OKLAHOMA Education

# Guide to Installing the OSTP Student Kiosk and Conducting Site Readiness

2025 – 2026 Test Administrations

cognia

## Important Contact Information and Resources

If you experience any difficulty accessing the OSTP Data Portal, see the OSTP Data Portal User Guide, which is available on the Oklahoma Help & Support page.

If you experience any difficulty downloading or installing the kiosk, have questions about the latest administration or other technical information, contact the Cognia Service Desk at oktechsupport@cognia.org or (866) 629-0220.

For questions or information regarding the OSTP & CCRA policy and testing procedures, please contact the Oklahoma State Department of Education Office of Assessments by clicking the link or by calling (405) 521-3341.

# Table of Contents

# I. Introduction

This document is intended for technology personnel responsible for setting up the Oklahoma School Testing Program (OSTP) and the College- and Career-Readiness Assessments (CCRA) online testing environment.

There are two components of OSTP & CCRA online testing:

- the **OSTP Data Portal**, used by building and district administrators to perform all administrative tasks,
- the **OSTP Kiosk**, used by students for testing.

Students are required to take summative assessments using the Kiosk application. Students may take practice tests using a web browser to access the Student Test Interface. This document contains instructions for installing the **OSTP Kiosk** and conducting site readiness testing on devices used for online testing.

**Note**: The **OSTP Kiosk** is a version of the iTester student testing kiosk application that has been tailored for the OSTP & CCRA. Some technical documentation may refer to the OSTP Kiosk as iTester.

For more information on working with the OSTP Data Portal, see the *OSTP Data Portal User Guide*, which is available on the Help & Support page.

## A. Technology Overview

The **OSTP Kiosk** is used by students to take practice tests and assessments and is accessed by one of two methods:

1. Launching a web browser and navigating to the following URL:
   Practice Tests: https://okpracticetest.cognia.org/student/login
2. Launching a student testing kiosk. (For practice tests, click on "Access the Practice Test" link after launching kiosk.)

The **OSTP Kiosk** refers to the software application used for secure online testing. The student testing kiosk restricts access to other computer applications during testing. Students **MUST** use a student testing kiosk to take summative assessments. Practice tests can be accessed using either a web-browser or student testing kiosk.

The kiosk runs seamlessly on Windows®, Mac®, and Linux® operating systems, iPad® tablets, and Chromebook™ notebook computers.

Information on student test interface tools, accommodations, accessibility features and navigation can be found in the *OSTP Kiosk User Guide* available on the Help & Support page.

Information on using third party accessibility or accommodations software with the student test interface can be found in the *Testing with Third Party Assistive Technology Guide* available on the Help & Support page.

## B. Overview of Steps for Technology Coordinators

The testing environment for a school is installed and set up by an Assessment Technology Coordinator (ATC). In situations where there is not a dedicated ATC, a Building Test Coordinator (BTC) or District Testing Coordinator (DTC) can perform these tasks.

After your DTC, Deputy District Coordinator (DDC), or BTC has set up your ATC account, you will receive your account information via email. If you have not received your account information with your login credentials, contact your DTC, DDC, or BTC.

To install and set up the kiosks for your school:

1. Review the Technology Guidelines to ensure that you have the correct equipment for student testing.
2. Configure your network to support student testing on the kiosk:
    - Testing Environment Setup
    - Network Connectivity
    - Bandwidth
    - Thin-Client Environments
    - Monitor Settings
    - Default Voice Settings for Text-to-Speech Accommodations
3. Download and install the appropriate kiosk to each student testing device:
    - Chromebook Application
    - iPad Application
    - Linux®
    - macOS®
    - Windows®
4. Complete the Site Readiness Tests, which perform system checks and provide a testing simulation scenario for each device or device configuration.

    To ensure that the testing environment is ready for students on time, we recommend that you run the Site Readiness tests directly after installing the test device kiosks.
5. When all of the configurations to be used for student testing are ready, certify that your site is ready for student testing

Contact the Cognia Service Desk with any questions about the technology guidelines, downloading the OSTP Kiosk, and the Site Readiness tool.

# II. Technology Setup

## A. Network Connectivity

All student testing devices used for student testing should have access to the internet and be able to access the server using HTTP/HTTPS protocols on ports 80 and 443. Whitelist the following sites on ports 80 and 443 in content filtering proxies or other locally used proxy software.

- https://oklahoma.cognia.org
- https://okpracticetest.cognia.org
- https://okpracticetest.cognia/org/student
- fonts.googleapis.com/
- themes.googleusercontent.com/
- googleusercontent.com/
- https://cognito-identity.us-west-2.amazonaws.com
- https://cognito-identity.us-east-1.amazonaws.com
- https://eventsapi.emetric.net/okprod/router
- app.getsentry.com
- dc.services.visualstudio.com
- az416426.vo.msecnd.net

**Note**: It is critical that districts and schools using web content filters perform site readiness testing to confirm the Student Interface Test content can be downloaded to student kiosk clients without any issue.

If you are working with sandboxing applications, complete one of the following while installing the kiosk, and contact the Cognia Service Desk with questions:

- Choose network folder location for local caching
- Make sure the default location, such as C:\Users\user\AppData\Local\eMetric (%localappdata%/emetric) and its contents are not deleted by these applications.

**Note**: Student-testing data, including encrypted responses, will be saved to the indicated location only if the network connection or Internet connection is lost during the test. Students will be able to continue testing without interruption, but their testing data will be saved in the indicated folder

**A note about OneDrive:**
OneDrive notifications may interfere with the kiosk and student test taking experience. If OneDrive attempts to steal the screen's focus during testing, the Kiosk will display a white screen. The student will then have to click anywhere on the white screen to regain focus in the kiosk, once clicked they will be able to resume testing where they left off. To prevent this, schools should use one of the following approaches:

- If OneDrive is not needed or used on student devices, schools are recommended to disable OneDrive during student testing.
- If OneDrive cannot be disabled, please take necessary steps to prevent any administrative actions, including file sharing or synchronization and administration updates to OneDrive settings, that would trigger a OneDrive notification during student testing.

## B. Bandwidth

The ability of a school's network to support a given number of online testers is a function of the available bandwidth between the student's test device and the data center serving the test content, the number of students who will be downloading tests, and the size of the test content. The Site Readiness tool's Connection Capacity Test will measure the bandwidth between a student's test device and the data center and determine the number of tests that can be downloaded at the school simultaneously. Use the results of this test to gauge the impact your bandwidth will have on student testing.

- Schools with low internet bandwidth (i.e., an internet download speed of less than 1.5 Mbps or an internet upload speed of less than 256 Kbps) should stagger student start times by 1-2 minutes to reduce the likelihood of interruptions.

## C. Thin-Client Environments

When using thin-client environments, such as Terminal Services, Citrix®, or LTSP®, make sure that there is enough memory, CPU, and bandwidth on the server to accommodate multiple student test sessions. The application requires a minimum of 80 MB of memory per client session and performance can vary depending on the size and type of the test. Allowing multiple sessions on an improperly sized thin-client environment will result in poor performance.

Additionally, schools using thin clients need to be cautious when there is 1 GB or less of physical memory on the student testing device. In this case, a local installation is strongly recommended. As a rule, if you can use Chrome™ browser to access web-based email or web-based streaming services on all student testing devices simultaneously, then testing should go well.

In thin client environments, the accounts students use to log in to the student testing devices (not the OSTP or CCRA test login) must be unique for each student. Also, each account must have its own dedicated user profile.

For assistance, contact the Cognia Service Desk at oktechsupport@cognia.org or (866) 629-0220.

## D. Monitor Settings

Ensure that all monitors used for testing are set to the default color settings. If a student requires a zoom accessibility feature, review the recommended screen resolutions in the table below:

**Table 1. Monitor Settings**

| Required Zoom Level for Student | Recommended Screen Resolution |
|---|---|
| **100% (No Zoom)** | 1024 x 768 (or Higher) |
| **150%** | 1920 x 1080 (or Higher) |
| **200%** | 1920 x 1080 (or Higher) |
| **300%** | 1920 x 1080 (or Higher) |

**Note:** These are only recommended screen resolutions. Use the screen resolution the student is most comfortable with. The student or proctor may set the zoom level within the OSTP Kiosk when the student logs in at the time of testing.

## E. Default Voice Settings for Text-to-Speech Accommodations

The voice used by the student testing kiosk for text-to-speech is the voice set as the default on the device the student is using for testing. Ensure that the desired voice is set at the default for the operating system installed on the device.

To update the default voice for Windows® 11:

1. Click the **Windows®** button.
2. Click **Settings**.
3. Click **Time & Language**.
4. Click **Speech** under the Time & Language menu on the left side of the screen.
5. Select the voice you want to use in the **Voice Selection** box.

To update the default voice for macOS®:

1. Click **System Preferences**.
2. Click **Accessibility**.
3. Click **Spoken Content**.
4. Click the voice you want to use in the **System Voice** box.

## F. Spanish Language Support

The OSTP & CCRA online test administration is also available in Spanish. The Spanish Text-to-Speech version of the test is not available on iPads, but is supported on the following systems:

- Windows® 11
- macOS® 14.7, 15.5, 26 (64-bit only)
- Chrome OS™ LTS 132+; Stable 138+

**Language Settings**

To ensure the log in screen, navigation buttons, and on-screen prompts are all in Spanish, you will change the OSTP Kiosk to the Spanish Language version.

- Launch the OSTP Kiosk.
- On the Sign in Screen select Español from the localization drop-down list at the bottom of the page.

You can also set up your language preferences manually on Windows and Mac workstations:

**Windows Workstations**

1. From the Control Panel, click Clock, Language, and Region, and then click Region and Language.
2. On the Formats tab, from the Format drop-down list, select Spanish (United States). Click Apply and then click OK.
    - If you are prompted for an administrator password or confirmation, type the password, or provide confirmation
3. To change the keyboard setting, on the Keyboard and Languages tab. On the General tab, click Change keyboards, and then select Spanish (United States). Click Apply, and then click OK.
4. To restart your computer, click Restart now.

**Mac Workstations**

1. Choose Apple menu > System Preferences, then click Language & Region.
2. Under the Preferred Languages list, click the + and select Español – Spanish (US) and click Add.
3. Select Use Spanish (US) once this notification appears:


4. In the Region menu, select United States.
5. Restart the device.

# III. OSTP Kiosk Installation

## A. ChromeOS Application Installation

### Managed Chromebooks

These instructions are for technology coordinators who have access to the Chromebook device management console to administer and manage their Chromebook devices.

**New for 2025-26**: As part of Google's ongoing updates to ChromeOS, support for legacy ChromeOS Apps, including the OSTP Chrome App, will be phased out. Starting in the 2025-2026 school year, a new **Progressive Web App (PWA)** will be required for all online testing on ChromeOS devices. For more information, please see the following link: End of support for Chrome Apps.

#### What You Need to Know

- **New App Required**: The new PWA must be installed on all ChromeOS devices used for testing.
- **Easy Setup**: Clear, step-by-step instructions for setup and configuration are included in this guide below.
- **Extension Pairing**: The PWA will work alongside a Chrome extension to support secure kiosk testing.
- **Test the New App Before Administration Starts**: We strongly recommend schools and districts coordinate with their ChromeOS administrators to install and test the new PWA on devices in advance of the administration window.

#### Key Stages in the Setup Process

- **Technology Setup**: Review general guidelines and setup information.
- **Uninstall the legacy OSTP Chrome App**: Remove the legacy OSTP Chrome app from your Google Admin Console if it was previously installed.
- **Install the new OSTP Web App for ChromeOS**: Install the new PWA and its accompanying extension.
- **Configure Device Settings**: Configure your Google Admin Console with the recommended device settings.

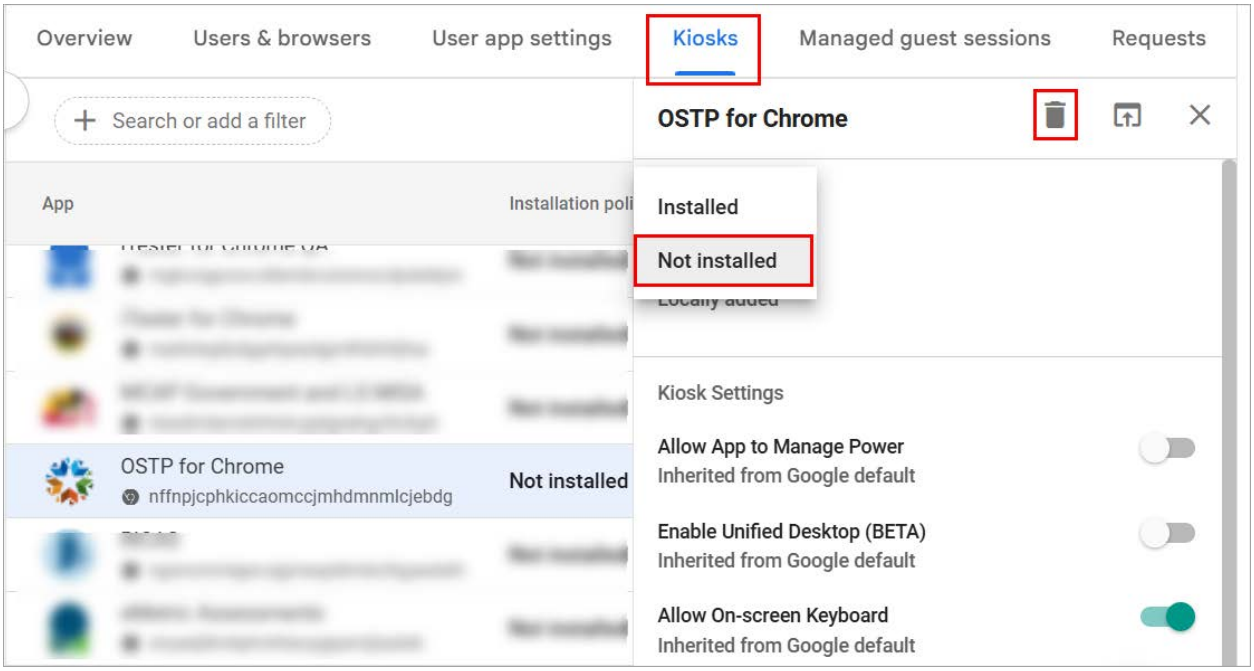
#### Step 1: Set up your school technology

Review section II: Technology Setup in detail.

**Step 2: Uninstall the legacy OSTP Chrome App**

If you have installed the OSTP Chrome app in previous years, follow the steps below to remove the legacy OSTP Chrome App before adding the OSTP web app for ChromeOS. If you are installing the Student Kiosk on your Chrome devices for the first time, skip the uninstallation portion.

1. Sign in to the **Google Admin Console**.
2. On the left side, navigate to: **Devices > Chrome > Apps & Extensions**.
3. Select the **Kiosks** tab at the top of the page.
4. Select the **organizational unit** for which you want to uninstall the legacy OSTP Chrome App.
5. Select **Not installed** and then **Save** to remove the app from the Chromebooks in the organizational unit. Alternatively, you can go to your top-most organization unit and select the **Delete** icon and then select **Save** to delete the app completely from your Google Admin console.





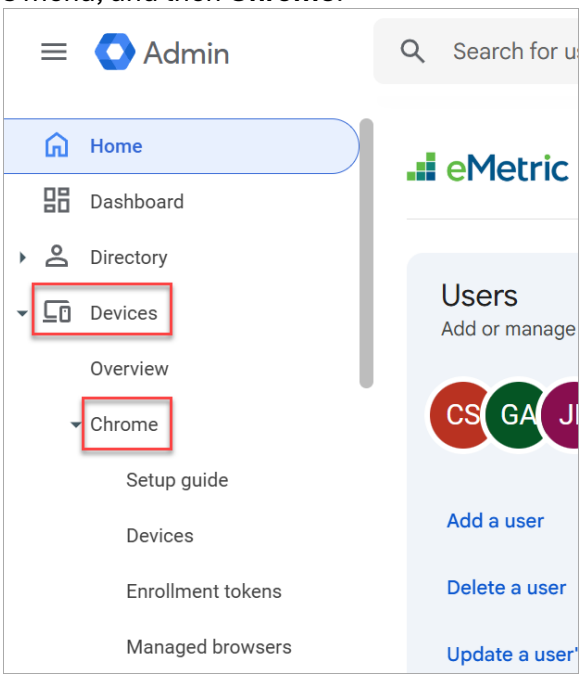
6. Once the OSTP Chrome App has been removed, follow the steps below for installing the OSTP Web App and extension.

**Note:** If you do not have a dedicated ATC, a DTC or BTC can complete all the technology coordinator tasks. Ensure you have the correct administrative rights to make changes to student testing devices.

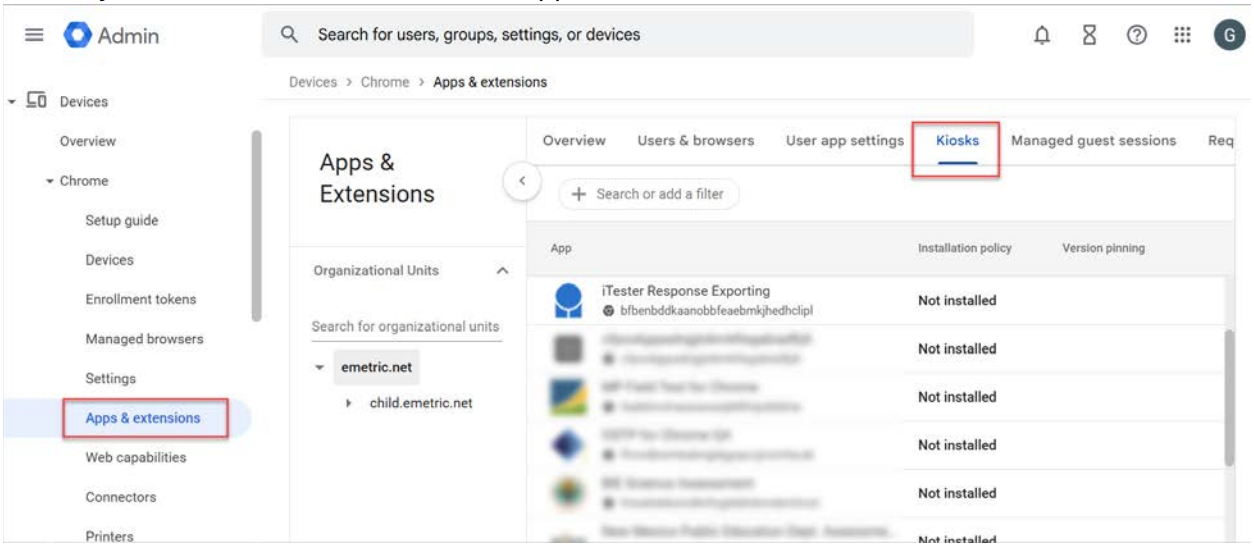
**Step 3: Install the New OSTP Web App for Chrome OS**

1. As the Chromebook™ administrator, log in to your Chrome OS™ management console (https://admin.google.com).

2. Expand the **Devices** menu, and then **Chrome**.

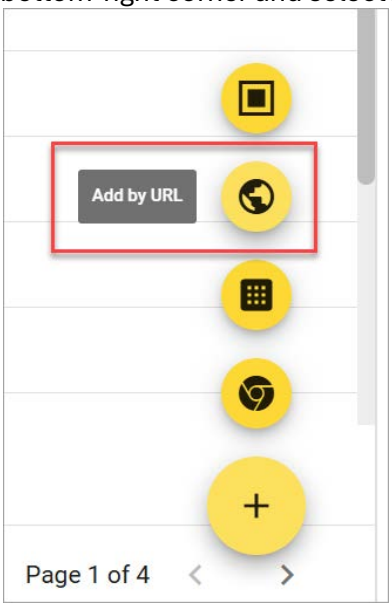



3. Select **Apps & Extensions** and then **Kiosks** and select the **organizational unit** for which you want to install the OSTP Web App and Extension for ChromeOS.

