

Remote Testing Administration Instructions

Spring 2025 OSTP Grades 3–8 Remote Test Administration

Important Contact Information and Resources

Contact:	Oklahoma Help & Support
For questions on:	<ul style="list-style-type: none">• general test administration support• OSTP Training Site and OSTP Student Kiosk, such as<ul style="list-style-type: none">○ user accounts○ technology support and readiness○ student registration process and loading files○ viewing student data○ scheduling tests• locating resources• shipments of materials
Hours:	7:00 a.m.–7:00 p.m., Monday–Friday, April 15–May 14
Web:	https://oklahoma.onlinehelp.cognia.org/
Email:	oktechsupport@cognia.org
Telephone:	1-866-629-0220

Contact:	SDE Office of Assessments
For questions on:	<ul style="list-style-type: none">• policy questions• accommodations• student participation requirements• testing irregularities• test security questions/concerns• invalidations• directions regarding technology issues once Cognia Help & Support has been contacted
Hours:	8:00 a.m.–4:30 p.m., Monday–Friday, April 15–May 14
Web:	https://oklahoma.gov/education.html
Email:	assessments@sde.ok.gov
Telephone:	405-521-3341

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Purpose of This Document

This document is a supplement to the spring 2025 [OSTP Test Administration Manuals \(TAM\)](#) and provides additional information for grades 3–8 OSTP remote testing. District Test Coordinators and Building Test Coordinators are responsible for distributing copies of this document to staff who will be administering or proctoring remote testing sessions; **printed copies of this manual will not be shipped to schools.**

Part I. Test Security, Administration Protocols, and System Requirements

A. Test Security Requirements

Test questions and content for the remote administration of the grades 3–8 OSTP tests are secure, and schools must follow all test security requirements described in the TAM.

Below are additional security requirements for remote testing:

1. District/School Requirements:

- SDE requires two staff members for every 10 students in a remote testing group: one Remote Test Administrator (RTA) and one Remote Test Proctor (RTP). Both the RTA and RTP should be present in the same physical location and remain able to communicate with each other instantly throughout the entire testing session while actively monitoring students.
- Student logins should be sent to students before the first day of testing.
 - At least three days before testing, if sending digitally
 - At least five days before testing, if using US mail
- Session access codes will be communicated to students immediately prior to each remote test session via a videoconference with students.
- Remote Test Administrators and Remote Test Proctors are expected to keep their cameras on and be actively monitoring students during the entire testing session.
- Remote Test Administrators must review and sign a remote test administration test security form via Qualtrics.
- Parents/guardians and students must be provided remote test security expectations for review. Districts must collect a signed parent letter and a signed student letter for each student who will be assessed remotely BEFORE any testing of the student begins.
- Remote Test Proctors must return their Remote Proctor Observation Log to their Building Test Coordinator.

2. Student/Parent Requirements:

- Students are expected to keep their cameras on during the entire testing session.
- Students must hold up their scratch paper, OSTP-approved reference materials, and calculator at the start of testing to show that they do not have any prohibited materials and that their calculator is approved and cleared.
- Students will also verify that they do not have a cell phone, smartwatch, or any other prohibited device or material in the room with them during testing.
- Students should be tested in a separate space that can be closed off for privacy (e.g., a room where the door can be shut) if possible.
- Students should be alone in the testing room, except in a situation where assistance with a technology issue is needed (e.g., loss of internet connection).

- Students should not leave the testing room (e.g., to use the bathroom), or be out of view of the camera unless the Remote Test Administrator has given permission.
- At the end of the test session, students should tear up their scratch paper in front of the camera to verify that used scratch paper is destroyed. Students will also hold up their calculator in front of the camera to verify that the memory has been cleared.

If any questions related to test security arise before or during testing, please contact the Office of Assessments at 405-521-3341 or assessments@sde.ok.gov.

B. Administration Protocols

Test Administrators and Test Proctors must follow all applicable test administration protocols described in TAM. Below are additional protocols specific to administering remote testing:

1. OSTP Portal Digital Proctoring

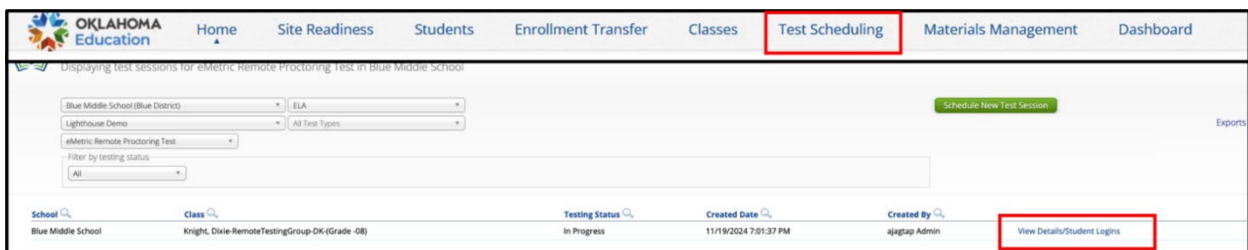
Remote Test Administrators and Remote Test Proctors will log in to the same secure OSTP Portal used to administer in-person testing to digitally proctor students taking the test remotely.

