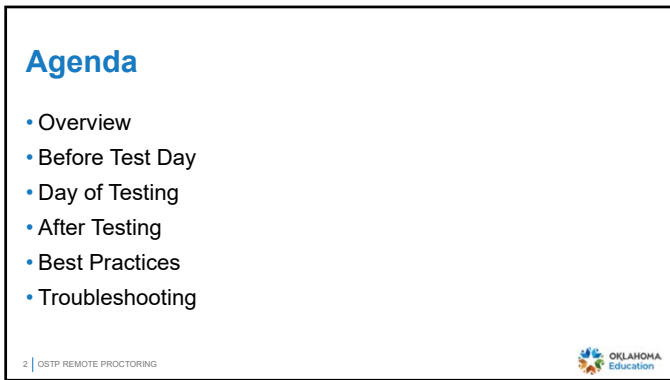
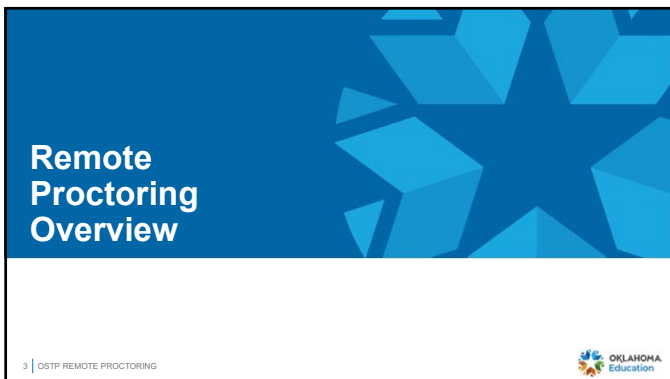




1



2



3

Remote Proctoring - Legislation

- [70 O.S. § 3-145.11](#) allows statewide virtual charter schools or schools with full-time virtual education programs to administer state assessments remotely to students in grades 3-8.
- It prohibits virtual testing for high school students.
- It requires proctoring with a camera and audio.
- A student's individual needs, including accommodations, should be considered.

4 | OSTP REMOTE PROCTORING



4

Remote Proctoring – General Guidelines

- The testing platform provided by Cognia/eMetric has audio and video capabilities. Please ensure that students have a device that has these embedded capabilities and meet the specifications required for remote testing.
- Test Administrators and Test Proctors – who will be called Remote Test Administrators (RTA) and Remote Test Proctors (RTP) – should have at least two screens in order to view the testing platform and all of the student screens.
- No more than 10 students can be assessed within one virtual testing session.

5 | OSTP REMOTE PROCTORING



5

Remote Proctoring – Staffing

- Each session should have a dedicated Remote Test Administrator (RTA) and Remote Test Proctor (RTP).
- Both the RTA and RTP will need the Remote Test Administrator user role assigned within the testing portal so that they both can log in and monitor students.
- The RTA and RTP should be proctoring the test session **in the same room in the same physical location** so that they can easily communicate with each other when issues arise.
- The RTA and RTP should complete modules for Remote Proctoring.
- Both the RTA and RTP should be employees of the district.
- The RTA should be an education-certified professional.

6 | OSTP REMOTE PROCTORING



6

Technology Requirements

- The student must have a reliable internet connection.
- The student must have a device (computer) with an internet connection.
- The student device must have an integrated web camera and audio capabilities (microphone and speaker).
- Testing Device:
 - Must be compatible with the online testing program and applications used by the test vendor (Cognia).
 - **Must have the current or latest version of the testing kiosk downloaded to the student device.**

7 | OSTP REMOTE PROCTORING



7

Testing Room/Environment

- The student must be in a room where the student can be alone during the entire test session.
- Walls and desk surfaces must be clear of anything related to the subject being assessed.
- Study aids, notes, and other materials related to the content area must be removed.
- No music or other background noises are permitted.
- The student should **not** have an extra monitor, nor should there be any other device that can access the internet present in the room.

