

Remote Testing Administration Instructions for Tests in Spanish

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

Contents

Purpose of This Document.....	2
Part I. Test Security, Administration Protocols, and System Requirements	2
A. Test Security Requirements	2
B. Administration Protocols.....	3
C. System Requirements	5
Part II. Remote Test Administration Instructions	6
A. Prepare for Remote Test Administration.....	6
B. Additional Steps before Testing.....	7
C. Preparing for Remote Test Administration	7
D. Remote Communication During Test Administration	8
Part III. Instructions for Administering a Remote Session of the OSTP Grades 3-8	8
A. Materials Needed for the Session	8
B. Before Students Launch the OSTP Student Kiosk	10
C. Begin Regular Videoconferencing Platform	11
D. Directions When Completing Section 1 and Section 2 in a Testing Session.....	15
E. Directions When Only Completing Section 1 in a Testing Session	17
F. Directions When Completing the Next Section in a Separate Session (Same Day or Consecutive Days)	18

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

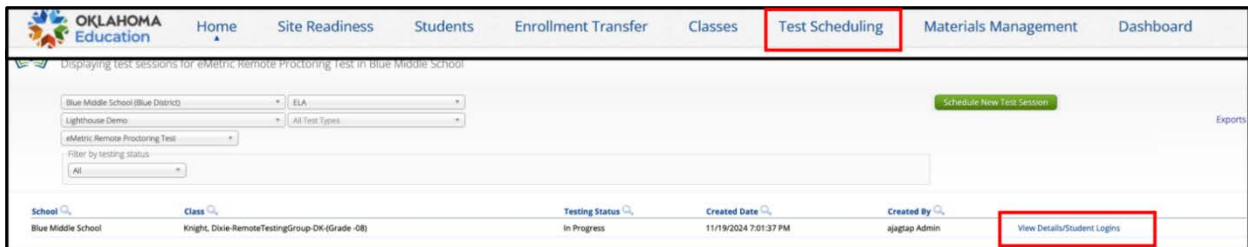
Remote Test Administrators and Remote Test Proctors will log in to the same secure OSTP Portal used to administer in-person testing to digitally proctor students taking the test remotely.

- 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 '+' icon in the Test Report Code column. A blue arrow points from the '+' icon of the second row to a dialog box titled 'Export Logins'. The dialog box has the following content:

Export Logins

Select a format of the export:

PDF CSV

Select the number of logins to be printed:

8 logins per page

Export Cancel

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: a blue 'Schedule' button and a grey 'Cancel' button.

- 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 5&8
Demo, Joana	5/30/2015	6842162994	GNEE5RFJ	
Demo, Madison	5/30/2015	8142208219	2B7ERBUK	
Demo, Magdalena	5/30/2015	7316830621	JE92B2FC	

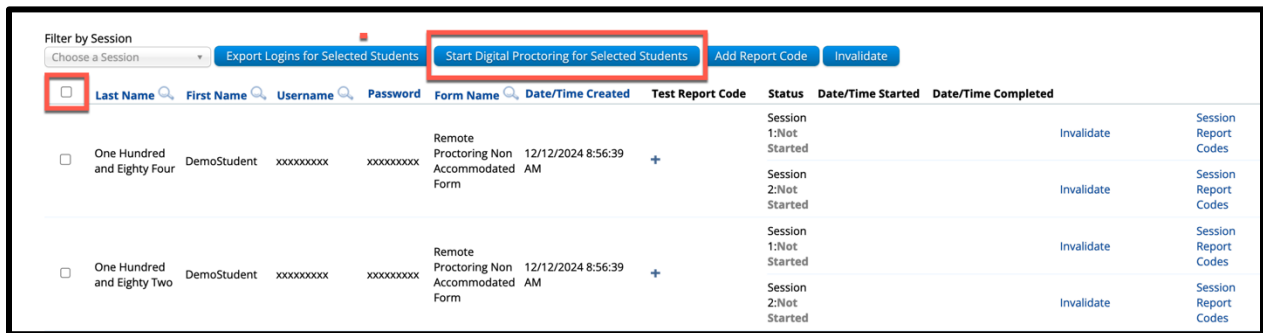
- Mark the following on this sheet, or indicate these on a separate roster:
 - Student attendance
 - Student cell phone check*
 - Student calculator check, including checking that the memory has been cleared
 - Student test ticket & OSTP-approved reference sheet check*
 - If students take a restroom 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.