- Students are expected to keep their cameras on during the entire testing session.
- During the test, Remote Test Administrators and Remote Test Proctors can communicate directly with individual students only by initiating a video call. There is no ability to send a text-based message within the kiosk.
- Students are not able to initiate a video call with the Remote Test Administrator or Remote Test Proctor—to get the remote testing staff’s attention, students must use the virtual raise-hand feature. The Remote Test Administrator or Remote Test Proctor will then initiate a one-to-one video call with the student.
- There is no ability within the kiosk to communicate with the entire class at once after the test has started—only with individual students.

2. Sign-In Credentials

Student test tickets contain both a username and password. Usernames are unique to each student. Districts must securely provide students their individual test tickets for each testing session. These should be provided in advance of testing according to the timeframes described in Part I.A.

Remote Test Administrators and Remote Test Proctors can access students’ usernames and passwords as well as the session access codes on the Test Scheduling page in the OSTP Portal by clicking the **View Details/Student Logins** link:



On the Test Scheduling Details page, student logins can be exported as a PDF or a CSV as needed.

The screenshot shows a table of student logins with columns: Last Name, First Name, Username, Password, Form Name, Date/Time Created, Test Report Code, Status, Date/Time Started, and Date/Time Completed. Two rows are visible, each with a checkbox and an 'Invalidate' link. Below the table is a blue arrow pointing to a dialog box titled 'Export Logins'. The dialog box has a section 'Select a format of the export:' with radio buttons for 'PDF' (selected) and 'CSV'. Below that is a section 'Select the number of logins to be printed:' with a dropdown menu set to '8 logins per page'. At the bottom are 'Export' and 'Cancel' buttons.

3. Session Management Features

Digital proctoring for remote testing includes the following features (features are described in detail in Appendix II of this document):

- **Raise Hand:** Students can request help from the Remote Test Administrator or Remote Test Proctor by virtually raising their hand.
- **One-to-one Video Call:** The Remote Test Administrator or Remote Test Proctor can initiate this feature with individual students.
- **Screenshare:** The Remote Test Administrator or Remote Test Proctor can view a student's screen by selecting a student's name from the student list view.
- **Pause Test:** The Remote Test Administrator or Remote Test Proctor may pause a student's test through the digital proctoring interface if the student needs to take an approved break or there is a test security concern (e.g., another person enters the room). The Remote Test Administrator or Remote Test Proctor can resume the test when ready.
- **Test Event/Alert:** The Remote Test Administrator and Remote Test Proctor will receive a log of events and alerts for a student's testing activity.

4. Restroom Breaks

Within the kiosk, students must select the raise-hand icon to notify the remote testing staff that they need to use the restroom during a session. Students should wait for the Remote Test Administrator or Remote Test Proctor to open a video call and then inform the Remote Test Administrator or Remote Test Proctor that they need a restroom break. The Remote Test Administrator or Remote Test Proctor should pause the student's test from the digital proctoring dashboard and then resume the test when the student returns. Students are expected to return as soon as possible, since the test will exit if paused for too long.

The student should NOT attempt to pause or exit their test from the student kiosk during a restroom break.

Once the student returns, the remote testing staff will ask the student to show their testing materials again and then will allow students to resume testing. The Remote Test Proctor will need to document on their Remote Proctor Observation Log the times that the student leaves the room and the time the student returns to resume testing.

5. Extended Time

The same policy regarding untimed tests that applies to in-person OSTP testing also applies to remote testing: Students have extra time to complete their tests as long as they are working productively.

6. Size of Remote Sessions

Remote testing sessions may contain a maximum of ten students. Note that some accommodations when administered remotely require fewer students in a testing session.

7. Pause Student Tests Feature

A Remote Test Administrator or Remote Test Proctor may pause the student's test in the OSTP Portal if there is a test security concern (e.g., another person enters the room). The Remote Test Administrator or Remote Test Proctor can resume the student's test when the test security concern is addressed.

8. Training Remote Test Administrators, Remote Test Proctors, Technology Staff, and Other School Personnel

District Test Coordinators and Building Test Coordinators are expected to provide Remote Test Administrators and Remote Test Proctors additional training on how to administer a remote test session. Be sure to cover the following:

- When students are scheduled to take practice tests (ideally, this will occur as part of their everyday virtual instruction)
- What method will be used to meet virtually with students before logging into the testing session (This virtual meeting will be used to read the script, remind students of the test day procedures, and check student's scratch paper, test ticket, calculator, etc.)
- What method the student/parent will use to contact testing staff should the student not be able to log in (or if they are disconnected from testing)
- How to contact the school's technology support if troubleshooting is needed
- How students will get the attention of their Remote Test Administrator or Remote Test Proctor if assistance is needed during the test session using the raise-hand feature
- Providing extra time beyond the scheduled test session for students who need it
- How accessibility features and accommodations will be administered
- How to handle testing irregularities
- How to pause a student's test if needed

C. System Requirements

The technology requirements for administering remote tests are nearly identical to administering tests in a school. Remote students will use the same secure OSTP Student Kiosk as used for in-person online testing. Remote testing staff will log in to the same OSTP Portal used to administer in-person online test

sessions. Both Remote Test Administrators and Remote Test Proctors should be assigned the Remote Test Administrator Role in the OSTP Portal.