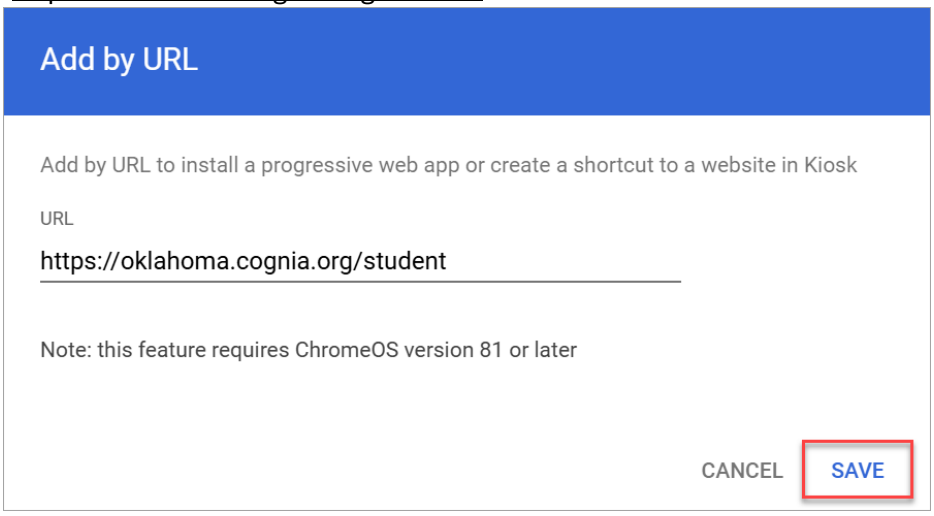



**Note**: Ensure that child organizational units inherit the app and policy settings from the parent OU. If inheritance is disabled, the kiosk app will not appear on the devices in those child OUs and the policy settings and app must be installed locally in the desired child OU.

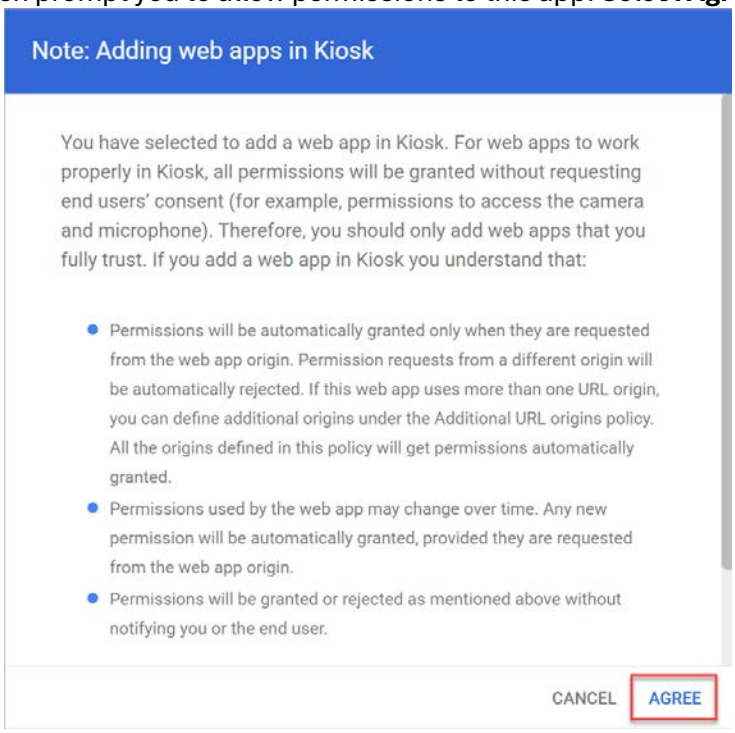
4. Expand the yellow + in the bottom-right corner and select **Add by URL**:



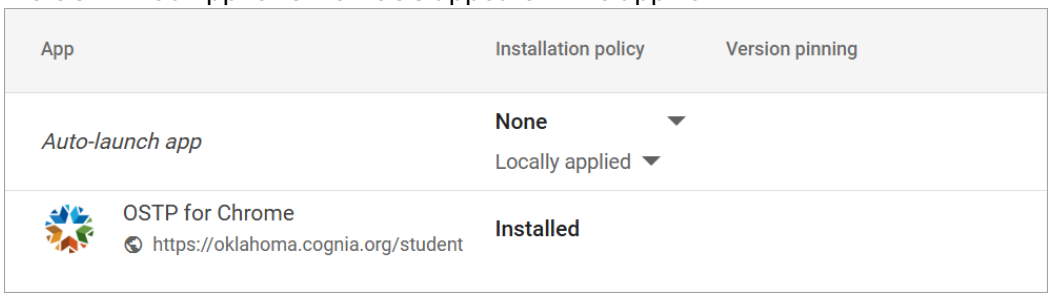

5. Enter https://oklahoma.cognia.org/student and select **Save**.



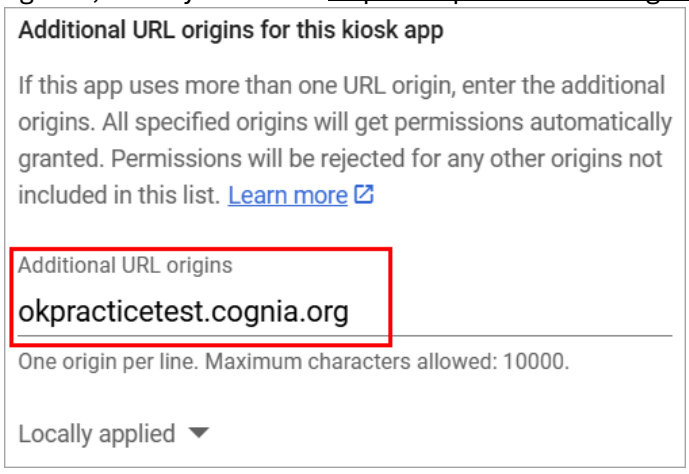
6. Goole will then prompt you to allow permissions to this app. Select **Agree**.



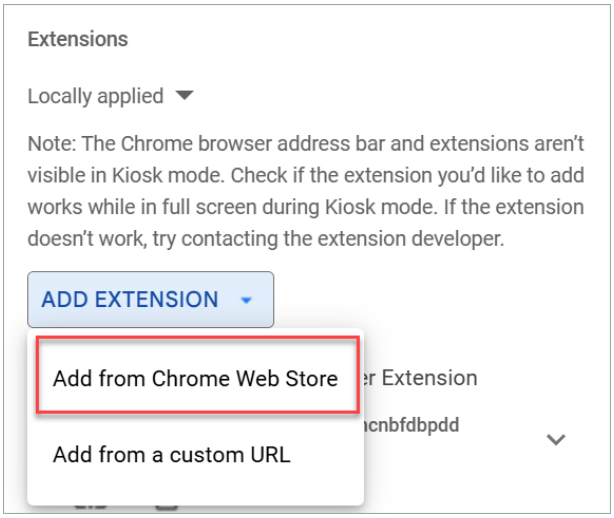

7. The OSTP Web App for ChromeOS appears in the app list.



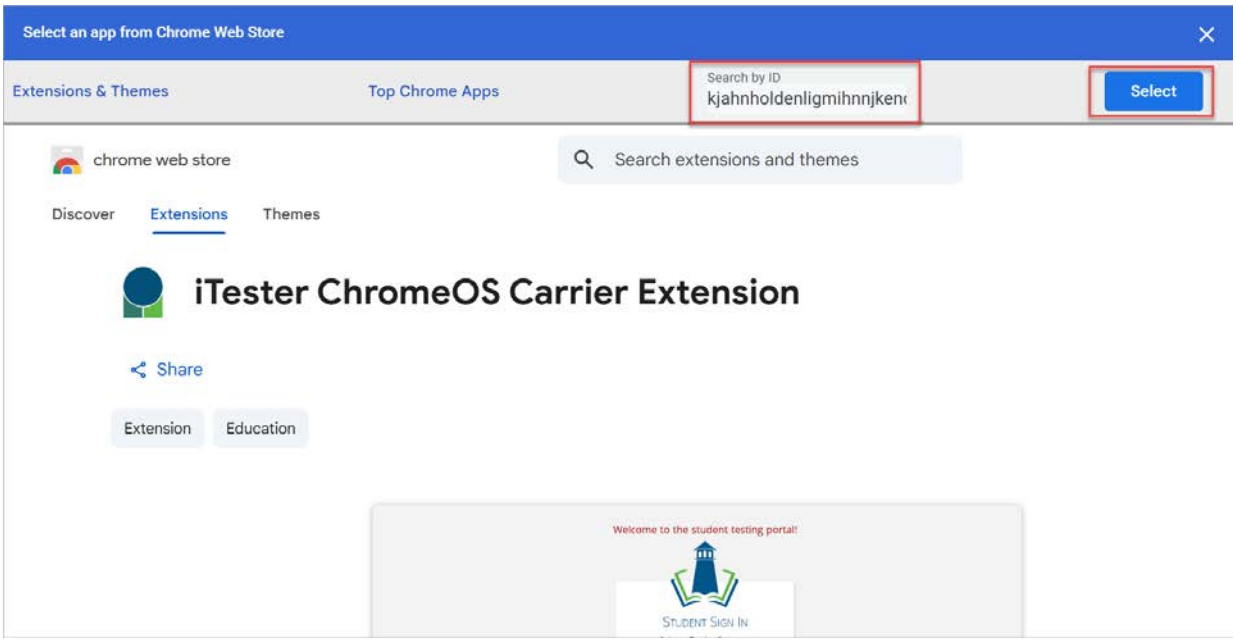

8. Select the OSTP app and scroll down the right-side bar to **Additional URL origins** field to add the following URL, exactly as shown https://okpracticetest.cognia.org.



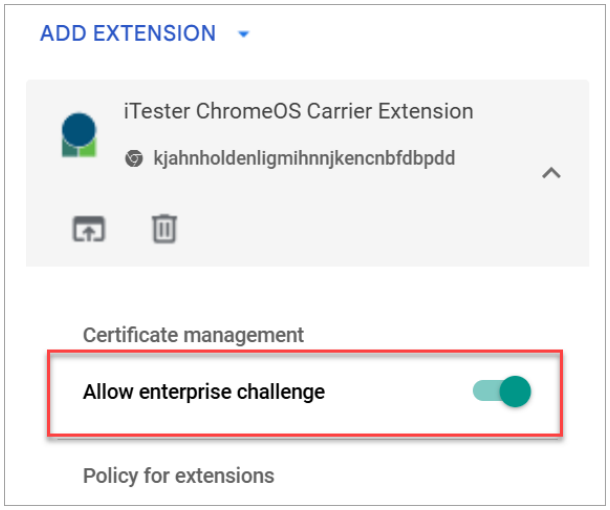
9. Scroll down further on the right-side bar to the **Extension** section. Click **ADD EXTENSION** and from the pop-up list select **Add from Chrome Web Store**.



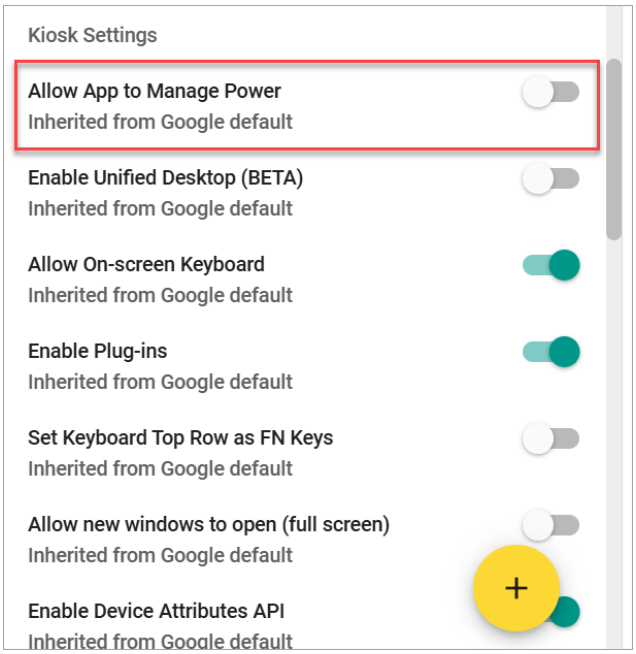

10. In the Chrome Web Store enter the iTester ChromeOS Carrier extension ID **kjahnholdenligmihnnjkencnbfdbpdd** in the **Search by ID** text box and then click the **Select** button to add the extension.



11. Once the extension has been added, you need to enable **Allow enterprise challenge**. Under Certificate management enable the **Allow enterprise challenge** setting by moving the slider to the right. When it is enabled, it will show as green.

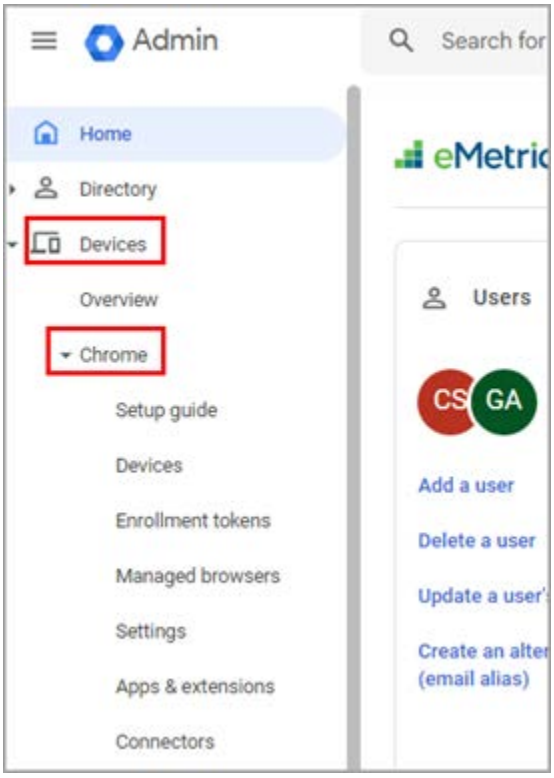



⚠ **Important Note:** Verify in Kiosk Settings that "Allow App to manage power" is **disabled**. To do this, click on **Devices, Apps & Extensions** and then select **Kiosks**. Click on the **OSTP** app name and check to make sure the setting **Allow app to manage power** is **disabled** (slider is moved to the left and not green).

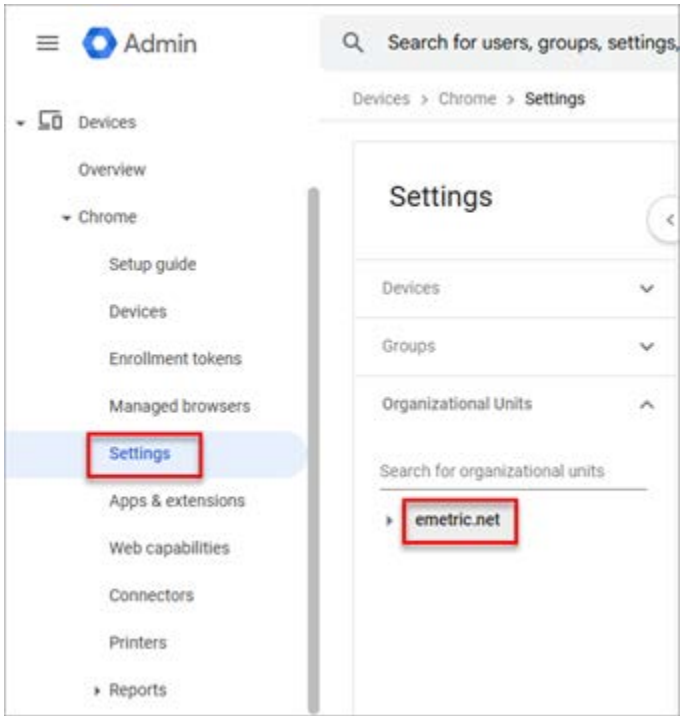


**Step 4: Configure Device Settings**

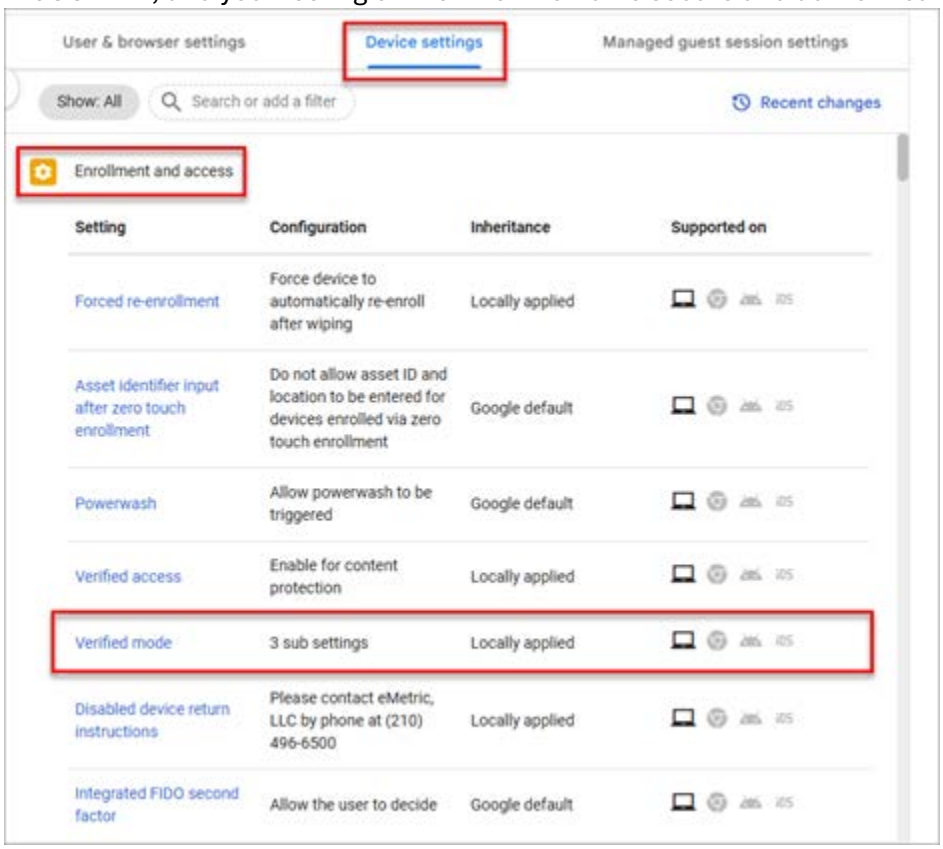
1. Navigate to **Devices**, then select **Chrome**.