8 | OSTP REMOTE PROCTORING



8

Remote Proctoring – Parents/Students

- Parents will be required to sign a letter indicating their permission for remote testing and agreement to the remote testing rules and procedures.
- Students will be required to sign an agreement to the remote testing rules and procedures.
- Once a student is logged into the testing session, there should be no one else in the room during testing.
- Students/Parents will need to be able to communicate with the Testing Staff besides using the testing kiosk should issues arise.
 - A phone number is advised since students cannot use a messaging or videoconference if they are logged into the kiosk.

9 | OSTP REMOTE PROCTORING



9

Remote Proctoring – Looking Ahead

- Please ensure that your district has a way to securely transmit test tickets to your students who are testing remotely.
- Please ensure that there is a virtual meeting method for your testing staff and students before the testing session starts. This will ensure that the testing script can be read to students, the session access codes can be shared, a pre-check can be done of the student's testing materials, and any issues can be addressed before starting the testing session.
- Before remote testing, students should be familiar with the OSTP Online Practice Test, including how to navigate through the testing platform and the tools available.

10 | OSTP REMOTE PROCTORING



10

Resources

- Parent/Student Agreement Letter
- Remote Test Administrator/Proctor module on Canvas
- Remote Proctoring Test Administration Manual (RP TAM)
- Remote Test Administrator Security Form (RTA Test Sec. Form)
- Remote Proctor Observation Log (RPOL)
- eMetric Help Guides

11 | OSTP REMOTE PROCTORING



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Before Testing Duties

12 | OSTP REMOTE PROCTORING



12

Before Test Day: DTCs/BTCs

- Remote testing sessions should be set up in the portal (opens **April 6**)
- All embedded accommodations must be enabled **BEFORE** students are put into a testing session in the portal.
- Make sure that each remote testing session has no more than 10 students assigned to 2 staff members.
- Check to see that Remote Test Administrators (RTA) and Remote Test Proctors (RTPs) have successfully completed the required Canvas training and have submitted their certificates.
- Enable the Remote Test Administrator role in the Cognia portal for all RTAs & RTPs.
- Make sure each Remote Testing Session is included on the Official Schedule of Testing.

13 | OSTP REMOTE PROCTORING



13

Before Test Day: DTCs/BTCs

- Have district plans in place and communicate them to RTAs/RTPs:
 - Communicate videoconferencing plans to each RTA/RTP and direct them on what to do, when to start these, etc.
 - Communicate what RTAs/RTPs should turn into DTCs/BTCs and when;
 - Communicate who fills out Testing Irregularity Form and or submits an invalidation and when;
 - Ensure that RTAs/RTPs have all resources and numbers that they may need (Cognia Help & Support; IT Director; DTC/BTC; Parents);
 - Ensure that RTAs/RTPs know location for testing and that they have appropriate devices plus **at least** two screens.
 - Ensure that RTAs/RTPs have the RP TAM, RPOL, and RTA Security Form.

14 | OSTP REMOTE PROCTORING



14

Before Test Day: DTCs/BTCs

- Ensure that:
 - students have appropriate devices and have the kiosk downloaded onto their device;
 - students have their test tickets transmitted securely at least three days before the testing session begins;
 - students have utilized the practice test before the testing session and are comfortable with navigating throughout the kiosk and using the tools;
 - students/parents know the plan and log in for the videoconferencing immediately before the testing session;
 - students and parents have all resources and numbers that they may need (writing checklists and/or formula sheets);
 - Note: the checklists and formula sheets are available within the testing kiosk.
 - Students have appropriate calculators that meet the calculator policy or are prepared to utilize the calculators within the testing platform.
- Collect all Parent and Student Agreements one week before students are scheduled to test.