At least one week prior to testing, Remote Test Administrators and/or Remote Test Proctors should verify that students have the OSTP Student Kiosk downloaded on their devices. Instructions for installing the OSTP Student Kiosk can be found in the *OSTP Kiosk Installation Guide*, which is available on the [Oklahoma Help & Support Site Guides tab](#). Students should be instructed to conduct the System Set-Up Test on their testing device. Instructions for conducting a System Set-Up Test are described in Appendix I.

Part II. Remote Test Administration Instructions

A. Prepare for Remote Test Administration

Use the following list of tasks to help you keep track of required tasks before, during, and after testing.

1. Prepare technology for remote testing.

In addition to preparing the remote test administration team according to the guidance in the TAM, the Building Test Coordinator should coordinate with technology staff to assist with CBT set-up and troubleshooting. Refer to Appendix I: System Requirements of this document for additional instructions.

2. Approximately two weeks before testing, create and assign students to classes.

See the [Data Portal User Guide](#) for instructions. Students testing remotely should be placed in separate classes from any students testing in person. No more than 10 students should be added to a class. For easy identification of remote classes, begin the name of the class with “Remote-” (e.g., “Remote-MATH G7-SMITH-41525”).

3. One week before testing, schedule tests for remote administration.

See the [Data Portal User Guide](#) for instructions on scheduling tests. To schedule tests for remote testing, take the following steps:

- a. After step 6 on page 50, select the checkbox for **Use digital proctoring**. This will allow the Remote Test Administrator 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 form for scheduling a test. It includes three input fields: 'Start Date' with the value '02/18/2025', 'End Date' with the value '02/28/2025', and 'Time Zone' with a dropdown menu set to 'Eastern'. Below these fields is a checkbox labeled 'Use digital proctoring' which is checked. At the bottom of the form are two buttons: 'Schedule' (in blue) and 'Cancel' (in grey).

- b. Select **Schedule** to schedule the test.

4. Administer the student tutorial and practice tests.

OSDE requires that all students take the online OSTP practice test before participating in OSTP remote testing. 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 to students during testing.

Students should take the 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 page and be directed to the practice site. They can then select a practice test from the practice test drop-down.

OSDE prepared a student handout to accompany the practice test and ensure that students are familiar with navigating through the testing platform and utilizing the tools available within the testing platform.

5. Communicate expectations for remote testing.

It is important to communicate with parents/guardians and your school teams about the logistics of remote OSTP testing as well as the expectations. Provide families/guardians with the parent/student remote testing agreement, and before the student can participate in remote testing, collect a signed parent agreement and signed student agreement for each student. Keep these agreements on file.

Districts are also urged to communicate their own expectations, requirements, and procedures for remote testing to parents and students well ahead of the scheduled testing session. This communication may include how to access the secure testing tickets, when to return the signed parent and student agreements, how to download the kiosk, when to take the practice test, how to join the video conference the day of testing, and how to contact testing staff and district IT staff if any issues arise during the testing session.

B. Additional Steps before Testing

1. Prepare to provide student sign-in credentials for testing.

Determine how student logins will be provided securely, as well as writers checklists or printed reference sheets.

2. Train Remote Test Administrators and Remote Test Proctors.

Provide Remote Test Administrators and Remote Test Proctors with the remote administration rules and procedures. This includes having each Remote Test Administrator and Remote Test Proctor complete (and pass) the Remote Test Administrator Canvas module. RTAs should return a Remote Test Administrator Security Form at the conclusion of their last test. A copy of the form should be emailed to the Building Test Coordinator. RTPs should return a completed Remote Test Observation Log to the Building Test Coordinator for every remote testing session they observe. The RTA/RTP should return notes from the testing session and a list of students who did not take the assessment to the BTC at the conclusion of every testing session. Any testing irregularities or possible invalidations need to be reported to the BTC immediately.

3. Determine and inform remote testing staff how they will communicate with students prior to testing.

Remote Test Administrators and Remote Test Proctors will not be able to read the scripts aloud to the whole group of students testing together after students have launched the OSTP Student Kiosk. RTAs and RTPs should communicate with students prior to launching the OSTP Student Kiosk via the school's preferred videoconferencing platform.

C. Preparing for Remote Test Administration

1. Monitor your school's remote test administration.

The Remote Test Administrator and Remote Test Proctor should closely monitor remote testing sessions. Check in with the Building Test Coordinator if there are any testing issues.