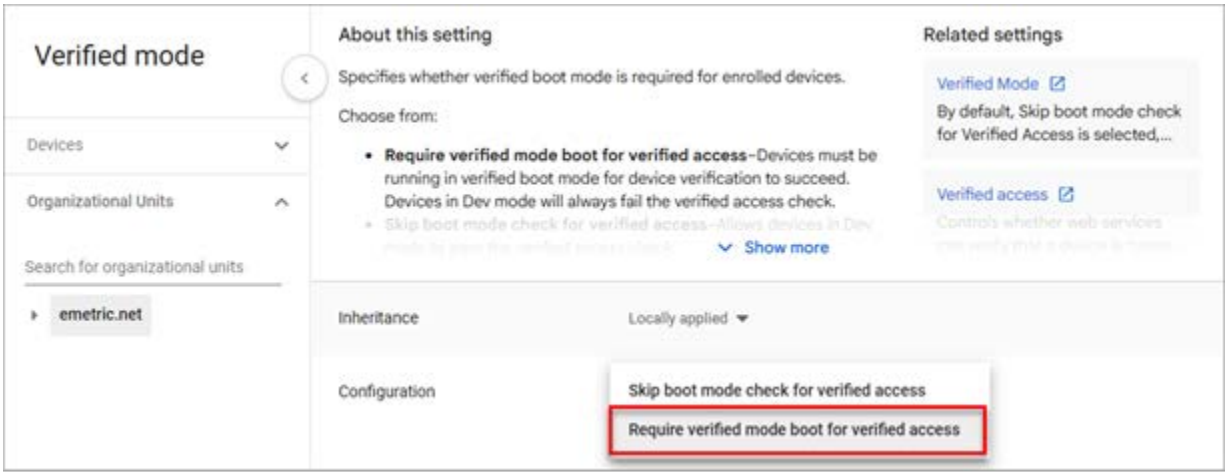

2. Click on **Settings** and then choose the relevant **Organizational Unit** where the OSTP web app is installed.



3. Select the **Device settings** tab. Scroll to **Enrollment and access** and select **Verified Mode**. Verified Mode ensures that only enrolled and trusted ChromeOS devices can run the ChromeOS PWA, and your testing environment remains secure and authenticated.

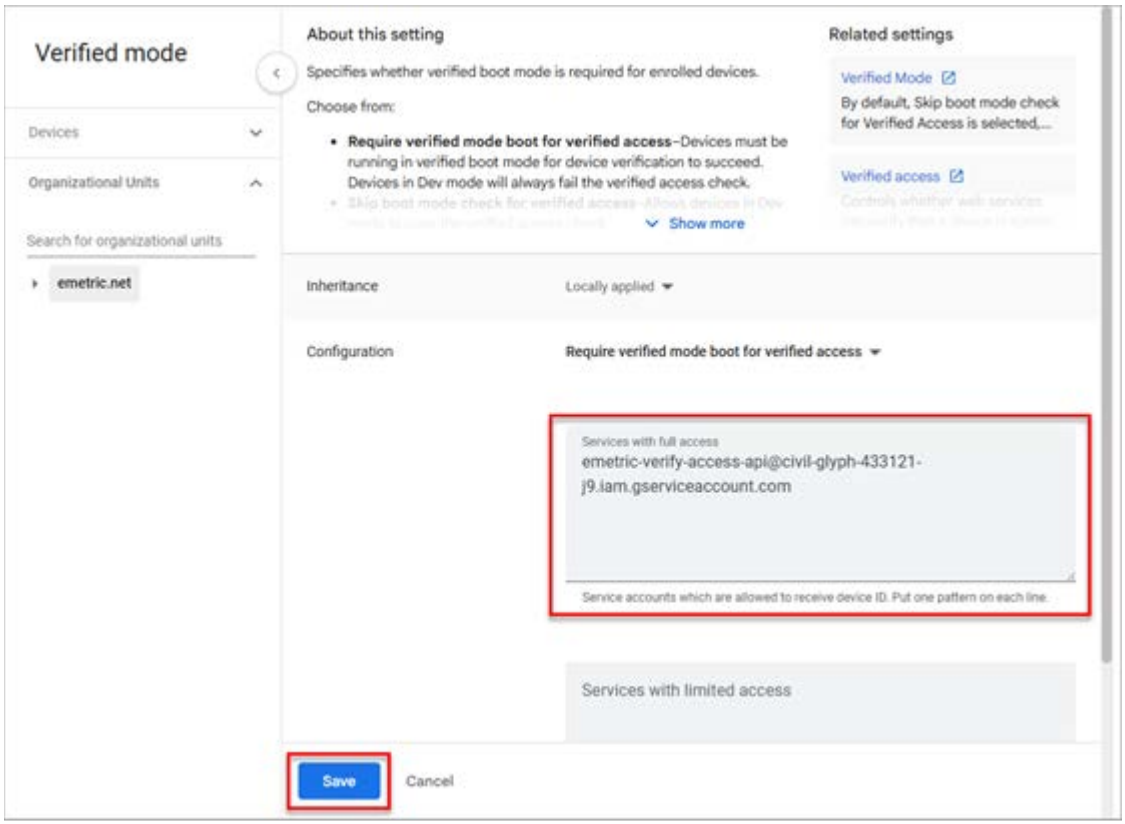



4. Set configuration to: **Require verified mode boot for verified access**.



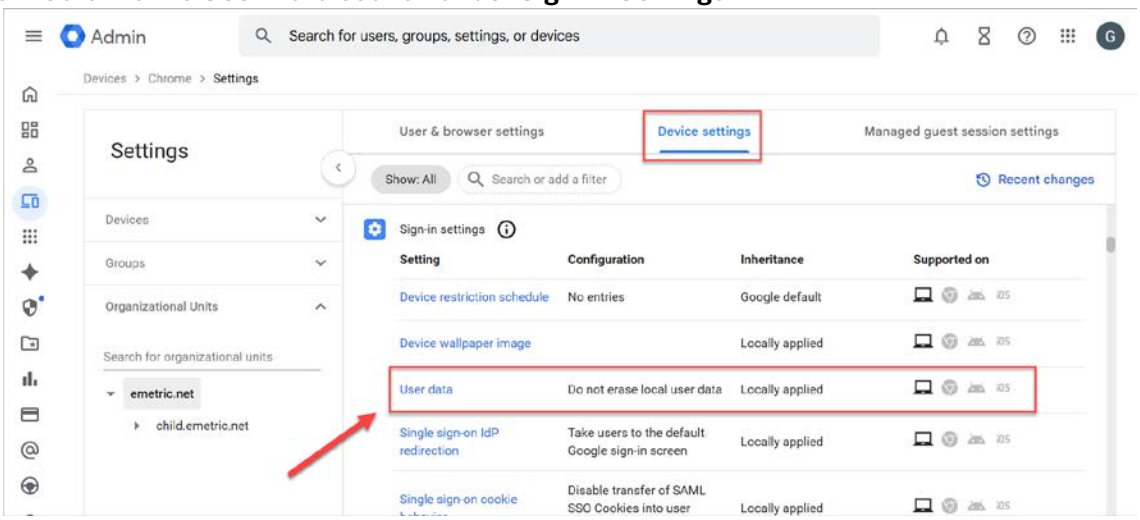
5. Under **Services with full access**, add the verified access service account listed below and then select **Save**:

   **emetric-verify-access-api@civil-glyph-433121-j9.iam.gserviceaccount.com**

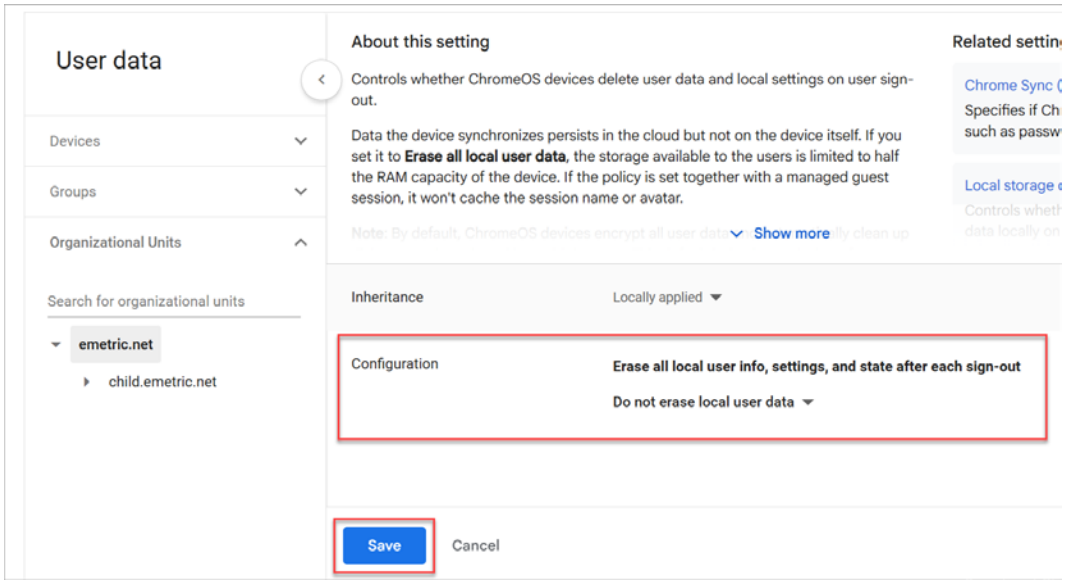



   **Note**: Pay close attention when entering the service account, as any typos or added characters will prevent the app from entering kiosk mode.

6. Scroll to the **User Data** section under **Sign-In Settings**.

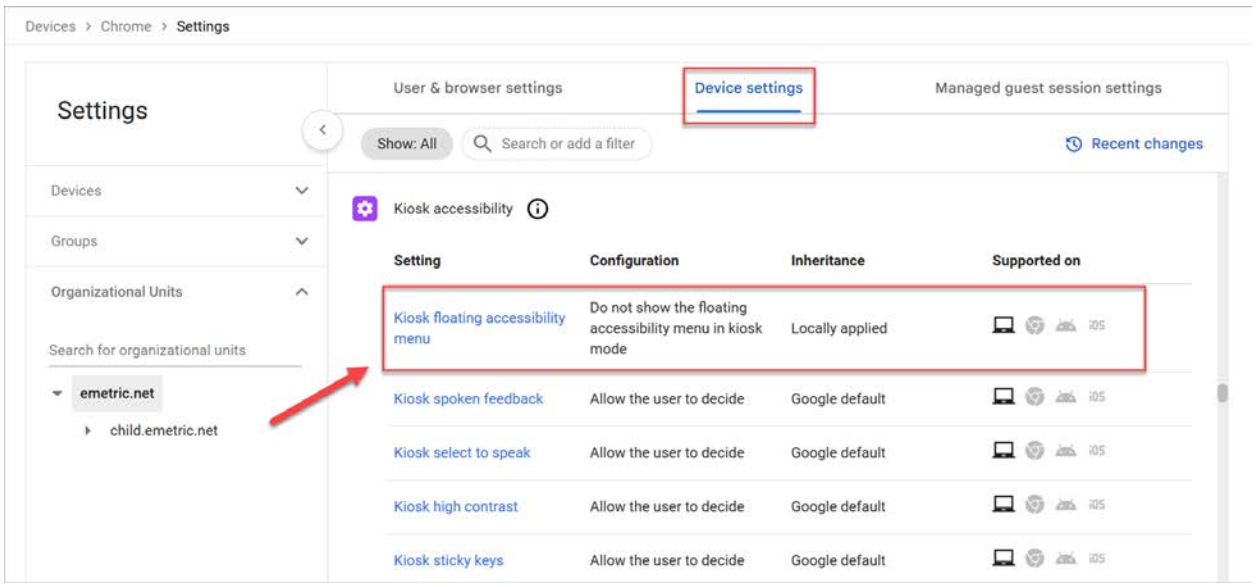


7. Verify that **Do not erase all local data** is set, if not, click on **User Data** to update the setting with the drop-down menu and click **Save**.

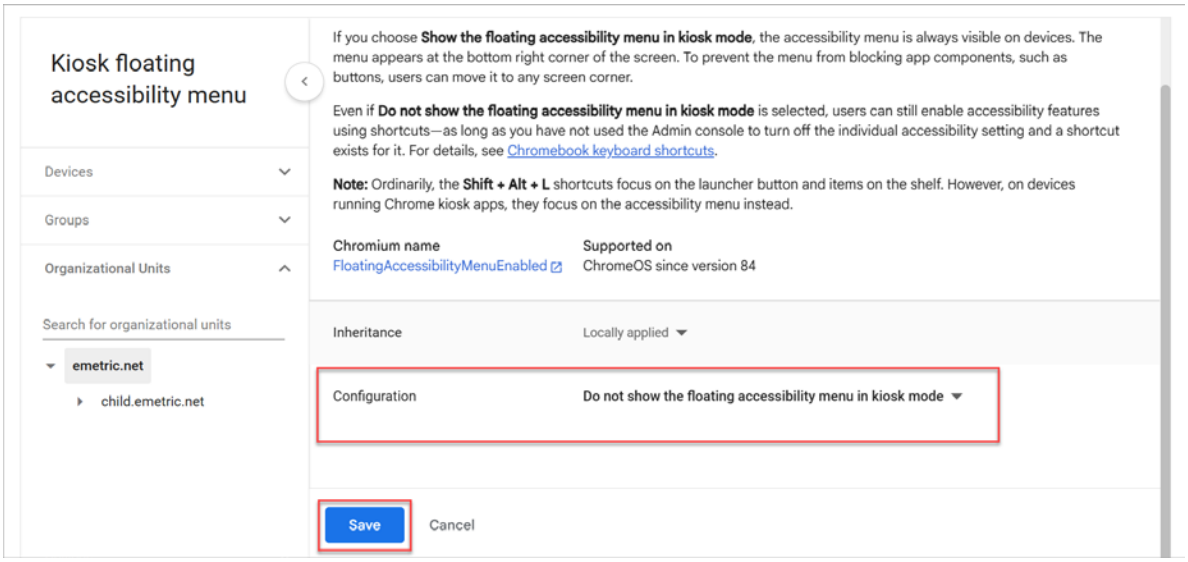



**Note:** This setting is crucial to allow Chrome local storage to be used to store student responses if network connectivity is lost. If this is not configured, student responses will not be saved to the device in the case of internet disruptions.

8. Scroll to the **Kiosk Floating Accessibility Menu** in the **Kiosk Accessibility** section.



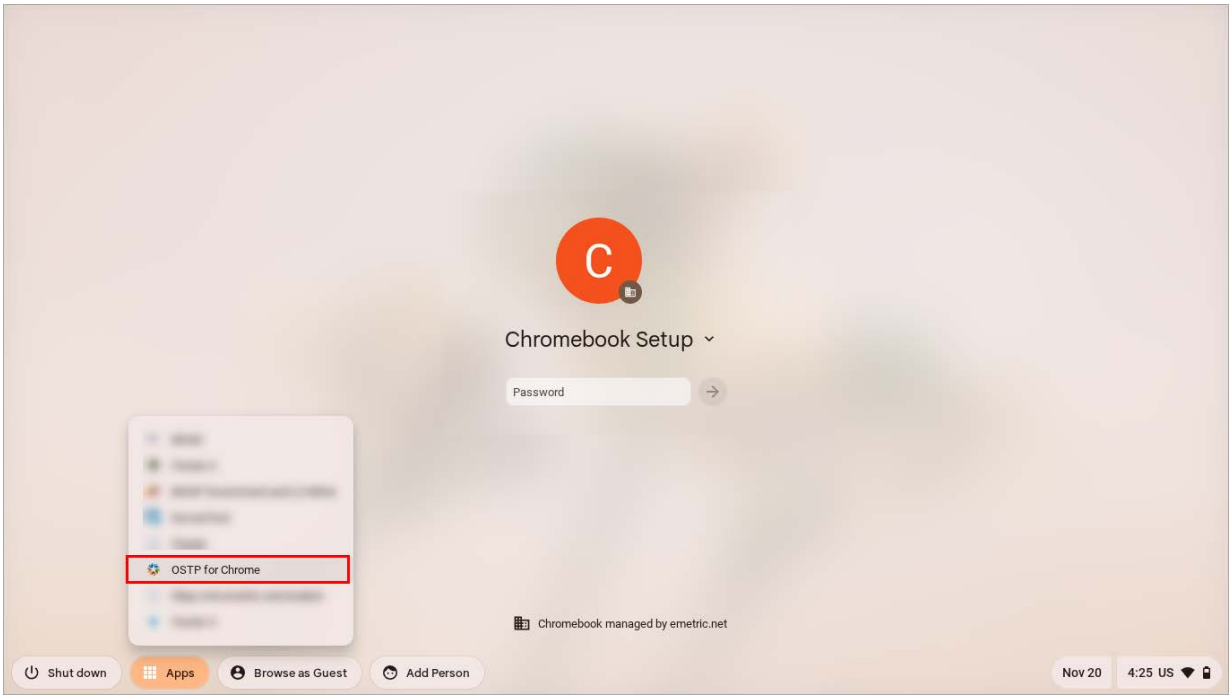
9. Verify that **Do not show the floating accessibility menu in kiosk mode** is set; if not, click on **Kiosk Floating Accessibility Menu** to update the setting with the drop-down menu and click **Save**.