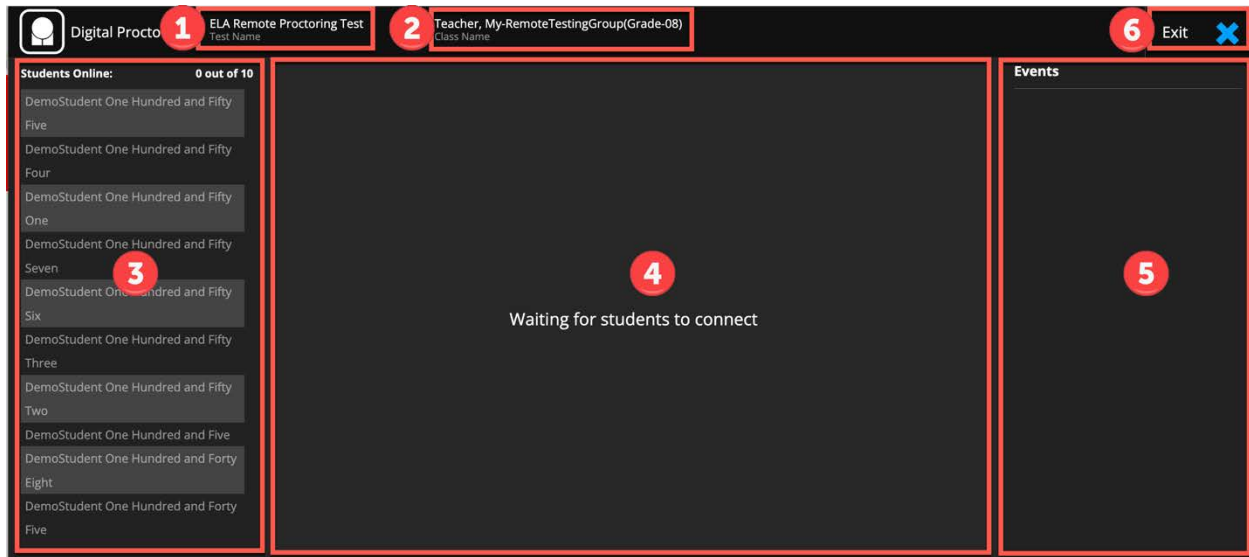


2. The proctoring interface will open in a new browser tab.

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
	Test name
	Class name
	List view of students for whom the digital proctoring session was started by the Remote Test Administrator or Remote Test Proctor
	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. 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: **Mientras estamos juntos en (videoconferencing platform), voy a dar algunas instrucciones iniciales.**

No se le permite acceder a internet ni usar ninguna aplicación en su dispositivo de prueba, excepto el Kiosko Estudiantil OSTP.

Antes de comenzar la prueba, los teléfonos celulares u otros dispositivos electrónicos, incluyendo los relojes inteligentes, no deben estar presentes en el entorno de la prueba. No se permite el uso de materiales de referencia, diccionarios ni ningún material o equipo adicional en esta prueba.

Ahora haremos una pausa para verificar con cada estudiante y confirmar dónde está su teléfono celular en este momento.

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: **Si necesita usar el baño durante esta session, por favor haga clic en el ícono de levantar la mano. No se vaya hasta que uno de nosotros haya iniciado una videollamada con usted. Asegúrese de hacer clic en levantar la mano nuevamente cuando haya regresado.**

Si sale accidentalmente de la session de la prueba durante la evaluación, contáctenos a través de ____ y le ayudaremos a reanudar la prueba.

Una vez que se le indique, lanzará el Kiosko Estudiantil OSTP desde su escritorio e ingresará la información de inicio de sesión que se le proporcionó. En ese momento, solo podrá comunicarse con nosotros haciendo clic en el ícono de levantar la mano en su pantalla. Luego podremos iniciar una videollamada que para poder hablar.

Debido a que no podrá escucharnos una vez que inicie el Kiosko Estudiantil OSTP, yo leeré las instrucciones para usted en esta videoconferencia.