- Download and read a Test Preparation Manual (TPM) to understand the logistics and expectations for OSTP testing.
- Download and read the Remote Test Administration Manual and Script.
- Complete the required training for Remote Test Administrators/Remote Test Proctors and obtain certification for administering/proctoring remote tests.
- Communicate with students and parents to ensure understanding of the remote testing process as well as the remote testing security requirements.
- Ensure that the devices to be used by remote testing staff meet the technology requirements.
- Ensure that remote testing staff have at least two screens/monitors available to administer/proctor a remote testing session.
- Ensure that your remote testing class and session 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.

D. Remote Communication During Test Administration

1. Digital Proctoring Interface

Remote Test Administrators and Remote Test Proctors will monitor students in the test session through the OSTP Portal using the digital proctoring interface. This interface allows the remote test administrator and remote test proctor to monitor student activity through the student cameras. Students will be visible on the interface once they click **Connect to Proctor** and the device connects with the OSTP Portal. They will remain visible in the interface until they finish and submit their test.

2. Video Calls

When necessary, Remote Test Administrators or Remote Test Proctors can communicate directly with an individual student by initiating a video call.

Part III. Instructions for Administering a Remote Session of the OSTP Grades 3-8

A. Materials Needed for the Session

You will need the following materials available prior to testing:

- a computer for managing the test session; this device must have an integrated webcam and speakers
- at least two screens/monitors to view students, student screens, and the testing session
- this manual
- 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

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, Allow Accessibilit y Mode Testing, Read Aloud Reading 568
Demo, Joana	5/30/2015	6842162994	GNEE5RFJ	
Demo, Madison	5/30/2015	8142208219	2B7ERBUK	
Demo, Magdalena	5/30/2015	7316830621	JE92B2FC	

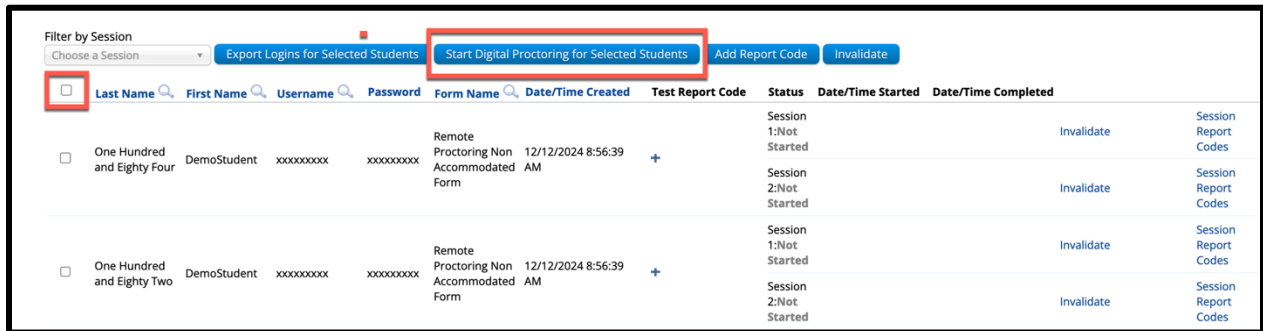
- Mark the following on this sheet, or indicate these on a separate roster:
 - Student attendance
 - Student cell phone check*
 - Student calculator check, including checking that the memory has been cleared
 - Student test ticket & OSTP-approved reference sheet check*
 - If students take a restroom break, the times that they leave and return
 - At the conclusion of the testing session, another calculator check*
 - At the conclusion of the testing session, tearing up of the student's test tickets and scratch paper on camera BEFORE student submits the test*
 - Any testing irregularities or concerns

*—this can be marked on the Remote Proctor Observation Log

B. Before Students Launch the OSTP Student Kiosk

Before students begin signing in to their scheduled tests, Remote Test Administrators and Remote Test Proctors should ensure they have the scheduled test details 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, Remote Test Administrators and Remote Test Proctors should follow the steps below:

1. When ready to start the remote testing session, select students by clicking the box in the left column for each student, then click on the blue **Start Digital Proctoring for Selected Students** button. Note that students will not be able to connect to the proctor until this step is completed.