**Note:** Students with accommodations that are embedded within the OSTP Student Kiosk, including text-to-speech, will access these accommodations directly through the OSTP Student Kiosk as they are delivered by the test platform. ChromeOS contains native accessibility features that may appear within the kiosk with a floating menu. Technology Coordinators should disable the accessibility feature in Google Admin before testing occurs to avoid issues.

**Note:** To avoid students inadvertently entering guest sessions, we recommend disabling managed guest sessions on OUs used for testing. To disable, on the Settings page select the **Managed guest session settings** tab and then select **Managed guest session**. Ensure that Managed guest session is set to **Do not allow managed guest sessions** and click **Save**.

When these steps are completed, the OSTP Web App will appear on all Chromebook devices that are in your domain.




**Important Note**: Students should not log into Chromebooks™ to take an operational test. When the Chromebooks™ are turned on, simply click the Apps link in the bottom row and select OSTP. The kiosk will open in full-screen mode.

For more information, see the following links:

- Use Chromebooks™ for Student Assessments

  **Important Note:** Read "Scenario 1: School sets up Chromebook™ to run as a Single App Kiosk running the exam app." Do not follow the instructions for Scenarios 2 and 3.
- Manage Device Settings, which provides general information for managed Chromebooks.

When you are ready to conduct Site Readiness for this configuration, see section IV: Site Readiness Testing and Site Certification.

## B. iPadOS Application Installation

If the iTester app was installed on your devices from previous years, the app will need to be updated. Follow the steps below to update the iTester app if automatic updates are not enabled on the iPad.

1. Open the **App Store** on the iPad.
2. Tap your **Apple ID icon** or your profile picture in the top right corner.
3. Scroll down to see pending updates.
4. Tap **Update** next to the iTester app.

Follow the steps below to install the iTester application on your testing devices.

**Step 1: Set up your school testing environment**

Review section II: Technology Setup in detail.

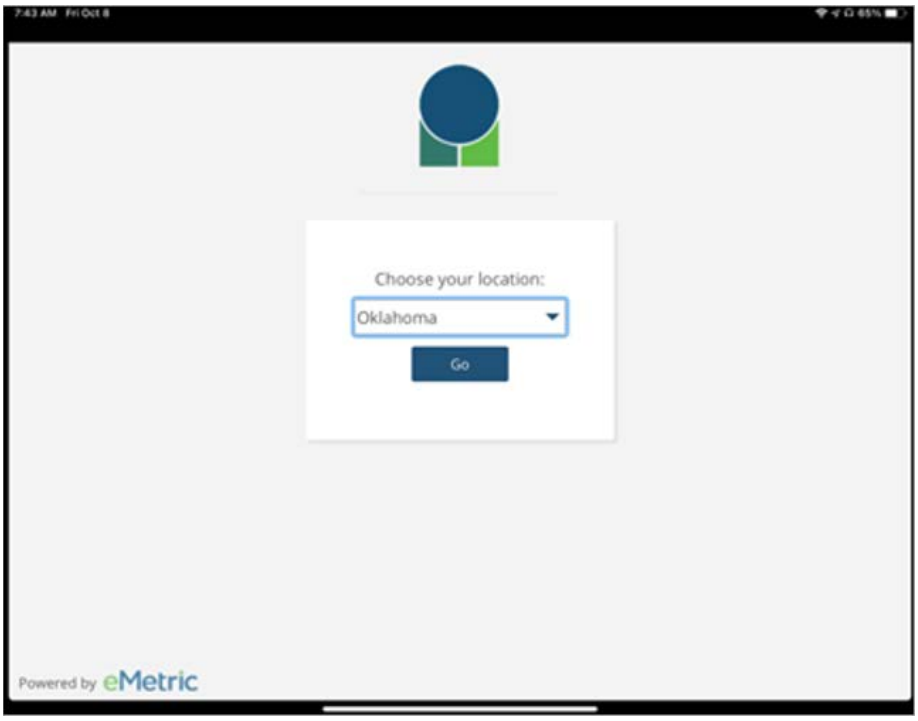
**Step 2: Download the iTester App from the Apple App Store**

The iTester iPad application is a Single Instance application. IT Coordinators will select Oklahoma during the initial setup of the app. If you do not already have the iTester app on your iPad, download it from the Apple App Store following the steps below.

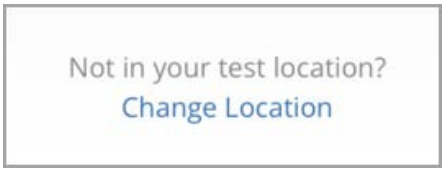
1. Open the **App Store** on the iPad.


2. Search for **iTester**.
3. When you locate the iTester app, click **Get** to download it to the iPad.


4. Launch the iTester app.
5. Choose **Oklahoma** from the drop-down menu and then click **Go**. You will be directed to the student sign-in screen for the OSTP Kiosk.



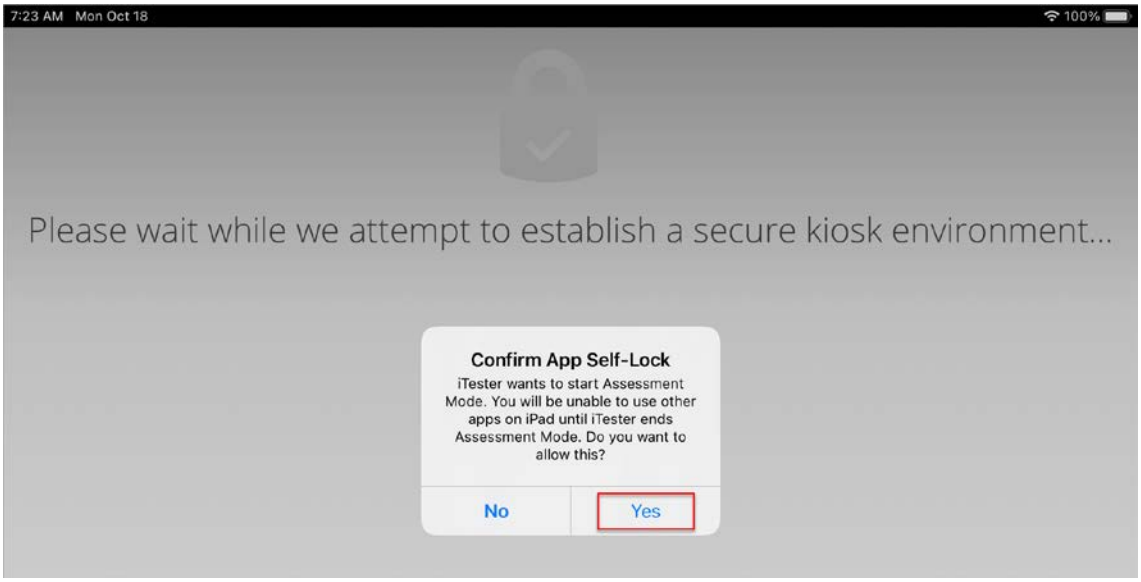

**Note:** If you select the wrong program in the **Choose your location** drop-down menu, select **Change Location** on the iTester login page.




When you are ready to complete Site Readiness for this configuration, see section IV: Site Readiness Testing and Site Certification.

**Automatic Assessment Configuration**

A feature in iPadOS called Assessment Mode (AM) (formerly known as Automatic Assessment Configuration [AAC]) works with iTester to lock down an iPad for online testing. Technology coordinators do not need to do anything to set up AM. When a student launches the iTester App and logs in to a test, and then logs in to a test session, AM will automatically prompt the user to enter single app mode.




This action disables features such as auto correction, define, spell check, predictive keyboard and some keyboard shortcuts. For a complete list, visit this Apple Support page.

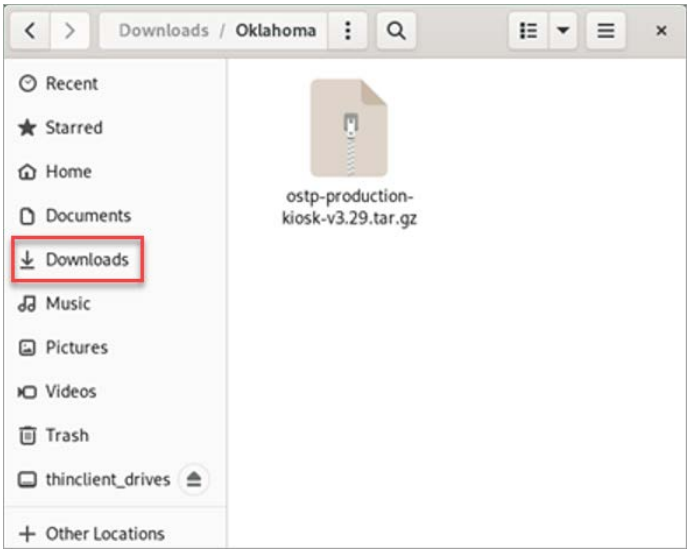
This feature helps ensure a secure test environment without requiring technology coordinators to use Mobile Device Manager Software or manually turn on guided access and change keyboard settings. AM is the preferred method of securing the iTester App and should be used in place of guided access. If guided access is on, it will override AM; therefore, guided access should be turned off to allow AM to function. No additional setup is necessary to enable AM.

## C. Linux

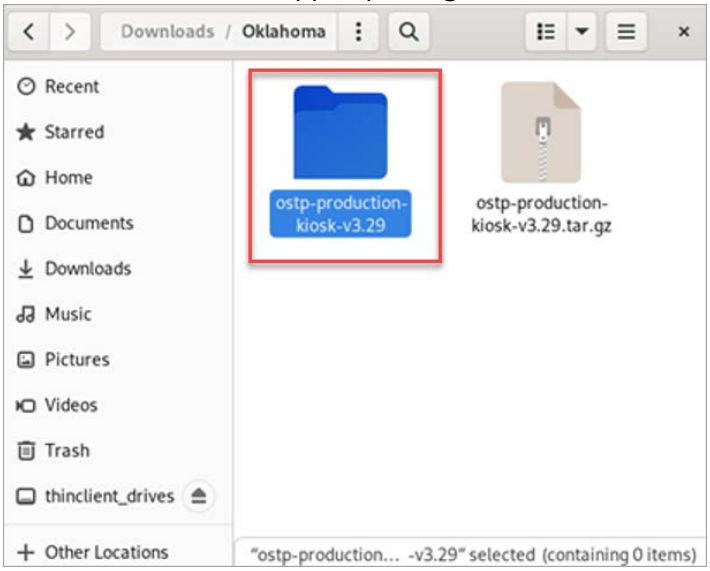
**Step 1: Set up your school technology**
Review section II: Technology Guidelines and section III: Technology Setup in detail.

**Step 2: Download the OSTP Student Kiosk**

1. Go to the OSTP Portal and log in with your username and password. If you need assistance logging in to the OSTP Portal, contact your BTC or DTC.
2. On the portal home page, click **Administration.**
3. On the Administration home page, click **Student Kiosk for Linux**. The file will download to the "Downloads" folder.

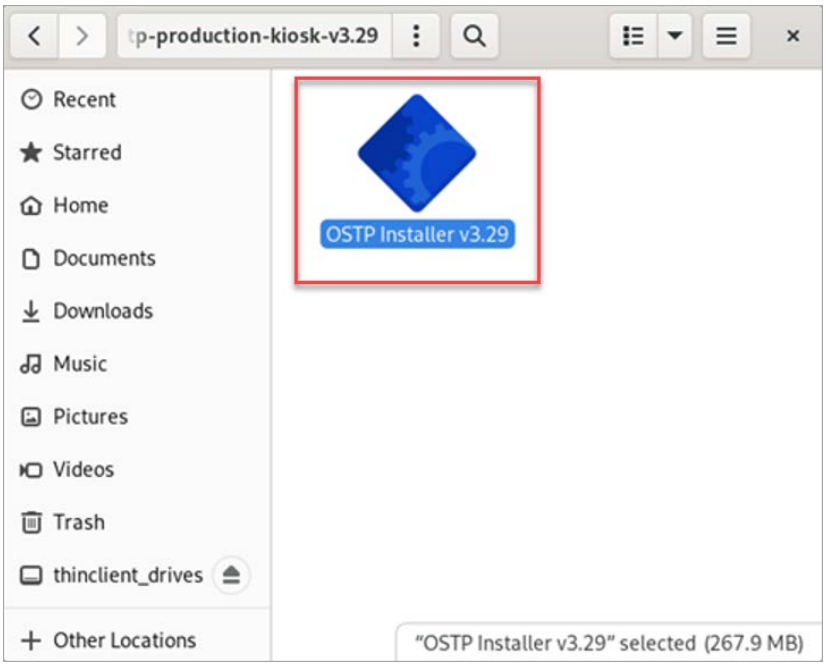



4. Extract the installation file from the zipped package to a location on the computer.

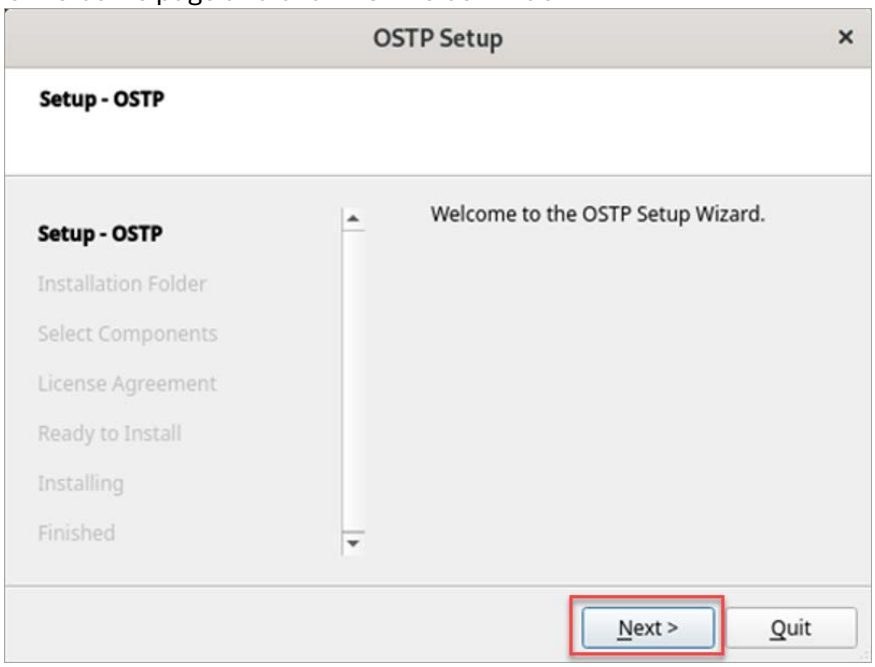


**Step 3: Install the downloaded Kiosk**
Upon completion of extraction of installation file:

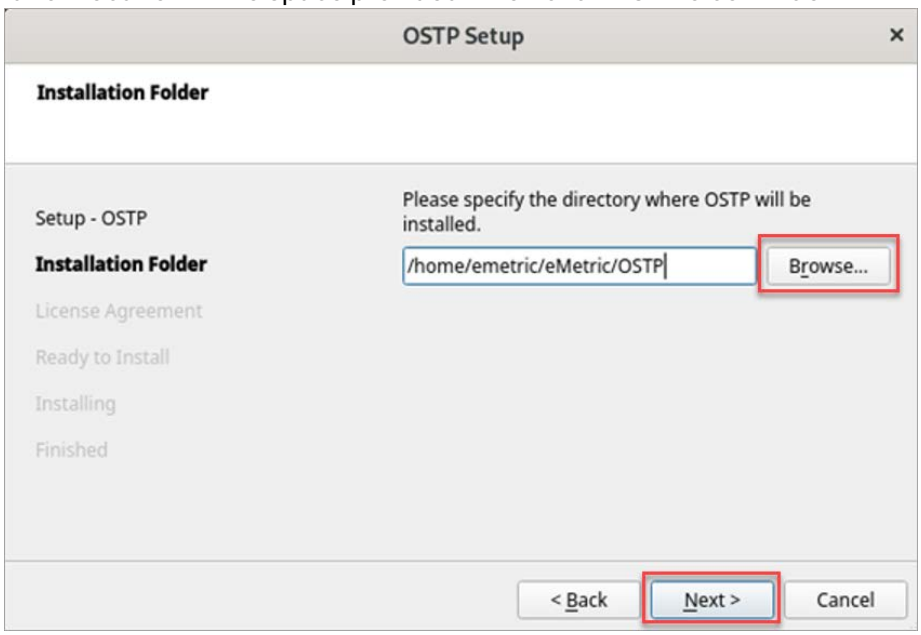
1. Navigate to the kiosk installer file and execute.




2. Read the Welcome page and click **Next** to continue.



3. Use the default folder location for installation or click **Browse** and type a different installation location in the space provided. Then click **Next** to continue.