Say: **Hoy se le realizará la prueba en _____ (Grade/Content Area). Puede que algunos de estos materiales no son familiares para usted, pero aún así es importante que dé lo mejor de sí. Las preguntas de la prueba se presentarán una a la vez. Cada pregunta de opción múltiple será seguida de sus posibles opciones de respuesta. La computadora solo le permitirá seleccionar una respuesta a la vez. A veces, puede ser necesario usar la barra de desplazamiento que aparecerá en el lado derecho de la pregunta para ver las cuatro opciones de respuesta. Asegúrese de haber visto todas las opciones antes de hacer su selección. Cada pregunta con tecnología avanzada tendrá instrucciones específicas que explicarán cómo responderla.**

(For students taking ELA tests, say): Responderá las preguntas de respuesta construida escribiendo su respuesta en el cuadro de texto proporcionado en su pantalla.

Say: Las primeras preguntas que verá son ejemplos para darle la oportunidad de probar las herramientas que puede usar. Para seleccionar sus respuestas usando el mouse, coloque el punter sobre una respuesta y haga clic una vez. Para aquellos de ustedes que están usando una pantalla táctil, coloque su dedo sobre la respuesta y toque la pantalla una vez.

Durante la sesión, si tiene problemas para encontrar o usar alguna de las herramientas en la pantalla de la computadora, o si tiene dificultades para usar su computadora, levante la mano y le asistiremos. Sin embargo, no podremos ayudarle a responder las preguntas de la prueba.

(If students are taking an ELA test, say): Al realizar la prueba en línea de Artes de Lenguaje en Inglés, es posible que se le pida leer parte de un pasaje que ya ha leído previamente, ya sea en clase o por su cuenta. Cuando responda las preguntas que siguen al pasaje, es importante que su respuesta se base únicamente en la parte del pasaje que aparece en esta prueba.

Say: Siga las instrucciones que aparecen a lo largo de la prueba y lea y responda cada pregunta. Si no está seguro de una respuesta, puede usar la herramienta de estrella para marcar la pregunta para revisarla más tarde. Recuerde que las preguntas no respondidas se califican como incorrectas.

Quando llegue a la última pregunta de esta sección, verá el botón ‘Terminar’ en la parte inferior derecha de la pantalla. Una vez que haya respondido la última pregunta de esta sección, haga clic en el botón de levantar la mano para contactar con al personal de prueba remota. Le daremos instrucciones sobre qué hacer ANTES de someter su prueba.

¿Hay alguna pregunta?

Say: Recuerde elegir la mejor respuesta para cada pregunta. Si no está seguro de una respuesta, haga lo mejor que pueda, pero no pase demasiado tiempo en ninguna pregunta. Si no termina la prueba al final de la sesión, es posible que se le dé tiempo adicional.

No debe pedir ni recibir ayuda de nadie más para responder las preguntas. Además, no puede tener un teléfono celular ni ningún otro dispositivo electrónico que no sea su dispositivo de prueba. No puede acceder a internet ni usar ninguna aplicación en su dispositivo de prueba, excepto Kiosco Estudiantil OSTP.


Recuerde, después de realizar la prueba, no debe discutirla con nadie, incluidos sus compañeros de clase y maestros.

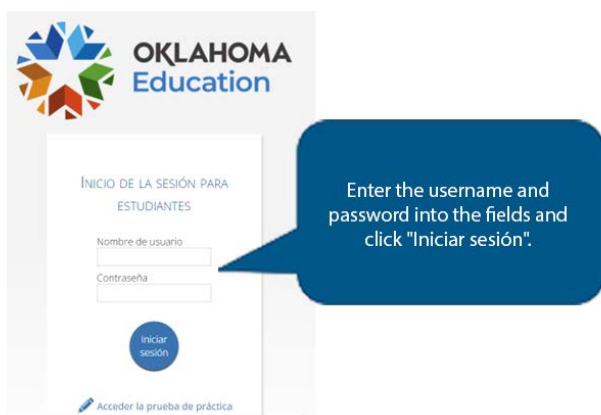
Say: Mire su Boleto de Inicio de Sesión de la Prueba Estudiantil. Su nombre y fecha de nacimiento deben aparecer en la primera y segunda línea. Si tiene un boleto para alguien que no sea usted o si la fecha de nacimiento es incorrecta, por favor avísenos ahora.