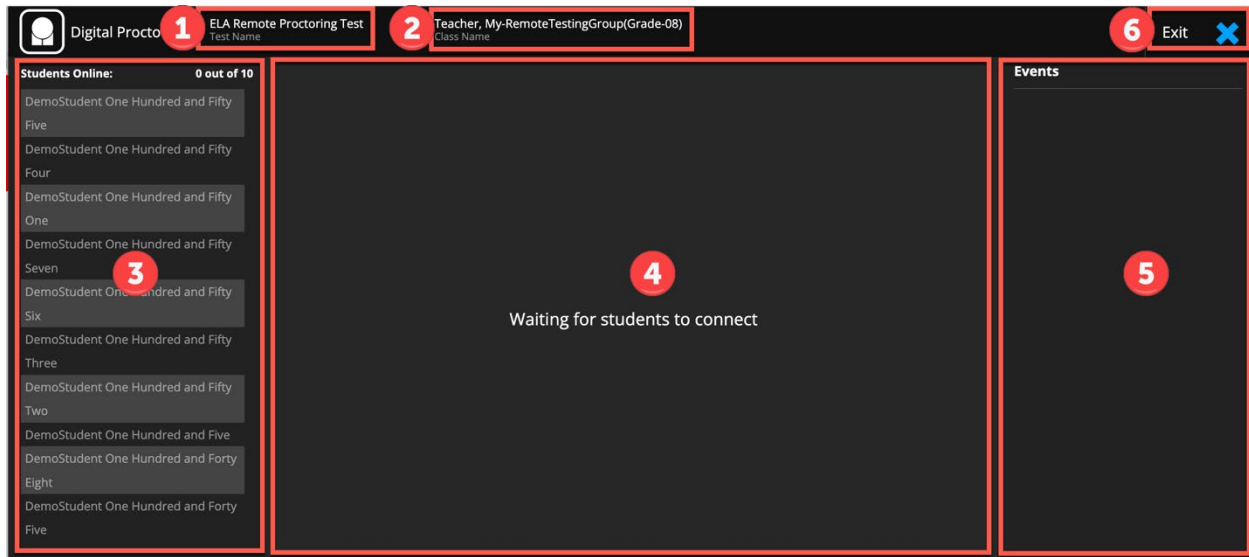


2. The proctoring interface will open in a new browser tab.

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
1	Test name
2	Class name
3	List view of students for whom the digital proctoring session was started by the Remote Test Administrator or Remote Test Proctor
4	Gallery view of student video feeds as students connect to the remote proctoring test session
5	Log of events or alerts with student's name, timestamp, and activity
6	Exit button



C. Begin Regular Videoconferencing Platform

On your regular videoconferencing platform (e.g., Teams, Zoom), open a session with the students in your remote testing group and confirm that they have the following materials:

- their testing device
 - a testing device that has the OSTP Student Kiosk installed and has had the System Set-Up Test performed
 - a charger, power cord, and power strip if needed
- their student login (or their username and password written down on a sheet of paper)
- up to three sheets of scratch paper (blank, lined, or graph)
- pens or pencils for use on scratch paper
- printed copies of reference sheets or writer’s checklists if applicable
- calculator
 - approved handheld calculators for students who wish to use them for grades 6–8 mathematics
 - approved calculators in grades 3–5 mathematics for students with the appropriate accommodation
 - A Desmos calculator is available in the OSTP Student Kiosk for mathematics in grades 6–8 plus grade 8 science. See the [OSTP Calculator Policy](#) for any questions.

OSTP REMOTE PROCTORING SCRIPT

Read aloud the bold type material that is preceded by the word "Say." Italicized material is information for the RTA that should not be read aloud to the students.

Say: **While we are together on *(videoconferencing platform)*, I am going to give some initial instructions.**

You may not access the internet or use any application on your testing device other than the OSTP Student Kiosk.

Before we begin the test, cell phones or other electronic devices, including smartwatches, must not be present in the testing environment. The use of reference materials, dictionaries, or additional material or equipment is not allowed on this test.

We will now pause to check with each student to confirm where your cell phone is now.

Pause as students verbally confirm that their cell phones are not on their person and indicate where they are (e.g., across the room, in a different location in their home). As each student confirms their cell phone location, indicate this on your student summary sheet.

Say: **If you need to use the restroom during this session, please click the raise-hand icon. Do not leave until one of us has opened a video chat with you. Be sure to click raise hand again when you have returned.**

If you are accidentally exited from the test session during testing, contact us via ____ and we will help you resume testing.

Once instructed, you will launch the OSTP Student Kiosk from your desktop then enter the login information you were provided. At that time, you will only be able to communicate with us by clicking the raise-hand icon on your screen. We can then start a video chat for us to speak.

Because you won't be able to hear us once you launch the OSTP Student Kiosk, I will read the instructions to you in this videoconference.

Say: **Today you will be tested in _____ *(Grade/Content Area)*. Some of this material may not be familiar to you, but it is still important that you do your best. Test questions will be presented one at a time. Each multiple-choice question will be followed by its possible answer choices. The computer will allow you to have only one answer selected at a time. Sometimes you may be required to use the scroll bar that will appear on the right side of the test question in order to see all four answer choices. Be sure that you have seen all answer choices before making your selection. Each technology-enhanced item will have specific directions explaining how to answer that question.**

(For students taking ELA tests, say): **You will answer constructed-response questions by typing your answer into the text box provided on your screen.**

Say: **The first questions you will see are samples to give you an opportunity to try out the tools that you can use. To select your answers using your mouse, position the pointer over an answer and**

click once. For those of you using a touch screen, position your finger over the answer and tap the screen once.

During the session, if you have a problem finding or using one of the tools on the computer screen, or if you have difficulty using your computer, click the raise-hand icon in the kiosk and we will assist you. However, we will not be able to help you answer the test questions.

(If students are taking an ELA test, say): As you take the English Language Arts Online Test, you may find you have been asked to read part of a passage you have read previously, either in class or on your own. When you answer the questions that follow the passage, it is important that your answer be based solely on the part of the passage that appears on this test.