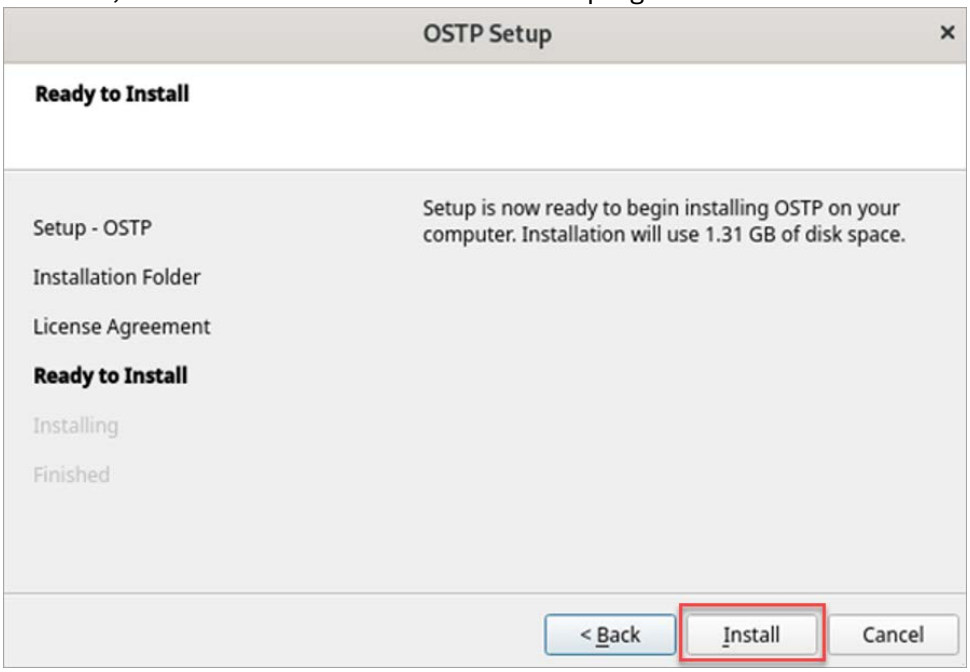


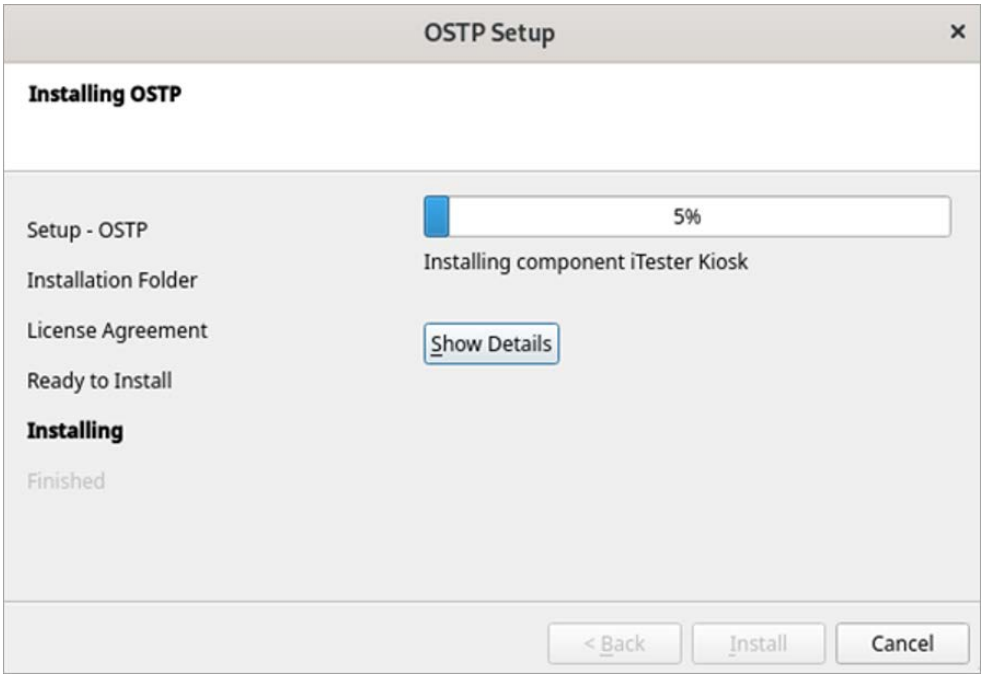

It is recommended that the kiosk is installed on the testing device instead of a network installation to avoid network connection issues (see section III part A, Network Connectivity).

**Important:** In the event the student loses internet connectivity during testing, responses will be stored to this location. Additionally, this folder must have the appropriate permissions to allow test takers to write data.

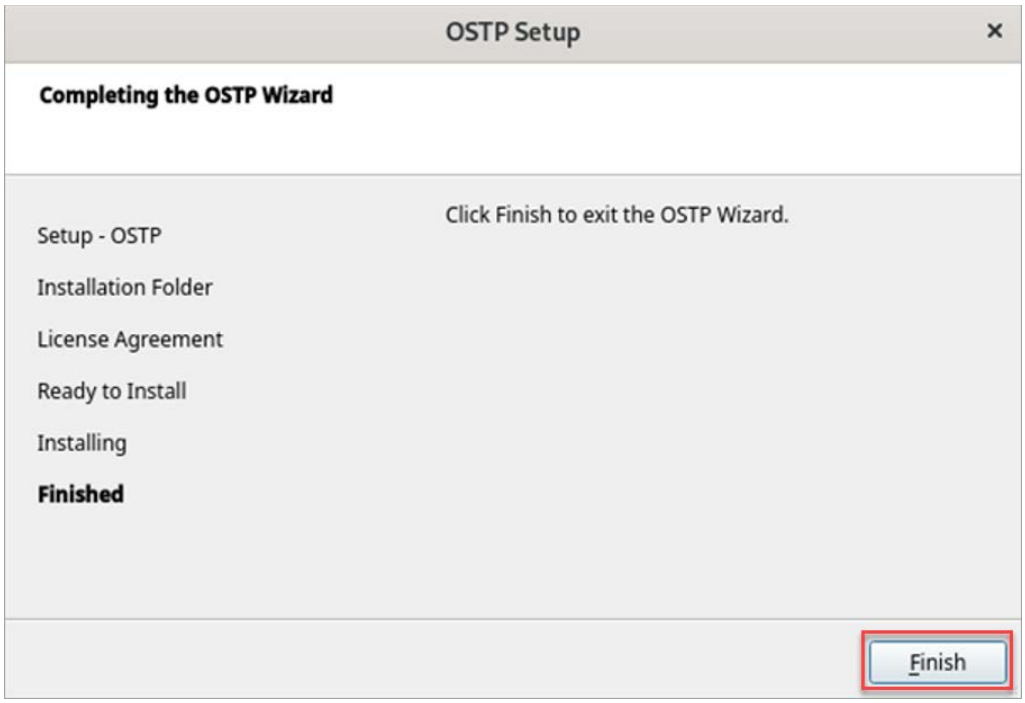
4. Read the License Agreement and check the **I accept the terms of the license agreement** check box. Click **Next** to continue.

5. Click **Install**, a blue bar will be shown to show the progress as the kiosk is installed.




6. Click **Finish** to exit Setup.




When you are ready to complete Site Readiness for this configuration, see section IV: Site Readiness Testing and Site Certification.

## D. Mac OS

Follow the steps below to install the kiosk on all student testing running macOS. The macOS kiosk is updated each year. If your devices have a previous version of the OSTP Student Kiosk, the new kiosk can be installed on top of the old version by following the instructions below.

### Step 1: Set up your school technology

Review section II: Technology Setup in detail.

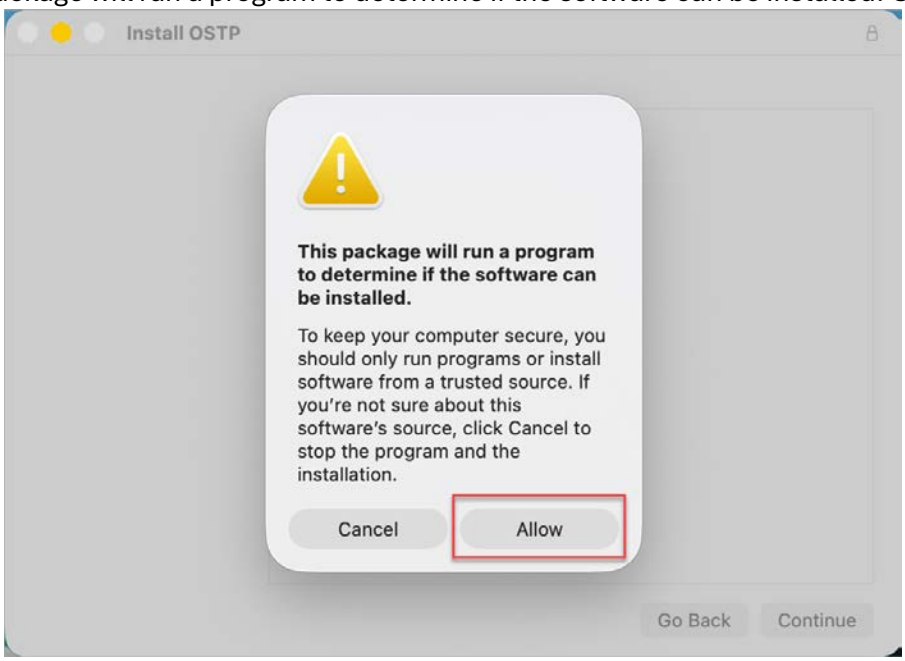
### Step 2: Download the OSTP Kiosk

1. Go to the OSTP Portal and log in with your username and password. If you need assistance logging in to the portal, contact your BTC or DTC.
2. On the portal home page, click **Administration**.
3. On the Administration home page, click **Student Kiosk for Mac**. The kiosk will download to the device.

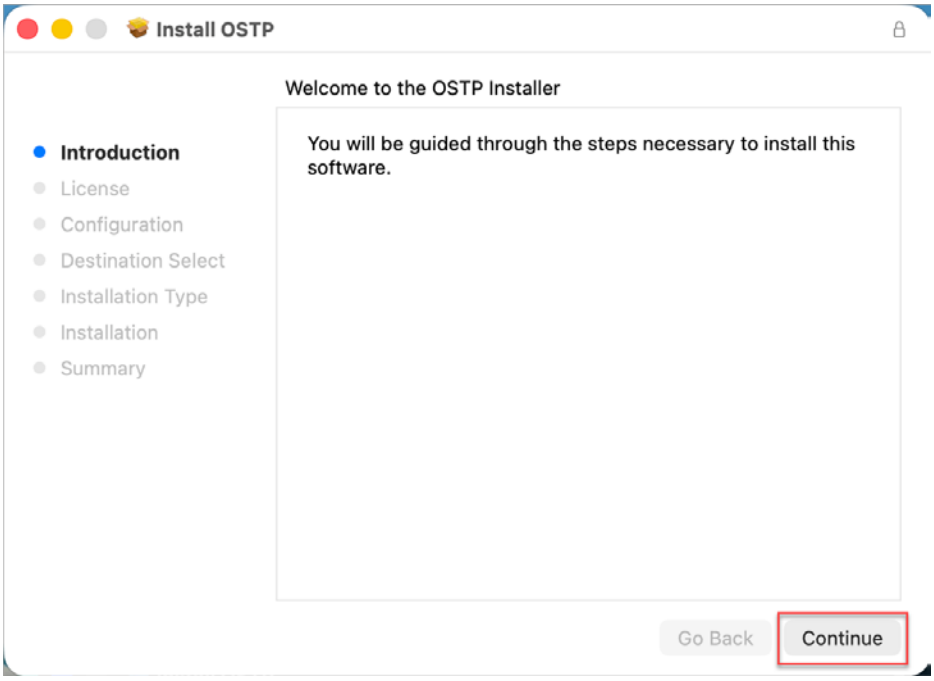
### Step 3: Install the downloaded Kiosk

Upon completion of the download process:

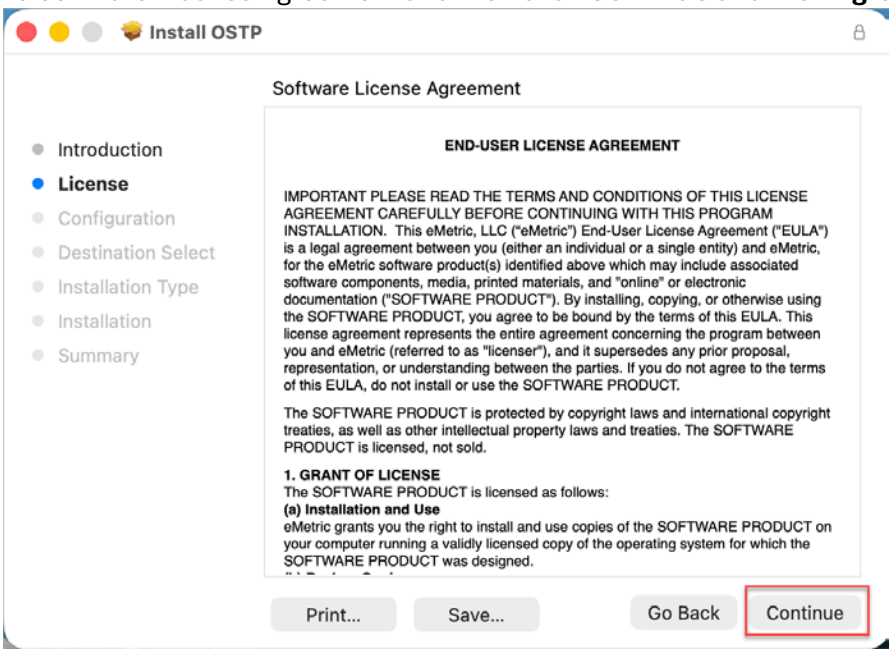
1. Navigate to the file location you specified during the File Save process.
2. The package will run a program to determine if the software can be installed. Click **Allow**.

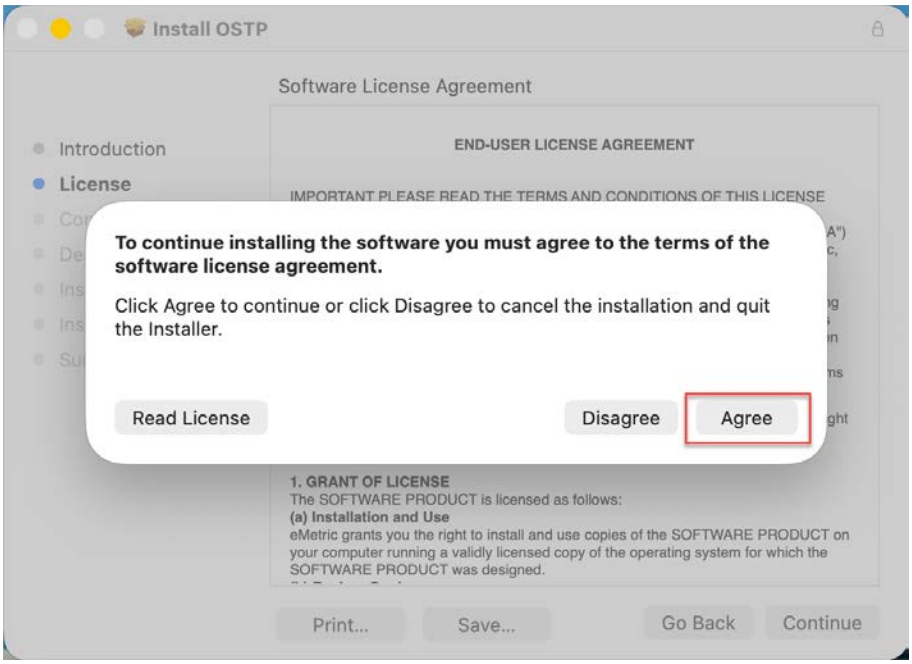


3. Read the instructions and click **Continue**.




4. Read the Software License Agreement and then click **Continue** and then **Agree**.






5. Indicate where you would like to store student responses.

   **Important:** In the event the student loses internet connectivity during testing, responses will be stored to this location. Additionally, this folder must have the appropriate read/write permissions to allow test takers to write data to this location.

   Choose from the following two options:

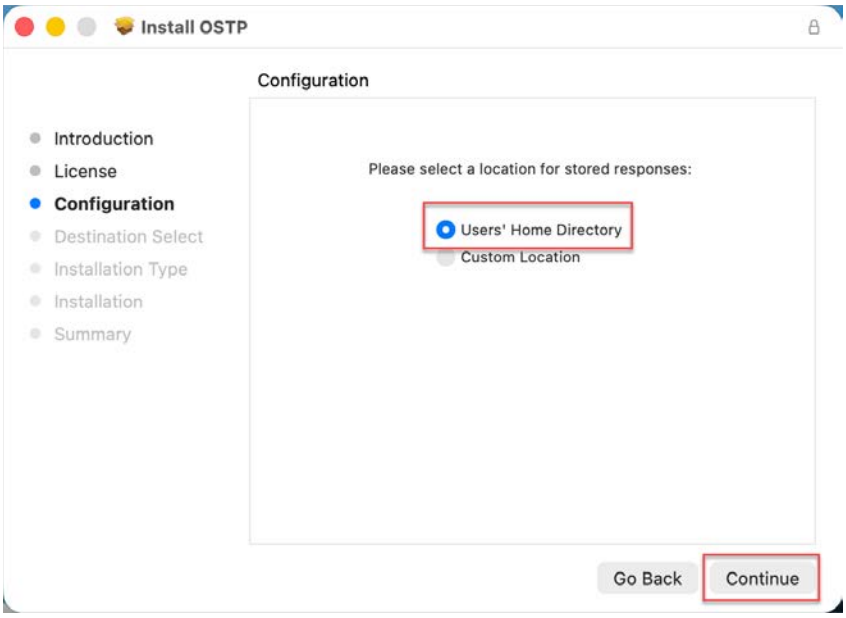
   - **User's Home Directory:**

     During kiosk installation, if you choose the default option to store the stored response files in the user profile, these files will have names similar to the format below:

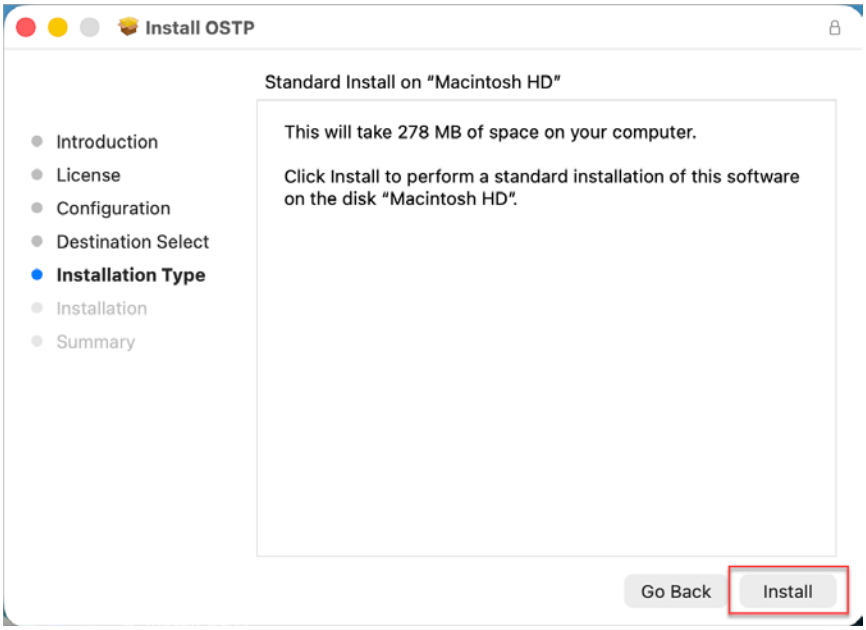
     ***~ /Library/Application Support/eMetric/OTSP/Storage/iTesterSync_AD849G-DA56-19F3-73K39823DJS3***

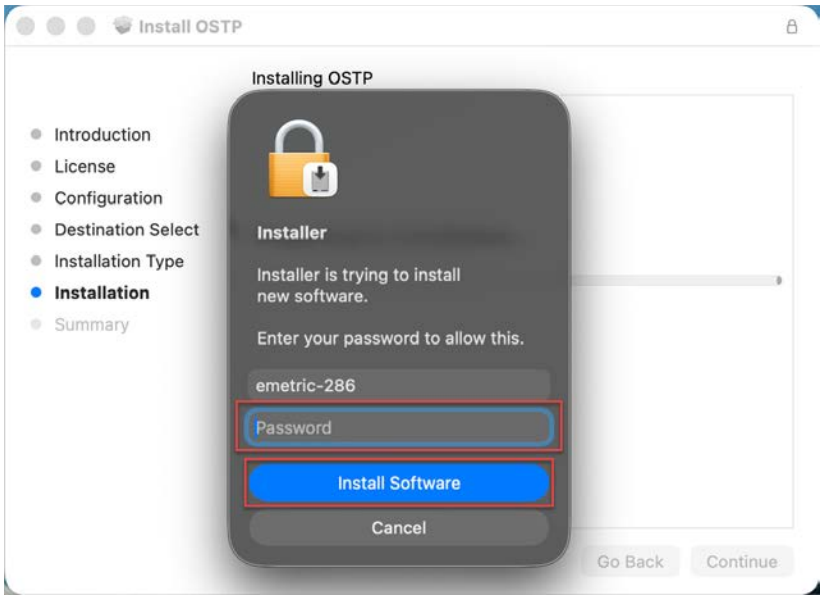
   - **Custom location:**
     If you select **Save in the following directory**, you must manually enter the alternate path.