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

OSTP Log in Steps

Say: **Ahora vamos a repasar los siguientes pasos para comenzar su prueba.**

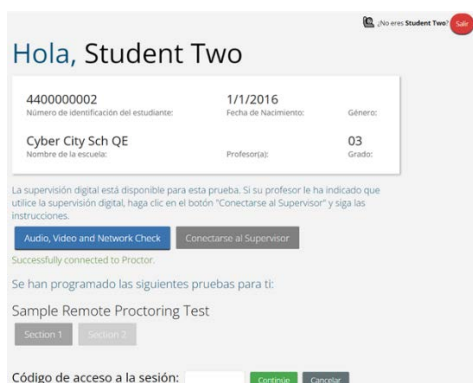
1. **Cierre la sesión de la reunión virtual con su Administrador de Prueba Remoto y Supervisor de Prueba Remoto.**
 2. **Busque el ícono de la prueba en su pantalla de computadora y haga clic en él.**
- 
3. **Escriba cuidadosamente su Nombre de Usuario y Contraseña de estudiante en la pantalla de inicio de sesión exactamente como aparece en el boleto. Luego haga clic en el botón “Iniciar sesión”. Mantenga su boleto de inicio de sesión en su escritorio. Lo romperá frente al personal de pruebas remotas antes de enviar su prueba.**



4. **Si ha iniciado sesión correctamente, verá la palabra “Hola” seguida de su nombre. Verifique que su nombre, número de prueba estudiantil y fecha de nacimiento sean correctos.**

Si su información no es correcta, haga clic en el botón “Salir” en la parte superior derecha de la pantalla. Luego, contacte a su Administrador de Prueba Remoto.

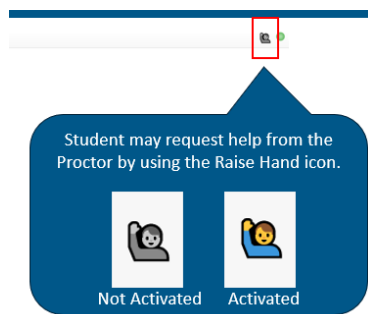
5. **Haga clic en el botón “Conectarse al Supervisor”.**
6. **Haga clic en el botón “Sección 1”. En la parte inferior de esta pantalla, verá un cuadro de Código de Acceso a la Sesión. Escriba el Código de Acceso a la Sesión proporcionado.**



7. Haga clic en el botón “Continúe”. Lea todas las instrucciones en su pantalla, luego haga clic en el botón “Continuar” para comenzar a responder los elementos de muestra. Recuerde probar los elementos de la caja de herramientas que revisamos.



8. En la esquina superior derecha de su pantalla aparecerá un ícono de una persona levantando la mano. Si necesita ayuda del Administrador de Prueba Remoto o del Supervisor de Prueba Remoto, haga clic en el ícono de levantar la mano para pedir ayuda. También haga clic en este botón cuando esté listo para entregar su prueba. Debe llamar al personal de pruebas remotas, romper su boleto de prueba y papel para notas, y borrar su calculadora frente a la cámara antes de recibir permiso para entregar su prueba.



9. Recuerde, después de realizar esta prueba, no debe discutir los pasajes y elementos específicos de la prueba con nadie, incluidos su familia, compañeros de clase y maestros.

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: **Antes de cerrar esta reunión, les dare los Códigos de Acceso a la Sección 1 y la Sección 2.**

Por favor, escuchen con atención y anoten estos códigos mientras los leo en voz alta. (Check with students to ensure they have written the codes down correctly. You may need to repeat the number a few times.)

Tengan en cuenta que, mientras se les indica cerrar sesión en esta reunión, uno de nosotros permanecerá conectado a esta reunión durante unos minutos por si necesitan ayuda para conectarse.

En un minuto, se les indicará cerrar sesión en esta reunión. Por favor, asegúrense de que todos los programas estén cerrados en su dispositivo. Busquen el ícono de la prueba OSTP en su pantalla. Hagan clic en el ícono e ingresen sus credenciales de acceso para comenzar la prueba.

Recuerden usar el ícono de levantar la mano en la esquina superior derecha de su pantalla una vez que inicien sesión, si necesitan ayuda o están listos para enviar su prueba.

Ahora pueden cerrar sesión e iniciar.