Say: Follow the directions that appear throughout the test and read and answer each question. If you are not sure about an answer, you may use the star tool to mark the question for later review. Remember that questions left unanswered are scored as incorrect.

When you come to the last question in this section, you will see the “Finish” button on the bottom right of the screen. Once you have answered the last question in this section, click the raise-hand icon to contact your remote test staff. We will instruct you on what to do BEFORE submitting your test.

Are there any questions?

Say: Remember to choose the best answer for each question. If you are not sure about an answer, do the best you can, but don’t spend too much time on any one question. If you are not finished with the test at the end of the test session, you may be given additional time.

You must not ask for or receive help from anyone else in answering the questions. Also, you may not have a cell phone or any other electronic device with you other than your testing device. You may not access the internet or use any application on your testing device other than the OSTP Student Kiosk.

Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.

Say: Look at your Student Test Login Ticket. Your name and date of birth should appear on the first and second lines. If you have a ticket for someone other than yourself, or the date of birth is incorrect, please let us know now.

<p>Doe, Jane M DOB: 1/1/2014 Demo Form Username: 1234567890 Password: 2FA5B3AE</p>

OSTP Log in Steps

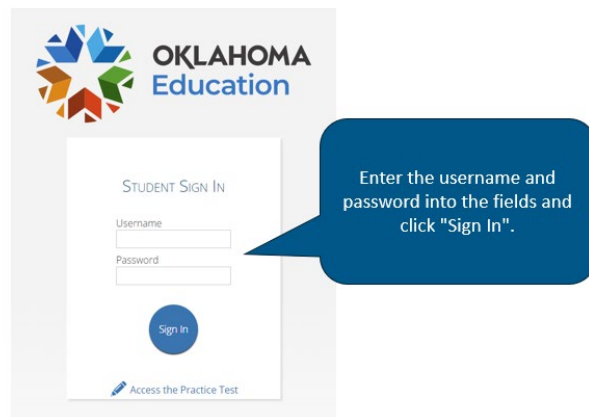
Say: **Now let's walk through the next steps to begin your test.**

1. **Log out of the virtual meeting with your Remote Test Administrator and Remote Test Proctor.**

2. **Find the test icon on your computer screen and click it.**



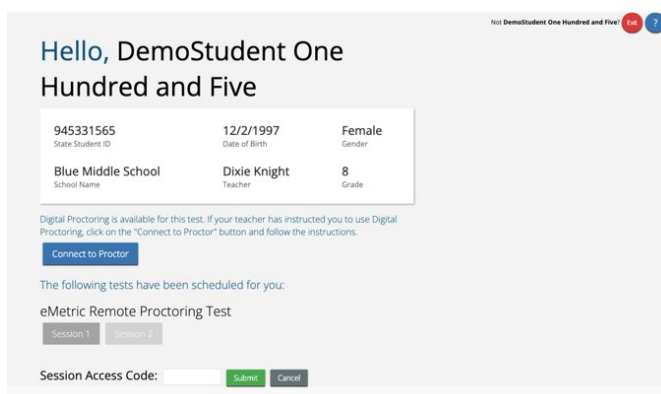
3. **You will carefully type your student Username and Password on the login screen exactly as it appears on the ticket. Then click the "Sign In" button. Keep your login ticket on your desk. You will tear it up in front of the remote testing staff before you submit your test.**



4. **If you have successfully logged in, you will see the word "Hello" followed by your name. Verify that your name, Student Testing Number and date of birth are correct.**

If your information is not correct, click the "Exit" button at the top right of the screen. Then contact your Remote Test Administrator.

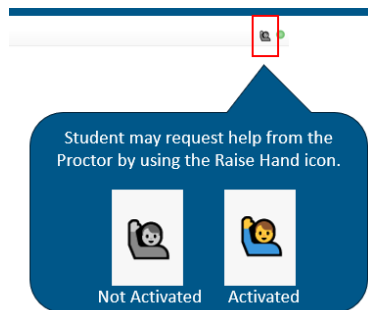
5. **Click on the "Connect to Proctor" button.**
6. **Click on the "Section 1" button. At the bottom of this screen, you will see a Session Access Code box. Type in the Session Access Code provided.**



7. Click on the “Submit” button. Read all the directions on your screen, then click the “Continue” button to start answering the sample items. Remember to try the toolbox items we reviewed.



8. In the upper right corner of your screen will be an icon of a person raising their hand. If you need help from the Remote Test Administrator or Remote Test Proctor, please click on the raise-hand icon to ask for help. Also click this button once you are ready to submit your test. You must call the remote testing staff, tear up your test ticket and scratch paper, and clear your calculator on camera before being given permission to submit your test.



9. Remember, after taking this test, you should not discuss the specific test passages and items with anyone, including your family, classmates, and teachers.

RTA/RTP: Make sure that the testing session is launched from the Cognia Portal.