   For more information on selecting a location for stored responses or retrieving stored responses, contact the Cognia Service Desk at oktechsupport@cognia.org or (866) 629-0220.

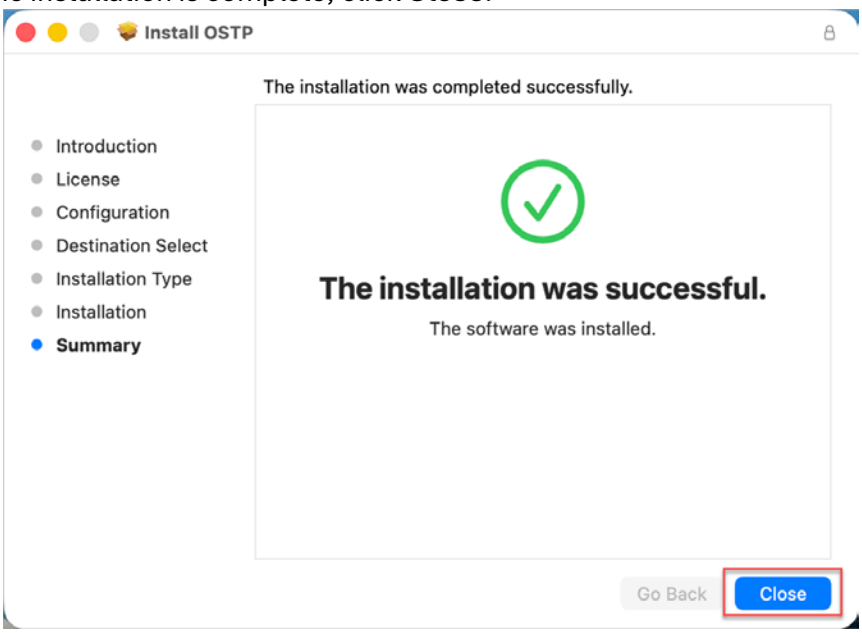



6. Then click **Continue**.
7. Verify installation type and click **Install**. You may be required to enter your admin password.






8. When the installation is complete, click **Close**.




9. For enhanced security measures, grant the testing application access to **Desktop Folder**. To grant access follow the path below:

   Click System Settings > Privacy and Security > Files and Folder > OSTP > Desktop Folder (Turn on Toggle).

10. If you are using a newer system running MacOS 15.0 or greater with an M2 processor chip you will need to install Rosetta. This can be accomplished by launching the OSTP Kiosk for the first time.

    After launching the kiosk, you will be prompted:

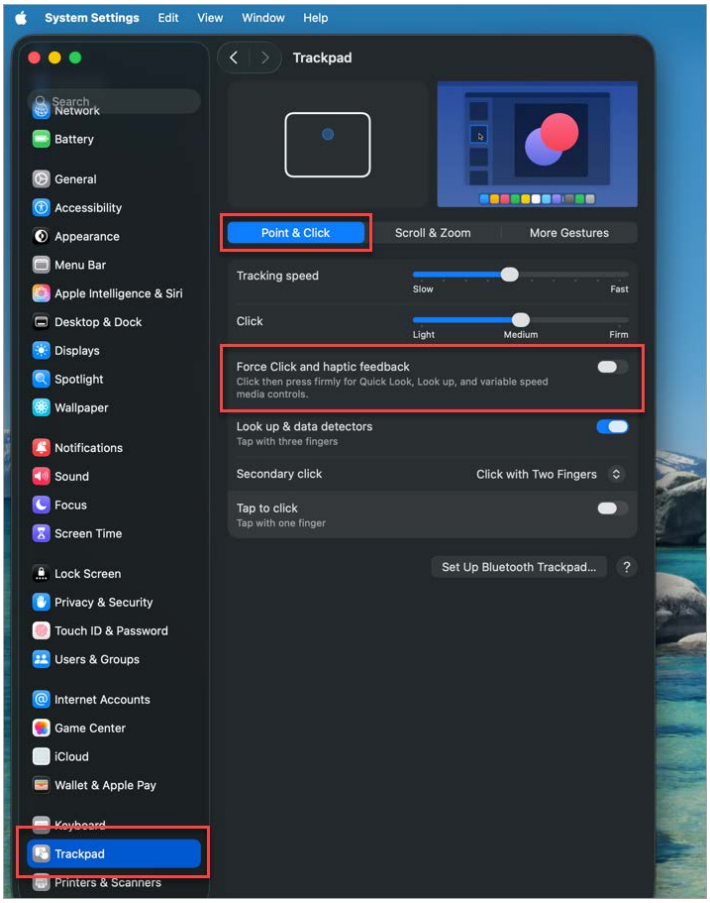
To open “OSTP,” you need to install Rosetta. Do you want to install it now?

Select **Install**.

**Note:** Rosetta enables Intel-based features to run on Apple silicon Macs. Reopening applications after installation is required to start using Rosetta.

**11.** Force Click will need to be disabled for MacBooks with Force Touch trackpads. By disabling Force Click, the trackpad will function as normal and will only disable the secondary press features, not disable the trackpad itself. To disable, follow the path below:

Click System Settings > Trackpad > Point & Click > Force Click and haptic feedback (Turn off Toggle).




**Note**: This setting will only be available if the MacBook has a Force Touch trackpad.

When you are ready to complete Site Readiness for this configuration, see section IV: Site Readiness Testing and Site Certification.

**Note**: Students should avoid using **Command (⌘) + Q** to exit the application. Using this shortcut to exit the application can sometimes trigger an unexpected error. This is a system-wide feature and not specific to our application. Instead, always use the in-app Exit button or logout options provided in the interface.

## E. Windows OS

Follow the steps below to install the kiosk on all student testing devices running Windows. The Windows kiosk is updated each year. If your devices have a previous version of the OSTP Student Kiosk, the new kiosk can be installed on top of the old version by following the instructions below.

### Step 1: Set up your school technology

Review section II: Technology Setup in detail.

### Step 2: Download the OSTP Kiosk

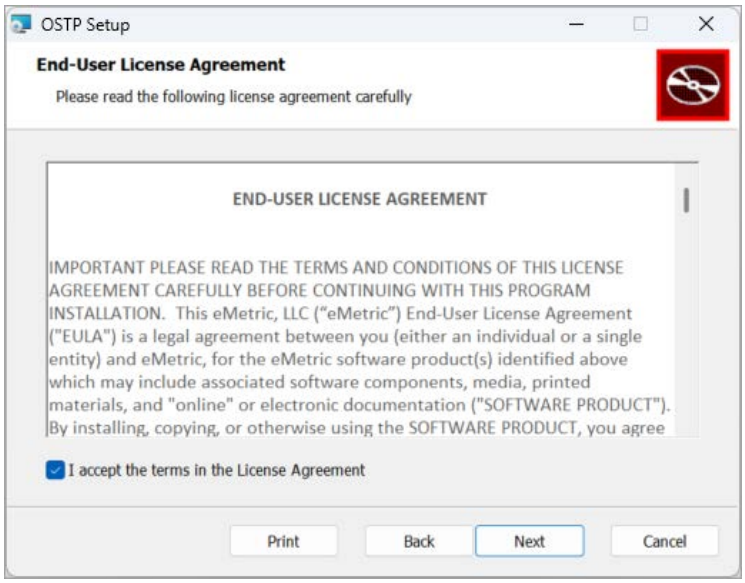
1. Go to the OSTP Portal and log in with your username and password. If you need assistance logging in to the portal, contact your BTC or DTC.
2. On the portal home page, click **Administration**.
3. Click **Student Kiosk for Windows** to download the OSTP Kiosk to the device.

### Step 3: Install the downloaded Kiosk

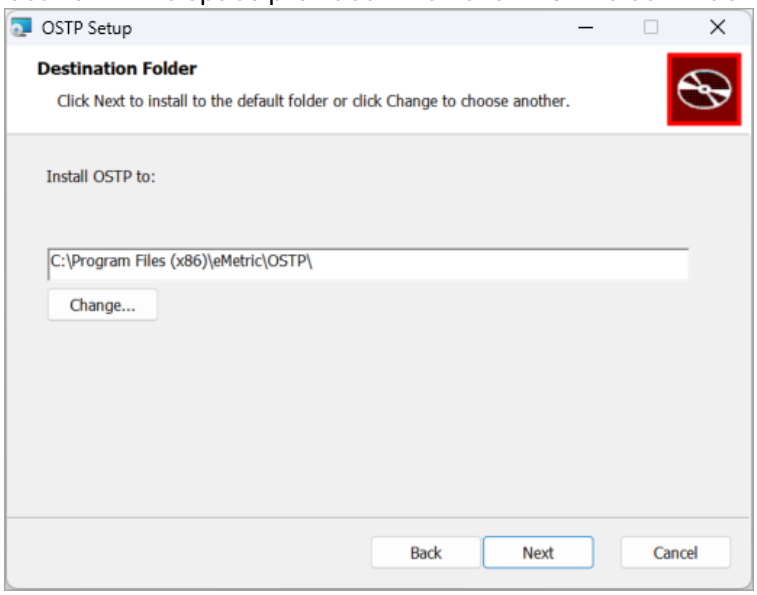
The OSTP Kiosk for Windows can be installed on the school network or on each individual student testing device. It is recommended that the kiosk is installed on each individual device to avoid network connection issues. For installing on each individual student testing device follow the steps below, or follow the steps for Windows MSI Package Scripted Installation, or follow the steps for Windows MSI Package Installation Via Group Policy.

1. Click the installation file in the **Downloads** folder on the device. The **Setup Wizard** will open. Read the instructions and then click **Next** to continue.

2. Read the End-User License Agreement and check the **I accept the terms in the License Agreement** check box. Click **Next** to continue.




3. Use the default folder location for installation or click **Change** and type a different installation location in the space provided. Then click **Next** to continue.

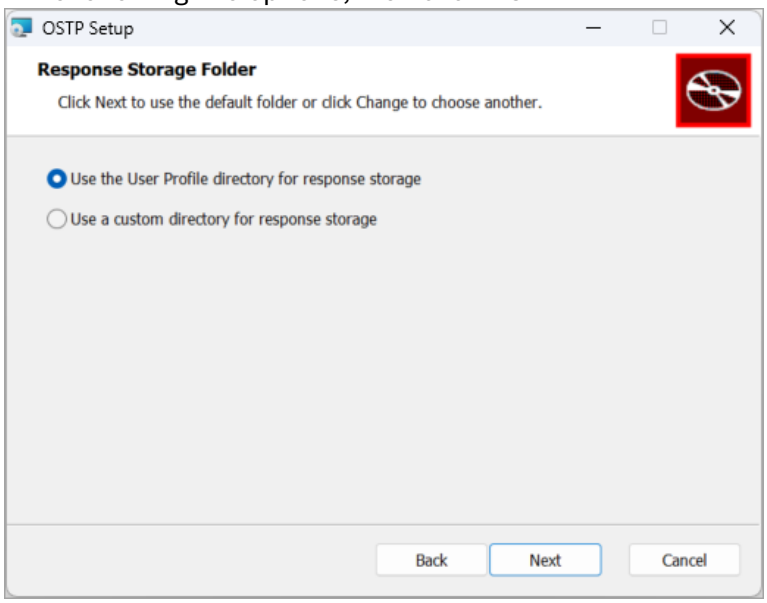



**Note:** You can choose to install the kiosk in a shared network folder or a local folder on the student testing device. It is recommended that the kiosk is installed on the individual student testing device instead of a network installation to avoid network connection issues (see section II, part A: Network Connectivity).

4. Select the directory to store student responses.

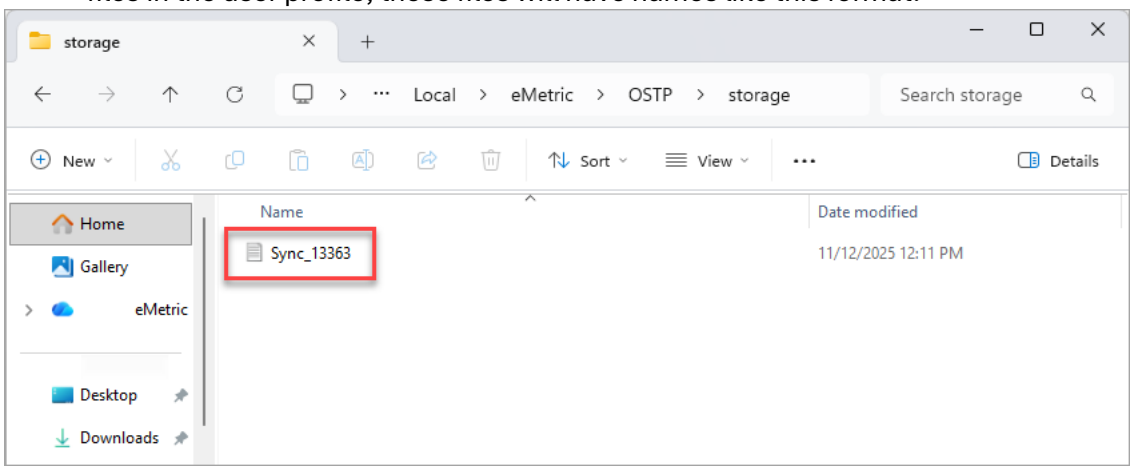
   **Important:** In the event the student loses internet connectivity during testing, responses will be stored to this location. Additionally, this folder must have the appropriate permissions to allow test takers to write data.

   Choose from the following two options, then click **Next**:




- **Use the User Profile directory for response storage:**

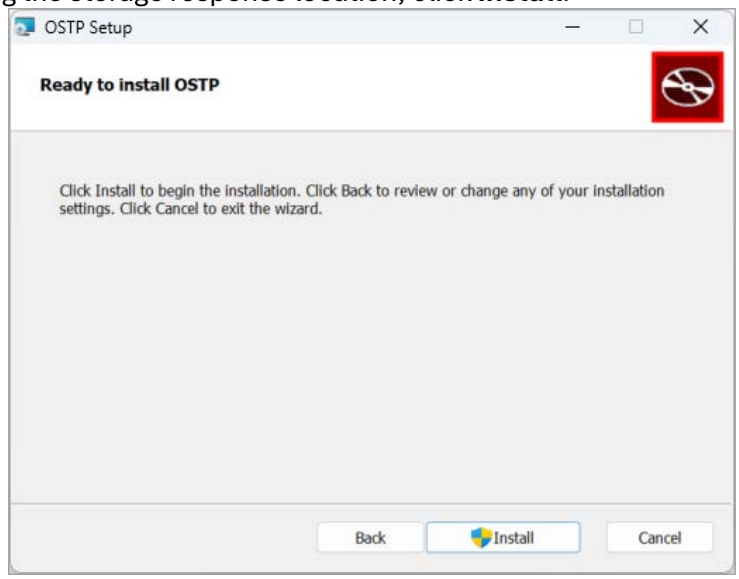
  During kiosk installation, if you choose the default option to store the stored response files in the user profile, these files will have names like this format:



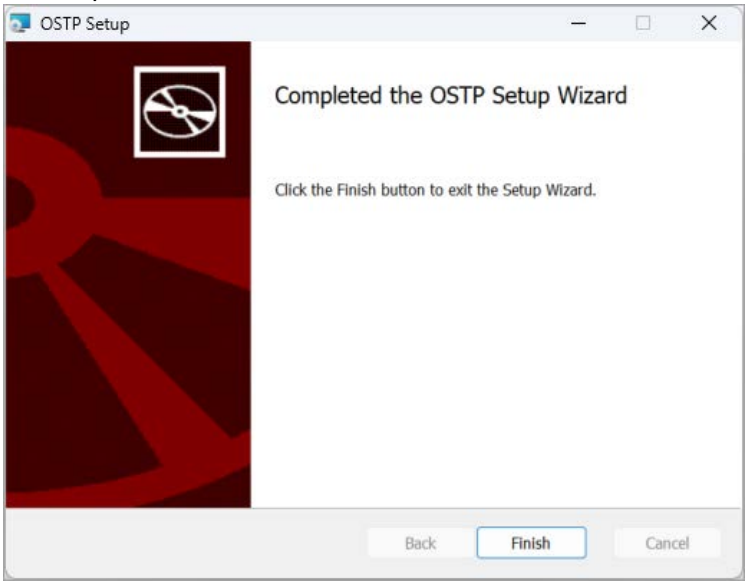

- **Use a custom directory for response storage:**

  If you select **Save in the following directory**, you must manually enter the alternate path.