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: **Recuerde que las preguntas no respondidas se califican como incorrectas. Una vez que haya respondido la última pregunta de esta sección, haga clic en la flecha hacia abajo junto al número de la pregunta para ir al Mapa del examen. El Mapa del examen le muestra el número de preguntas completadas, preguntas no respondidas y preguntas marcadas con una estrella. Las preguntas no respondidas son rojas, y las preguntas no visitadas son grises. Las preguntas respondidas aparecen en azul. Verifique para asegurarse de que todas sus preguntas estén respondidas. Puede hacer clic en cualquier pregunta para volver directamente a esa pregunta específica o hacer clic en "Volver a la prueba" para regresar a la última pregunta de la prueba.**

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

Say: **Ahora sostenga su papel para notas y boleto de prueba para que pueda verlo en la cámara. Por favor, rómpalo en pedazos pequeños para que pueda verlo.**

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: **Una vez que haya respondido todos los elementos, haga clic hasta el final de la prueba, luego haga clic en "Terminar", después haga clic en "Entregar". Aparecerá una pregunta de confirmación preguntándole si desea entregar su prueba. Haga clic en "Entregar" nuevamente.**

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

Say: **¿Necesita más tiempo para completar su prueba?**

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: **Antes de cerrar sesión en esta reunión, les daré el Código de Acceso a la Sección 1. Por favor, escuchen con atención y anótenlo mientras lo leo en voz alta.** *(Check with students to ensure they have written the code down correctly. You may need to repeat the number a few times.)*

Tengan en cuenta que, mientras se les indica cerrar sesión en esta reunión, uno de nosotros permanecerá conectado a esta reunión durante unos minutos por si necesitan ayuda para conectarse.

En un minuto, se les indicará cerrar sesión en esta reunión. Por favor, asegúrense de que todos los programas estén cerrados en su dispositivo. Busquen el ícono de la prueba OSTP en su pantalla. Hagan clic en el ícono e ingresen sus credenciales de acceso para comenzar la prueba.

Recuerden usar el ícono de levantar la mano en la esquina superior derecha de su pantalla una vez que inicien sesión, si necesitan ayuda o están listos para enviar su prueba.

Ahora pueden cerrar sesión e iniciar.

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: **Requerde que las preguntas no respondidas se califican como incorrectas. Una vez que haya respondido la última pregunta de esta sección, haga clic en la flecha hacia abajo junto al número de la pregunta para ir al Mapa del examen. El Mapa del examen le muestra el número de preguntas completadas, preguntas no respondidas y preguntas marcadas con una estrella. Las preguntas no respondidas son rojas, y las preguntas no visitadas son grises. Las preguntas respondidas aparecen en azul. Verifique para asegurarse de que todas sus preguntas estén respondidas. Puede hacer clic en cualquier pregunta para volver directamente a ese pregunta específica o hacer clic en "Volver a la prueba" para regresar a la última pregunta de la prueba.**

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

Say: **Ahora sostenga su papel para notas y boleto de prueba para que pueda verlo en la cámara. Por favor, rómpalo en pedazos pequeños para que pueda verlo.**

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: **Una vez que haya respondido todos los elementos, haga clic hasta el final de la prueba, luego haga clic en “Terminar”, después haga clic en “Entregar”. Aparecerá una pregunta de confirmación preguntándole si desea entregar su prueba. Haga clic en “Entregar” nuevamente.**

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

Say: **¿Necesita más tiempo para completar su prueba?**

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: **Hoy tomarán la Sección 2 del examen de _____ (grade level and content).**

No pueden acceder a internet ni usar ninguna aplicación en su dispositivo de prueba, excepto el Kiosco Estudiantil OSTP.

Antes de comenzar la prueba, los teléfonos celulares u otros dispositivos electrónicos, incluidos los relojes inteligentes, no deben estar presentes en el entorno de la prueba. El uso de materiales de referencia, diccionarios o material y equipo adicional no está permitido en esta prueba.

Ahora haremos una pausa para verificar con cada estudiante y confirmar dónde está su teléfono celular.

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: **Si necesita usar el baño durante esta sesión, por favor haga clic en el ícono de levantar la mano. No se vaya hasta que uno de nosotros haya iniciado una videollamada con usted. Asegúrese de hacer clic en levantar la mano nuevamente cuando haya regresado.**

Si sale accidentalmente de la sesión de la prueba durante la evaluación, contáctenos a través de ____ y le ayudaremos a reanudar la prueba.

Una vez que se le indique, lanzará el Kiosco Estudiantil OSTP desde su escritorio e ingresará la información de inicio de sesión que se le proporcionó. En ese momento, solo podrá comunicarse con nosotros haciendo clic en el ícono de levantar la mano en su pantalla. Luego podremos iniciar una videollamada para poder hablar.

Debido a que no podrá escucharnos una vez que inicie el Kiosco Estudiantil OSTP, yo leeré las instrucciones para usted en esta videoconferencia.