D. Directions When Completing Section 1 and Section 2 in a Testing Session

Say: **Before we log out of this meeting, I will give you the Section Access Codes for Section 1 and Section 2. Please listen carefully and write these down as I read them aloud. (Check with students to ensure they have written the codes down correctly. You may need to repeat the number a few times.)**

Please note that as you are directed to log out of this meeting, one of us will stay logged in to this meeting for a few minutes just in case you need help connecting.

In just a minute, you will be directed to log out of this meeting. Please make sure all programs are closed on your device. Find the OSTP test icon on your screen. Click the icon and type in your login credentials to begin the test.

Remember to use the raise-hand icon in the upper right corner of your screen once you log in if you need help or are ready to submit your test.

You may now log off and begin.

Monitor student testing from the digital proctoring interface. During testing, monitor the students' video feeds to ensure each student is working steadily and that each student is not using cell phones or other electronic devices.

It is the Remote Test Administrator and Remote Test Proctor's responsibility to ensure a secure testing environment. Test security requirements are described in the TPM.

As students finish their test and are ready to submit, they should click the raise-hand icon to notify the Remote Test Administrator or Remote Test Proctor. Open a video call with each individual student before they submit their test.

Say to ANY STUDENT WHO FINISHES EARLY:

Say: **Remember that questions left unanswered are scored as incorrect. Once you have answered the last question in this section, click the down arrow next to the item number to go to the Test Map. The Test Map shows you the number of completed questions, unanswered questions, and questions marked with a star. Unanswered questions are red, and questions not visited are gray. Answered questions appear blue. Check to make sure all of your questions are answered. You may click on any question to return directly to that specific question or click on "Return to test" to go back to the last question in the test.**

For any students who are finished and ready to submit their tests:

Say: **Now hold up your scratch paper and test ticket so I can see it on camera. Please tear it up into small pieces so I can see it.**

If students had printed reference sheets, also instruct students to tear these up as well. Pause to confirm students are tearing their materials up, and document this on your Student Summary sheet or Remote Proctor Observation Log.

Then say to the students (through individual video call):

Say: **Once you have answered all items, click through to the end of the test then click "Finish," then click "Turn In." A confirmation question will appear asking you if you want to turn in your test. Click "Turn In" again.**

At the END OF THE SESSION, OPEN A VIDEO CALL WITH ANY STUDENTS STILL WORKING individually, and ask:

Say: **Do you need more time to complete your test?**

Note which students need more time. These students should NOT submit their final answers and should not tear up their scratch paper until they are instructed to do so.

Make a list of all students in your assigned group who were absent/not tested. These students will appear in the OSTP Portal on the Scheduled Test Details page as "Not Started" for this session. These students will need to take this session during the make-up period. Return this information to your Building Test Coordinator immediately after completing a test session. It is important to keep accurate records of who has been tested.

E. Directions When Only Completing Section 1 in a Testing Session

Say: **Before we log out of this meeting, I will give you the Section Access Code for Section 1. Please listen carefully and write it down as I read it aloud.** *(Check with students to ensure they have written the code down correctly. You may need to repeat the number a few times.)*

Please note that as you are directed to log out of this meeting, one of us will stay logged in to this meeting for a few minutes just in case you need help connecting.

In just a minute, you will be directed to log out of this meeting. Please make sure all programs are closed on your device. Find the OSTP test icon on your screen. Click the icon and type in your login credentials to begin the test.

Remember to use the raise-hand icon in the upper right corner of your screen once you log in if you need help or are ready to submit your test.

You may now log off and begin.

Monitor student testing from the digital proctoring interface. During testing, monitor the students' video feeds to ensure each student is working steadily and that each student is not using cell phones or other electronic devices.

It is the Remote Test Administrator and Remote Test Proctor's responsibility to ensure a secure testing environment. Test security requirements are described in the TPM.

As students finish their test and are ready to submit, they should click the raise-hand icon to notify the Remote Test Administrator or Remote Test Proctor. Open a video call with each individual student before they submit their test.

Say to ANY STUDENT WHO FINISHES EARLY:

Say: **Remember that questions left unanswered are scored as incorrect. Once you have answered the last question in this section, click the down arrow next to the item number to go to the Test Map. The Test Map shows you the number of completed questions, unanswered questions, and questions marked with a star. Unanswered questions are red, and questions not visited are gray. Answered questions appear blue. Check to make sure all of your questions are answered. You may click on any question to return directly to that specific question or click on "Return to test" to go back to the last question in the test.**

For any students who are finished and ready to submit their tests:

Say: **Now hold up your scratch paper and test ticket so I can see it on camera. Please tear it up into small pieces so I can see it.**

If students had printed reference sheets, also instruct students to tear these up as well. Pause to confirm students are tearing their materials up, and document this on your Student Summary sheet or Remote Proctor Observation Log.

Then say to the students (through individual video call):

Say: **Once you have answered all items, click through to the end of the test then click “Finish,” then click “Turn In.” A confirmation question will appear asking you if you want to turn in your test. Click “Turn In” again.**

At the END OF THE SESSION, OPEN A VIDEO CALL WITH ANY STUDENTS STILL WORKING individually, and ask:

Say: **Do you need more time to complete your test?**

Note which students need more time. These students should NOT submit their final answers and should not tear up their scratch paper until they are instructed to do so.