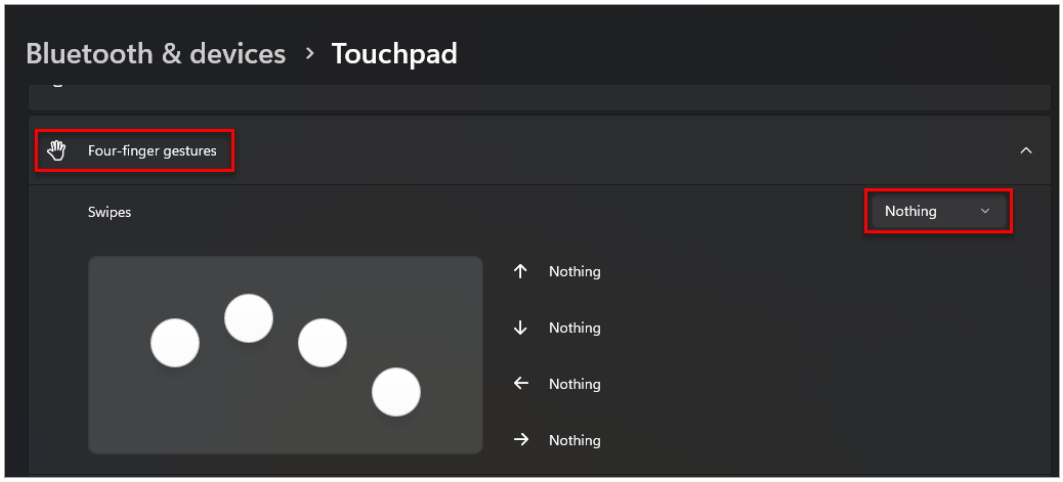
5. After verifying the storage response location, click **Install**.




6. Click **Finish** to complete the installation.



7. For Windows devices with touchpads Four-finger gestures for swiping will need to be disabled. To disable go to **Settings > Bluetooth & devices > Touchpad**. Then locate Four-finger gestures and expand the section. Next, change the drop-down menu for Swipes to **Nothing**.




When you are ready to complete Site Readiness for this configuration, see section IV: Site Readiness Testing and Site Certification.

**Windows MSI Package Scripted Installation**

Network administrators can install the OSTP Kiosk via an installation script to be executed by an Admin account on the machine. The script can be written to run without any human interaction (quiet switch) and to install in the default directory (C:\Program Files) or any target directory of choice. Uninstalling the client can also be scripted.

Below are generic scripts that can be used for installation and uninstallation.

*Script Examples*

<Source> = Complete path to the OSTP Kiosk MSI installation file, including .msi installation file name. Example: C:\Downloads\OSTP.msi

<Target> = Complete path to the location where kiosk should be installed other than the default location (C:\Program Files). Example: C:\ OSTP\Installation_Dir

<APPDATALOCATION> = Complete path to the location for storing the cache and encrypted student responses created due to network interruptions. Example: D:\Cache.

**Note:** Ensure that this location is excluded from system restore software, like Deep Freeze.

**Installation Script**

msiexec /I "<Source>" /quiet INSTALLDIR="<Target>" ITESTERAPPDATALOCATION="<APPDATALOCATION>" INSTALLLEVEL=2

**Example:** msiexec /I "C:\Downloads\ OSTP.msi" /quiet INSTALLDIR="C:\ OSTP" ITESTERAPPDATALOCATION="D:\Cache" INSTALLLEVEL=2

**Warning:** If you do not specify ITESTERAPPDATALOCATION, then the Local Application Data folder located in the User Profile of the actively logged-in user will be used by default. If you do not specify INSTALLLEVEL=2, then the configuration required for setting the <APPDATALOCATION> will not be created.

**Uninstallation Script**

msiexec /X "<Source>" /quiet

Example: msiexec /X "C:\Downloads\ OSTP.msi" /quiet

**Windows MSI Package Installation Via Group Policy**

Network administrators can use Microsoft Active Directory Group Policy to distribute the OSTP Kiosk MSI package to all client computers.

Follow the step-by-step instructions described in Microsoft's Knowledge Base article.

**Note:** Default installation locations will be used when using Group Policy to distribute the OSTP Kiosk. This option will also not allow systematically specifying a network location for caching and storing encrypted student responses created due to network interruptions. The local Application Data folder located in the User Profile of the actively logged-in user will be used by default.

**Windows Network Kiosk Installation**

To install the OSTP Kiosk on a school network:

1. Complete the local kiosk installation listed above on the machine that will host the application.
2. Configure the stored response location to network share or leave as default during installation.
3. On the student testing devices, create a shortcut to the application on the network. The shortcut created should be pointed to OSTP.exe.
4. Ensure that users have read/write/modify access to stored response directory configured in Step 2.

# IV. Site Readiness Testing and Site Certification

## A. Purpose

The OSTP Portal includes a Site Readiness tool for schools and districts to assess their readiness for online testing via the OSTP Kiosk and to identify any potential technology-related issues before testing begins to ensure a smooth testing experience. The Site Readiness tool is used to verify that testing devices meet the minimum requirements and have been properly configured.

The Site Readiness tool includes the **System Set-Up Test** and the **Student Interface Test**.

- The **System Set-Up Test** tests bandwidth, connectivity, screen resolution, and the text-to-speech function.
- The **Student Interface Test** provides sample test questions to determine whether the device is capable of correctly displaying and navigating test content in the OSTP Kiosk. The Student Interface Test also allows technology coordinators to test the student tools, including the Line Reader, Text Highlighter, and Notepad, to confirm they are functioning properly.

To administer the Site Readiness test, the technology coordinator launches the OSTP Kiosk on each device configuration (i.e., device type and operating system) being used for testing at that site and then uses the Site Readiness login for the assigned school to run the test. Then, the assessment technology coordinator certifies the site (school) in the OSTP Portal to indicate to the BTCs and DTCs that the site's technology is ready for testing.

**Note:** The Site Readiness test must be conducted using the secure OSTP Kiosk. The test does not need to be conducted on the browsers used for practice tests.

## B. Using the Site Readiness Tool

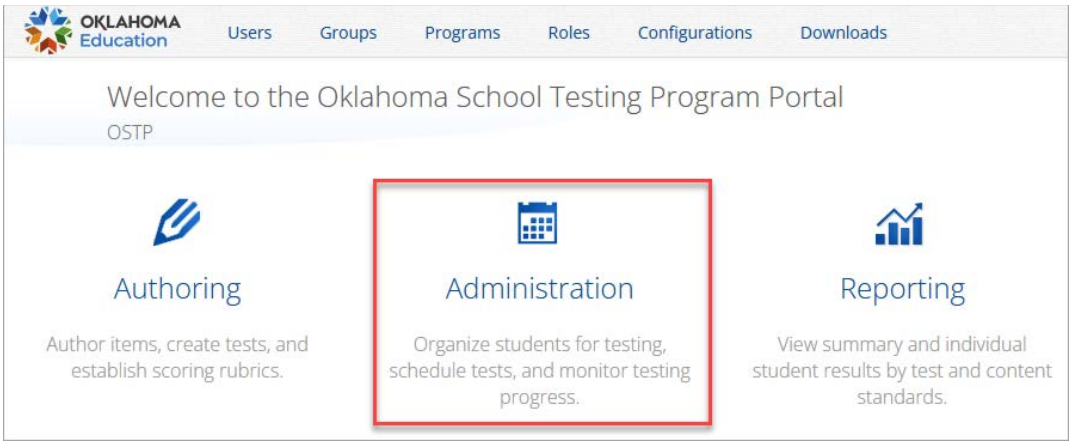
It is crucial that the Site Readiness tool is run on **every** device type or device configuration that will be used for testing. The results for each device tested will be captured and displayed on the Site Readiness Details page within the OSTP Portal.

**Note:** Starting with iPadOS 13, Apple made a change with the user agent for iPadOS. Due to this change, iPads do not populate in the Site Readiness tab of the OSTP Portal. If you are an iPad school or district, we recommend running the Site Readiness tool on a few iPads to ensure they pass the System Set-Up and Student Interface tests without issues and recommend an alternative method of communicating this information to test coordinators.

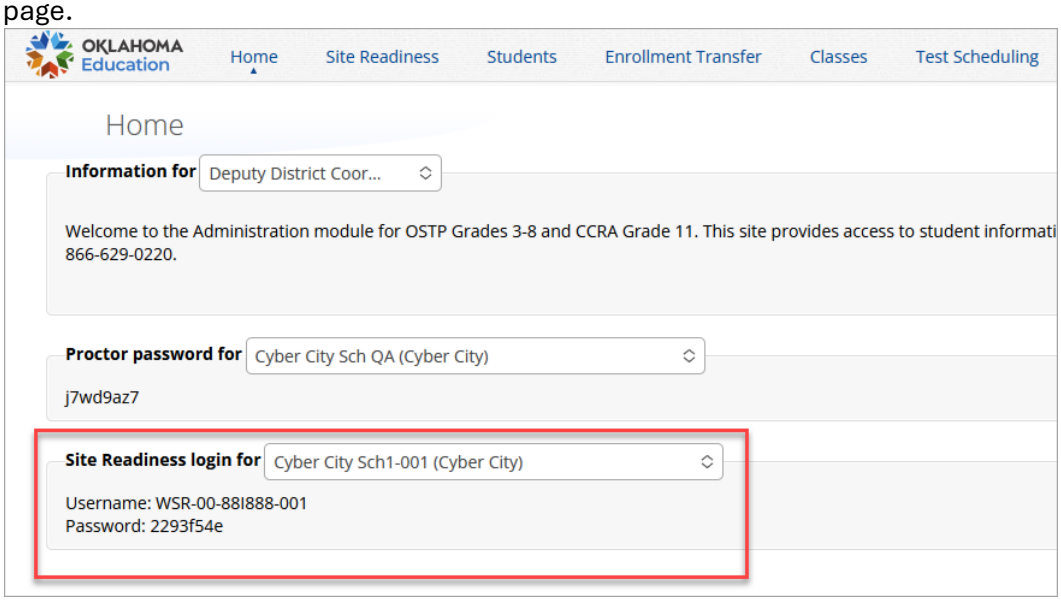
After reviewing the Technology Guidelines and installing the OSTP Kiosk, follow the instructions below.

**Step 1: Locate the Site Readiness credentials in the OSTP Portal**

1. Log in to the OSTP Portal with your username and password
2. On the Portal home page, click **Administration**.




3. The Site Readiness account information appears at the bottom of the Administration home page.



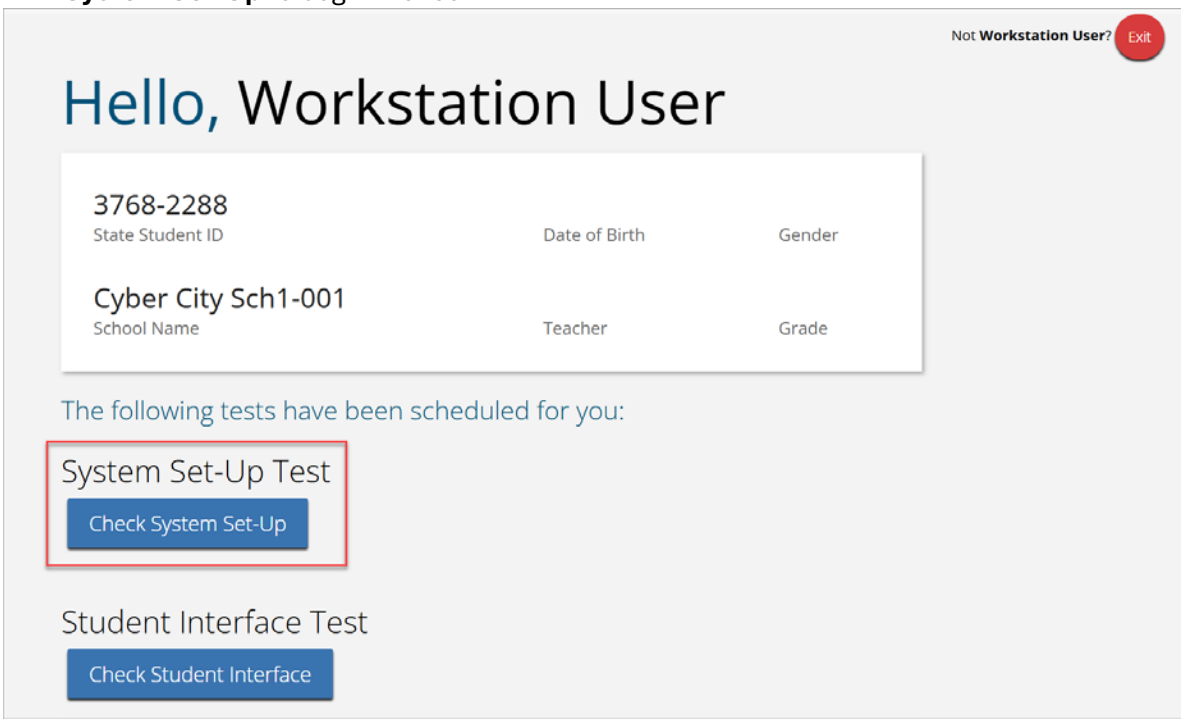

4. Make a note of the username and password for the school, which you will use to log in to the OSTP Kiosk.

**Step 2: Conduct Site Readiness on every device configuration**

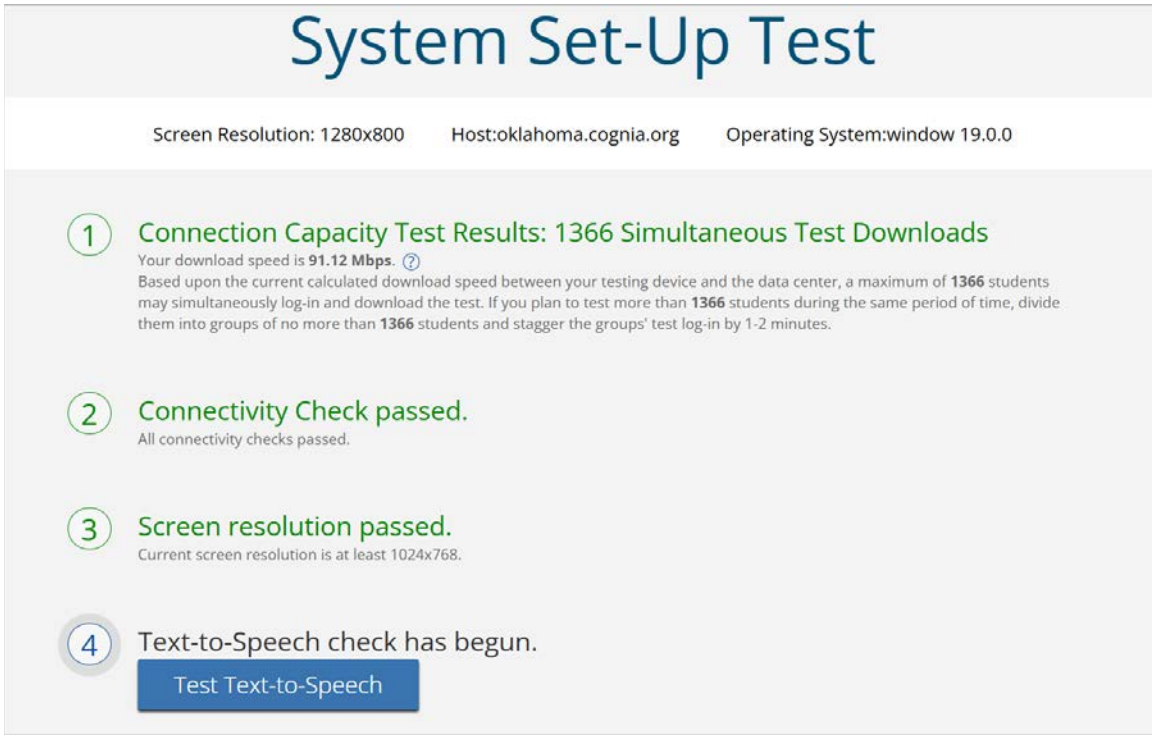
1. Launch the OSTP Kiosk on the device.
2. Log in to the OSTP Kiosk with the Site Readiness username and password provided for the school (shown above).

   **Important Note:** Use the Site Readiness login credentials exclusively for the school only, and do not use the credentials for any other purposes. Do not use the Site Readiness credentials for any other school.


3. Verify your school's name at the top of the page. Under **System Set-Up Test**, click **Check System Set-Up** to begin the test.



The screen resolution, host URL (https://oklahoma.cognia.org), and operating system for the device are listed at the top of the System Set-Up Test page. The System Set-Up Test consists of four parts: the Connection Capacity Test, the Connectivity Check, the Screen resolution check, and the Text-to-Speech check. The results of each test appear as soon as it is completed.




4. The **Connection Capacity Test** evaluates your site's capacity for simultaneous test downloads. It provides the current download speed between the testing device and the testing servers (data center), and, based on that speed, it provides the maximum number of students that may simultaneously log in and download a test session.

   If you plan to test more students concurrently than the recommended number of simultaneous test downloads, it is recommended that you divide the students into groups no greater than the number of recommended simultaneous test downloads and stagger each group's test log in by 1–2 minutes. This will reduce the likelihood of interruption during sign-in.

5. The **Connectivity Check** is designed to ensure the testing device has access to both the kiosk's local storage folder, where student responses will be saved if the test device loses internet connectivity, and the testing servers.