Say: Hoy se le realizará la prueba en _____ (Grade/Content Area). Puede que algunos de estos materiales no son familiares para usted, pero aún así es importante que dé lo mejor de sí. Las preguntas de la prueba se presentarán una a la vez. Cada pregunta de opción múltiple será seguida de sus posibles opciones de respuesta. La computadora solo le permitirá seleccionar una respuesta a la vez. A veces, puede ser necesario usar la barra de desplazamiento que aparecerá en el lado derecho de la pregunta para ver las cuatro opciones de respuesta. Asegúrese de haber visto todas las opciones antes de hacer su selección. Cada pregunta con tecnología avanzada tendrá instrucciones específicas que explicarán cómo responderla.

(For students taking ELA tests, say): Responderá las preguntas de respuesta construida escribiendo su respuesta en el cuadro de texto proporcionado en su pantalla.

Say: Siga las instrucciones que aparecen a lo largo de la prueba y lea y responda cada pregunta. Si no está seguro de una respuesta, puede usar la herramienta de estrella para marcar la pregunta para revisarla más tarde. Recuerde que las preguntas no respondidas se califican como incorrectas.

Quando llegue a la última pregunta de esta sección, verá el botón 'Terminar' en la parte inferior derecha de la pantalla. Una vez que haya respondido la última pregunta de esta sección, haga clic en el botón de levantar la mano para contactar con al personal de prueba remoto. Le daremos instrucciones sobre qué hacer ANTES de enviar su prueba.

¿Hay Alguna pregunta?

Say: Recuerde elegir la mejor respuesta para cada pregunta. Si no está seguro de una respuesta, haga lo mejor que pueda, pero no pase demasiado tiempo en ninguna pregunta. Si no ha terminado la prueba al final de la sesión, es posible que se le dé tiempo adicional.

No debe pedir ni recibir ayuda de nadie más para responder las preguntas. Además, no puede tener un teléfono celular ni ningún otro dispositivo electrónico que no sea su dispositivo de prueba. No puede acceder a internet ni usar ninguna aplicación en su dispositivo de prueba, excepto Kiosco Estudiantil OSTP.

Recuerde, después de realizar la prueba, no debe discutirla con nadie, incluidos sus compañeros de clase y maestros.

Say: Antes de cerrar sesión en esta reunión, les daré el Código de Acceso a la Sección 2. Por favor, escuchen con atención y anótenlo mientras lo leo en voz alta. (Check with students to ensure they have written the code down correctly. You may need to repeat the number a few times.)

Tengan en cuenta que, mientras se les indica cerrar sesión en esta reunión, uno de nosotros permanecerá conectado a esta reunión durante unos minutos por si necesitan ayuda para conectarse.

En un minuto, se les indicará cerrar sesión en esta reunión. Por favor, asegúrense de que todos los programas estén cerrados en su dispositivo. Busquen el ícono de la prueba OSTP en su pantalla. Hagan clic en el ícono e ingresen sus credenciales de acceso para comenzar la prueba.

Recuerden usar el ícono de levantar la mano en la esquina superior derecha de su pantalla una vez que inicien sesión, si necesitan ayuda o están listos para entregar su prueba.

Ahora pueden cerrar sesión e iniciar.

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: **Recuerde que las preguntas no respondidas se califican como incorrectas. Una vez que haya respondido la última pregunta de esta sección, haga clic en la flecha hacia abajo junto al número de la pregunta para ir al Mapa del examen. El Mapa del examen le muestra el número de preguntas completadas, preguntas no respondidas y preguntas marcadas con una estrella. Las preguntas no respondidas son rojas, y las preguntas no visitadas son grises. Las preguntas respondidas aparecen en azul. Verifique para asegurarse de que todas sus preguntas estén respondidas. Puede hacer clic en cualquier pregunta para volver directamente a esa pregunta específica o hacer clic en "Regresar a la prueba" para regresar a la última pregunta de la prueba.**

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

Say: **Ahora sostenga su papel para notas y boleto de prueba para que pueda verlo en la cámara. Por favor, rómpalo en pedazos pequeños para que pueda verlo.**

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: **Una vez que haya respondido todos los elementos, haga clic hasta el final de la prueba, luego haga clic en "Terminar", después haga clic en "Entregar". Aparecerá una pregunta de confirmación preguntándole si desea entregar su prueba. Haga clic en "Entregar" nuevamente.**

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

Say: **¿Necesita más tiempo para completar su prueba?**

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.