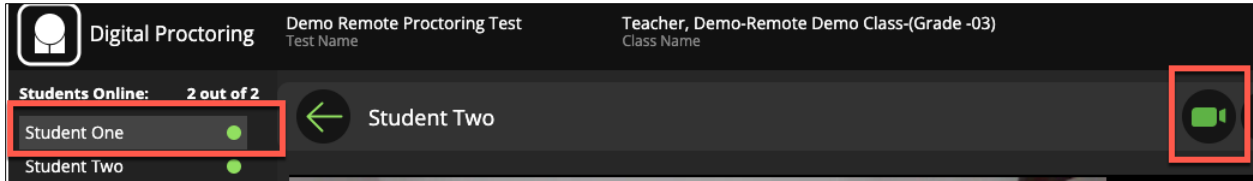
Events	
Student Two <i>connected</i>	4:57 PM
Student Two <i>started the test</i>	4:58 PM
Student Two <i>requested help</i>	4:58 PM
Student Two <i>cancelled help request</i>	4:58 PM
Student Two <i>paused the test</i>	4:58 PM
Student Two <i>resumed the test</i>	4:58 PM
Student Two <i>video call started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

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.

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



Listening to a Student's Test Session

RTA and RTP can unmute a student via the digital proctoring interface to hear the activity in the student's room without initiating 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 Session

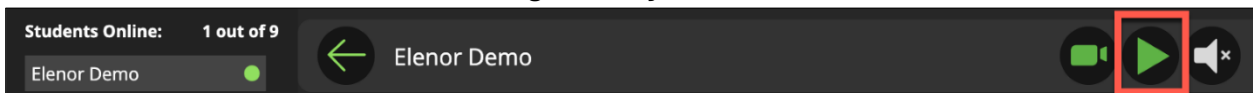
RTA and RTP may pause a student's test through the digital proctoring interface if there is a test security concern (e.g., another person enters the room). The pause feature can be accessed during a video call with a student, as well as outside of a video call from the single student view by clicking on a student's name from the student list on the left side menu. To pause the student's test session, click the yellow **Pause** button.



When the test is paused by the RTA or RTP, the student will see the following screen and will not be able to continue the test session. The RTA/RTP will see this message being displayed on the student's screenshare feed.

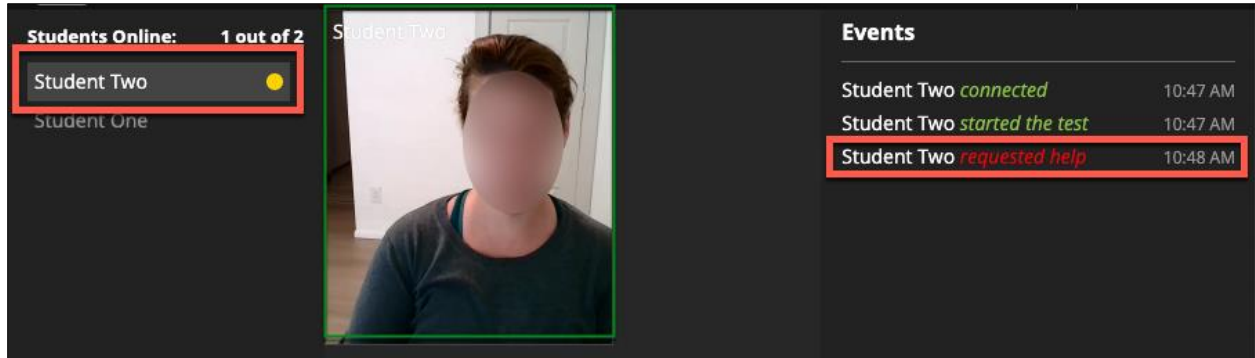
**Your test has been paused
by the Remote Proctor,
please wait for further
instruction**

To resume the student's test, click on the green **Play** button.



Raise Hand Feature

The proctoring interface will indicate when a student has enabled the **Raise Hand** feature by flashing a green border around the student's video feed and displaying a yellow light next to the student's name in the list view. An alert will also appear in the Events feed.



The RTA and RTP can then initiate a video call with the student.

RTA and RTP or Student Offline

If RTA and RTP both disconnect from the digital proctoring session or if the student loses their internet connection and goes offline, the student will see the following screen and will be unable to continue the test until the RTA or RTP reconnects or the student returns online and the RTA or RTP resumes the student's test.

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.

Please keep in mind that throughout the testing process to maintain the security and integrity of the test:

- The RTA/RTP will be continuously monitoring live video of the student.
- The RTA/RTP will be observing the student's screen.
- The RTA/RTP may unmute the student through the digital proctoring interface, allowing them to hear any sounds in the student's room without needing to initiate a video call.
- If there are any concerns regarding test security (such as another person entering the room), the RTA/RTP has the authority to pause the student's test via the digital proctoring interface until the issue is resolved.

D. Ending a Digitally Proctored Session

1. Before submitting a test, the student must click the **Raise Hand** icon in the top right corner to notify the RTA/RTP.
2. The student should wait for the RTA or RTP to initiate the video call.
3. At the call, the student must show the RTA/RTP their scratch paper/test ticket/reference materials as they tear them up. Additionally, the student should show their calculator with the memory cleared.
4. When a student turns in their test session, their video feed in the gallery view will no longer display. When all the students have turned in their tests and the proctoring session is completed, the RTA and RTP click on the blue **Exit** icon in the top right corner of the proctoring interface to end the proctoring session.