Make a list of all students in your assigned group who were absent/not tested. These students will appear in the OSTP Portal on the Scheduled Test Details page as “Not Started” for this session. These students will need to take this session during the make-up period. Return this information to your Building Test Coordinator immediately after completing a test session. It is important to keep accurate records of who has been tested.

F. Directions When Completing the Next Section in a Separate Session (Same Day or Consecutive Days)

Say: **Today you will take Section 2 of the _____ (grade level and content) test.**

You may not access the internet or use any application on your testing device other than the OSTP Student Kiosk.

Before we begin the test, cell phones or other electronic devices, including smartwatches, must not be present in the testing environment. The use of reference materials, dictionaries, or additional material or equipment is not allowed on this test.

We will now pause to check with each student to confirm where your cell phone is now.

Pause as students verbally confirm that their cell phones are not on their person and indicate where they are (e.g., across the room, in a different location in their home). As each student confirms their cell phone location, indicate this on your student summary sheet.

Say: **If you need to use the restroom during this session, please click the raise-hand icon. Do not leave until one of us has opened a video chat with you. Be sure to click raise hand again when you have returned.**

If you are accidentally exited from the test session during testing, contact us via ____ and we will help you resume testing.

Once instructed, you will launch the OSTP Student Kiosk from your desktop then enter the login information you were provided. At that time, you will only be able to communicate with us by clicking the raise-hand icon on your screen. We can then start a video chat for us to speak.

Because you won't be able to hear us once you launch the OSTP Student Kiosk, I will read the instructions to you in this videoconference.

Say: **Today you will be tested in _____ (Grade/Content Area). Some of this material may not be familiar to you, but it is still important that you do your best. Test questions will be presented one at a time. Each multiple-choice question will be followed by its possible answer choices. The computer will allow you to have only one answer selected at a time. Sometimes you may be required to use the scroll bar that will appear on the right side of the test question in order to see all four answer choices. Be sure that you have seen all answer choices before making your selection. Each technology-enhanced item will have specific directions explaining how to answer that question.**

(For students taking ELA tests, say): You will answer constructed-response questions by typing your answer into the text box provided on your screen.

Say: **Follow the directions that appear throughout the test and read and answer each question. If you are not sure about an answer, you may use the star tool to mark the question for later review. Remember, questions left unanswered are scored as incorrect.**

When you come to the last question in this section, you will see the “Finish” button on the bottom right of the screen. Once you have answered the last question in this section, click the raise-hand icon to contact your remote test staff. We will instruct you on what to do BEFORE submitting your test.

Are there any questions?

Say: **Remember to choose the best answer for each question. If you are not sure about an answer, do the best you can, but don’t spend too much time on any one question. If you are not finished with the test at the end of the test session, you may be given additional time.**

You must not ask for or receive help from anyone else in answering the questions. Also, you may not have a cell phone or any other electronic device with you other than your testing device. You may not access the internet or use any application on your testing device other than the OSTP Student Kiosk.

Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.

Say: **Before we log out of this meeting, I will give you the Section Access Code for Section 2. Please listen carefully and write it down as I read it aloud. (Check with students to ensure they have written the code down correctly. You may need to repeat the number a few times.)**

Please note that as you are directed to log out of this meeting, one of us will stay logged in to this meeting for a few minutes just in case you need help connecting.

In just a minute, you will be directed to log out of this meeting. Please make sure all programs are closed on your device. Find the OSTP test icon on your screen. Click the icon and type in your login credentials to begin the test.

Remember to use the raise-hand icon in the upper right corner of your screen once you log in if you need help or are ready to submit your test.

You may now log off and begin.

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It is the Remote Test Administrator and Remote Test Proctor's responsibility to ensure a secure testing environment. Test security requirements are described in the TPM.

As students finish their test and are ready to submit, they should click the raise-hand icon to notify the Remote Test Administrator or Remote Test Proctor. Open a video call with each individual student before they submit their test.

Say to ANY STUDENT WHO FINISHES EARLY:

Say: **Remember that questions left unanswered are scored as incorrect. Once you have answered the last question in this section, click the down arrow next to the item number to go to the Test Map. The Test Map shows you the number of completed questions, unanswered questions, and questions marked with a star. Unanswered questions are red, and questions not visited are gray. Answered questions appear blue. Check to make sure all of your questions are answered. You may click on any question to return directly to that specific question or click on "Return to test" to go back to the last question in the test.**

For any students who are finished and ready to submit their tests:

Say: **Now hold up your scratch paper and test ticket so I can see it on camera. Please tear it up into small pieces so I can see it.**

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Then say to the students (through individual video call):

Say: **Once you have answered all items, click through to the end of the test then click "Finish," then click "Turn In." A confirmation question will appear asking you if you want to turn in your test. Click "Turn In" again.**

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