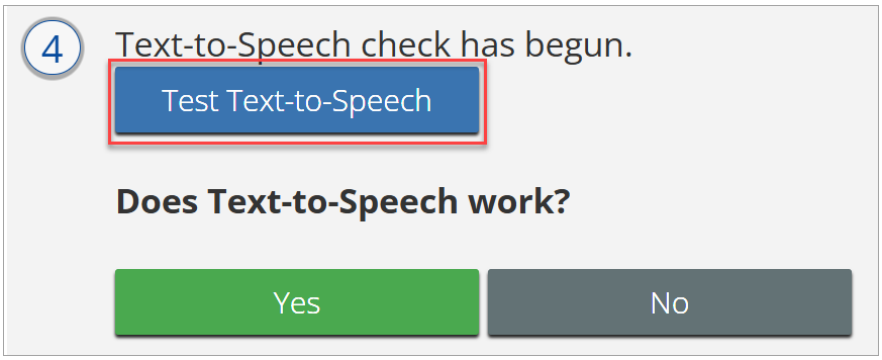
   - If the Connectivity Check fails with the following message:

     "The connectivity check failed. Please check your read and write permissions to the storage folders and try again or contact Support for further assistance. Error Code: 6004 – StorageWriteFail"

   This means that the OSTP Kiosk does not have the proper permissions for the storage folder. The kiosk requires read, write, and modify permissions on Windows and Read & Write on Mac.

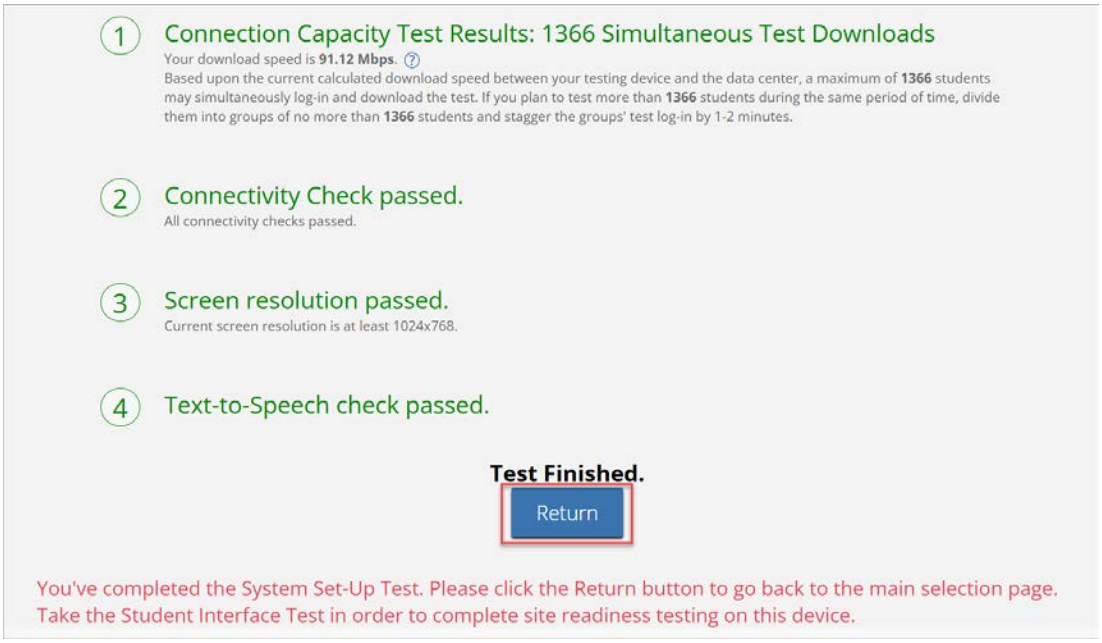
- If the test fails for any reason other than "Error Code:6004 - StorageWriteFail," contact the Cognia Service Center.

6. The **Screen resolution test** will ensure that the testing device meets the required screen size and resolution for an optimal testing experience. If this test fails, adjust the screen resolution of the device.
7. The **Text-to-Speech test** will ensure that this accommodation is operating as expected for students who have this accommodation. In the Text-to-Speech field, click **Test Text-to-Speech** to play a voice sample.



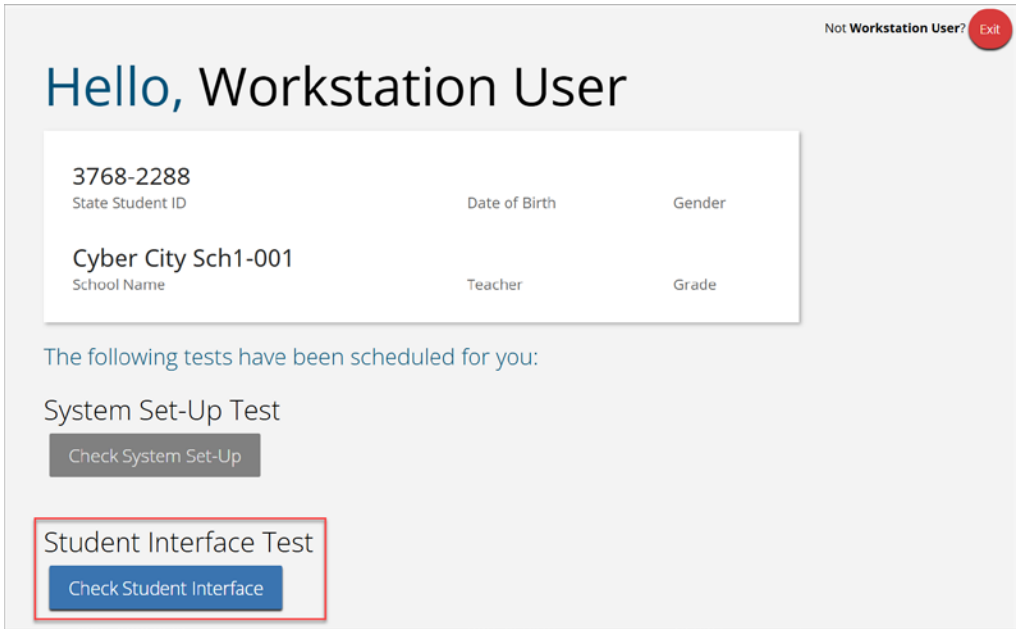

- If you can hear the voice sample, click **Yes**.
- If you cannot hear the voice sample, click **No**, and fix your audio connection. You will need to verify that there is a voice package installed on your machine, that there is an audio playback device connected to the testing device (e.g., internal speakers, external speakers, headphones), the volume is not muted and is audible, and that the desired audio playback device is set as the default device.

8. When you are done, click **Return** to return to the Site Readiness page.

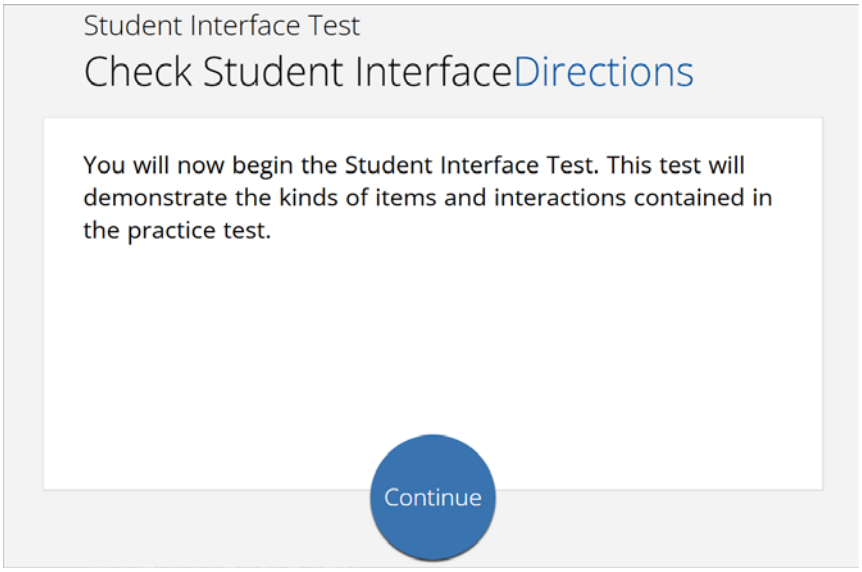


- If all the system checks are successful, you are ready to begin the next Site Readiness test.
- If one or more system checks fail, adjust your configuration as needed and re-run the System Set-Up test.

**9.** When the System Set-Up test is completed, click the blue **Check Student Interface** button.




**10.** Read the instructions on the page and then click **Continue**.

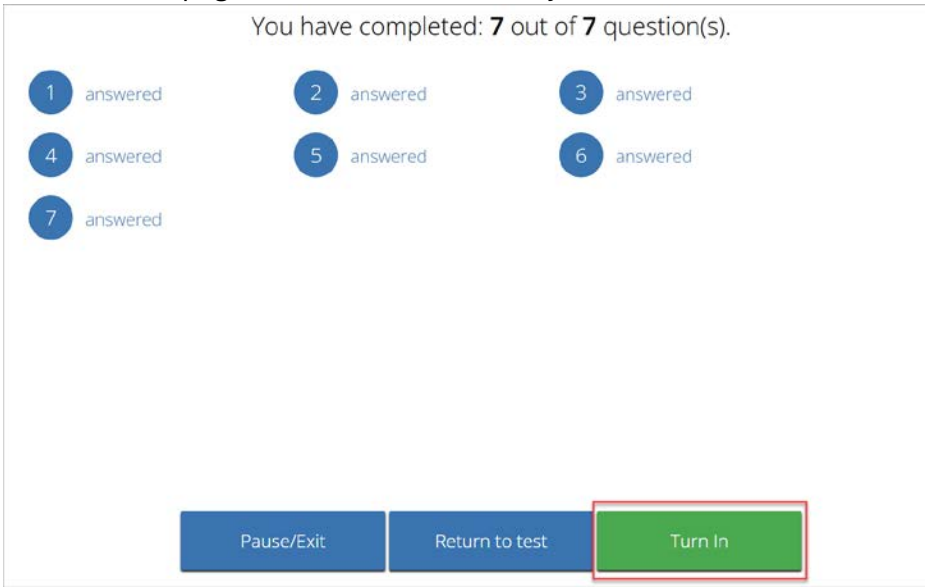



**11.** Confirm that you can effectively respond to a few questions. Click on and try out a few student tools, such as the Notepad and Line Reader, to make sure you can use them. To activate a tool, click on the tool in the tool bar and use it in the test interface. On the constructed response question, ensure you can type in the response box.

**Note**: Certain tool, accommodations, and accessibility features will be available in the student kiosk for operational testing but will not be available in the Site Readiness tests.

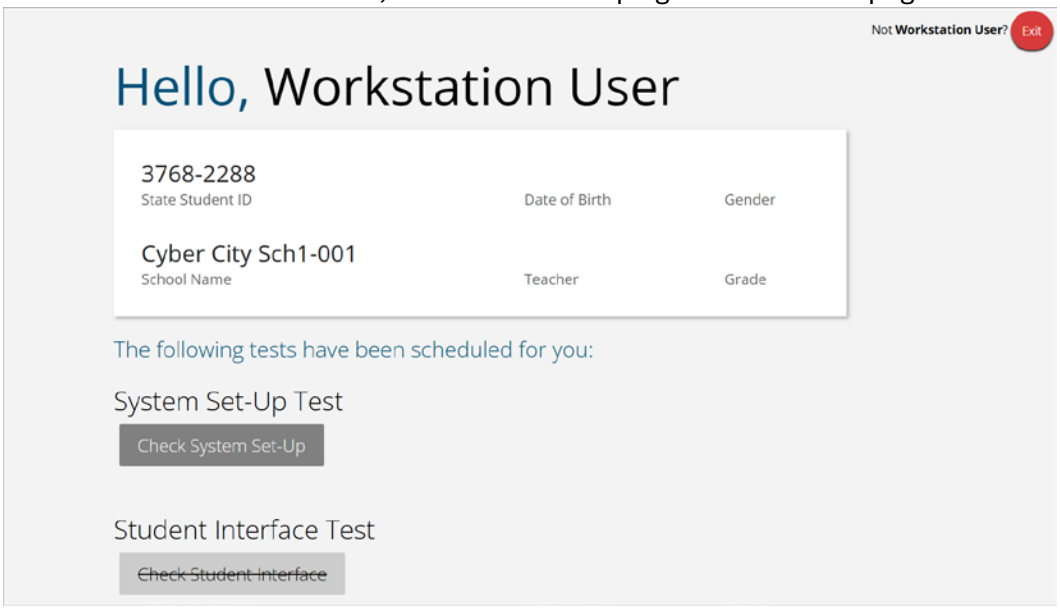
**12.** On the last test question page, click **Finish**.

**13.** On the Test Review page, click **Turn In** to submit your test.




**14.** To confirm, click **Turn In** again. You should return to the Site Readiness page where the test session is grayed out.

**15.** To exit the Site Readiness tool, click **Exit** in the top right corner of the page.



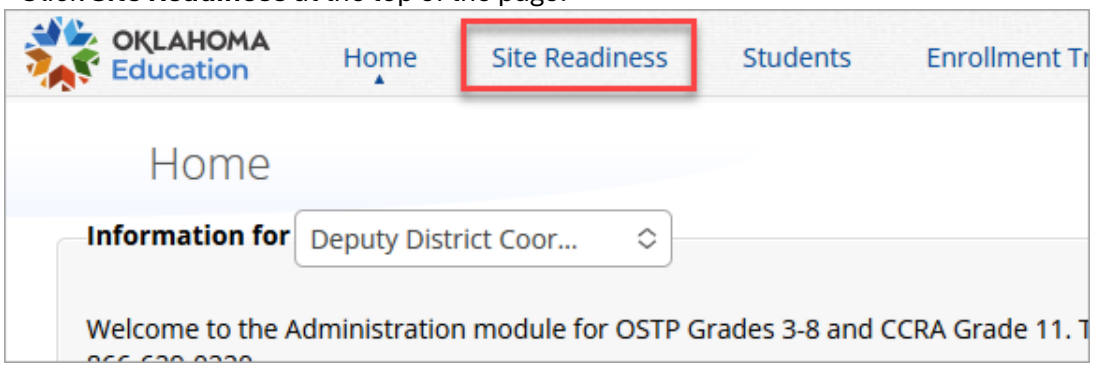

**16.** To close the OSTP Kiosk, click **Exit** at the bottom right corner of the student sign-in page.

If you have questions about the Site Readiness tool, contact the Cognia Service Center.

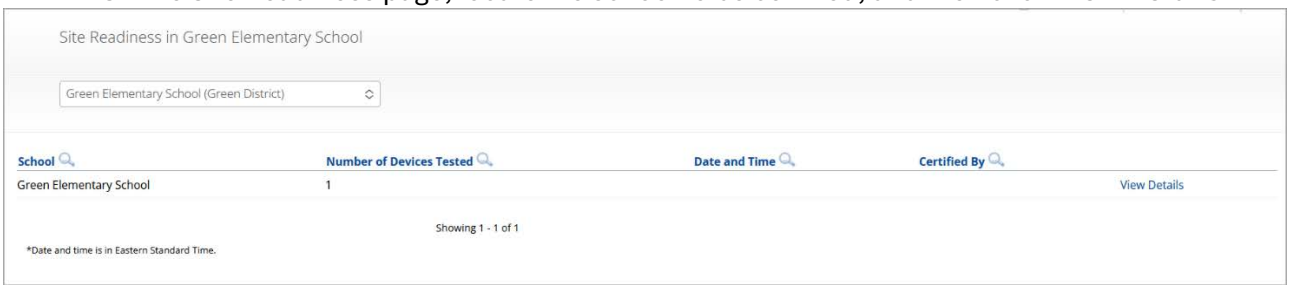
## C. Site Certification

After all device configurations for your school have successfully completed Site Readiness, the technology coordinator will certify the site for testing.

1. Log in to the OSTP Portal with your username and password.
2. Click Administration.
3. Click **Site Readiness** at the top of the page.

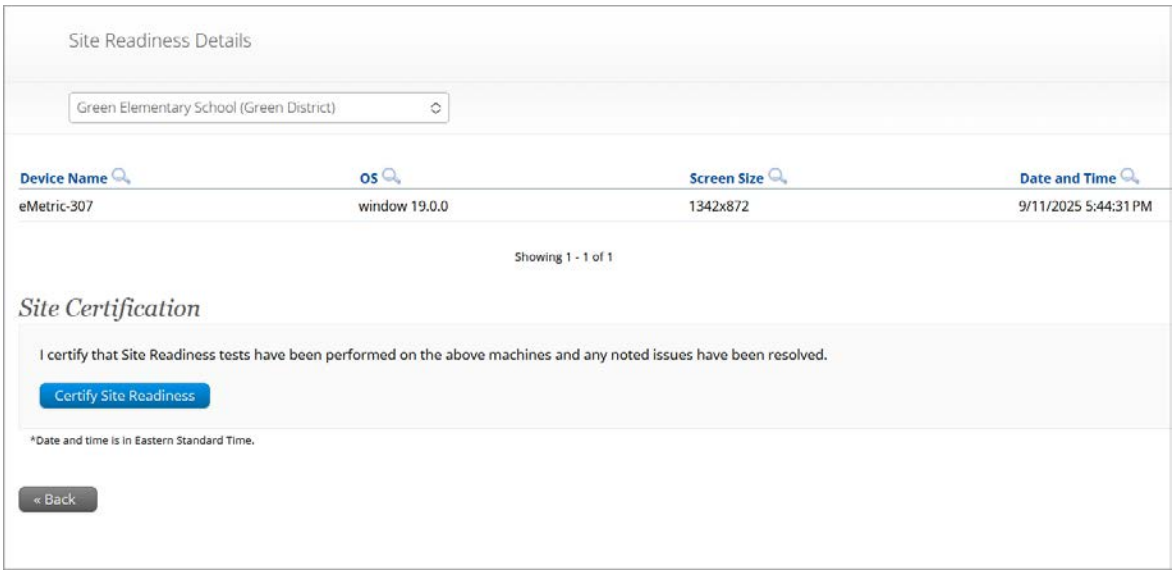



4. On the Site Readiness page, locate the school to be certified, and then click **View Details**.




5. On the Site Readiness Details page, verify that all the devices or device configurations for this location have successfully run the Site Readiness tool and meet the technology requirements.

6. Click **Certify Site Readiness** and click **Yes** to confirm in the pop-up window.




7. The **Site Certification** section updates with the date and time when the site was certified and the username of the user who certified the site for testing.


DTCs and BTCs can also view when the site was certified and who certified the site on the Site Readiness tab without having to click into the Site Readiness Details.

This certification indicates to the DTC or BTC that the assessment technology coordinator has tested the devices at the site and ensured they are operating as expected and meet the technology requirements, acknowledging that the site is ready for testing. Once complete, technology coordinators should inform their school test coordinators.