15 | OSTP REMOTE PROCTORING



15

Before Test Day: RTAs/RTPs

- RTAs/RTPs should ensure that they have appropriate devices, at least two screens, and that they know the location from which they are to proctor testing;
- RTAs and RTPs must complete Canvas training BEFORE the test administration and send certificates to the BTC/DTC;
- RTAs/RTPs should download/bookmark and read the Remote Test Administration Manual before testing;
- RTAs/RTPs should download/bookmark and review the Remote Proctoring guides before testing;
- RTAs/RTPs should log into the Cognia portal before testing to ensure that they have the appropriate role & that they know how to launch a remote testing session and find log ins and access codes for students;

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16

Before Test Day: RTAs/RTPs

- RTAs/RTPs should ensure that
- they have all the contact information they need before testing (Cognia Help & Support; IT Director; DTC/BTC; Parents);
 - they can access other needed forms and resources (RPOL, RTA Test Security Form, troubleshooting guides);
 - each student testing has test tickets delivered securely;
 - each student has turned in a **signed** Parent Agreement Letter and Student Agreement Letter BEFORE testing.
- RTAs/RTPs should schedule a meeting in the videoconferencing platform to meet with students before launching the testing kiosk;

17 | OSTP REMOTE PROCTORING



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Before Test Day: Parents/Students

- Each student must turn in a **signed** Parent Agreement Letter and Student Agreement Letter BEFORE testing;
- Parents/Students must be sure that the student's device is appropriate for remote testing and that the OSTP student kiosk is installed and ready;
- Parents/Students must ensure that the student device has a charger plugged in for testing;
- Parents/Students should ensure that the student device is logged into the home wifi (or whatever internet is being used);
- Students must have navigated through the OSTP Practice Test and practiced using the tools before testing.

18 | OSTP REMOTE PROCTORING



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Before Test Day: Parents/Students

- Students/Parents must ensure that students have all the allowed materials ready: scratch paper and pencils, a testing ticket, reference sheets (if needed/utilized), an approved calculator (if needed/utilized);
- Students/Parents must ensure that there is no prohibited material, devices, or other people allowed in the testing room while the student is testing.

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Day of Testing Duties

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Day of Testing: DTCs/BTCs

- Be available for RTAs/RTPs as needed;
- Have resources bookmarked and ready to share;
- Have phone numbers ready for IT, RTAs/RTPs, Parents, Cognia Help & Support, OSDE;
- Be ready to submit Test Irregularities and Invalidation as needed;
- Note students who did not attend testing so that they can be assigned to a makeup session;
- Attend videoconferencing meetings between RTAs/RTPs and students as needed;

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Day of Testing: RTAs/RTPs

- First, report to correct location on correct day and time;
- Meet virtually with students, using your district's meeting platform; check for test tickets/reference materials/calculators/devices/scratch paper;
- Ensure every student has their device plugged into a charger;
- RTA will read TAM (have a copy ready);
- RTA or RTP will read/show Session Access Code(s) (students write down)
- RTA & RTP will go over procedures (contacting staff; showing calculator/scratch paper BEFORE submitting test; whether student is completing 1 or 2 sections of the test);
- RTA will launch test session while RTP remains in meeting platform so that they can assist students as they transition from the meeting to the testing session

22 | OSTP REMOTE PROCTORING



22

Day of Testing: RTAs/RTPs

- Actively monitor students during testing, ensuring students are working through the test and not utilizing extra materials or having extra conversations (RTAs/RTPs should listen in when students are testing);
- Respond to any raised hands within the kiosk;
- Take notes of any testing irregularities or concerns;
- Ensure students show their scratch paper before and after testing and tear it up in front of the camera, along with their testing ticket and reference materials;
- Ensure student clear their calculator memory in front of the camera;
- Direct students to then submit their test and exit the testing platform;

23 | OSTP REMOTE PROCTORING



23

Day of Testing: Parents/Students

- Students will first log in to the videoconference with RTA/RTP before testing;
- Students must display clean scratch paper, reference materials, and test ticket before testing;
- Students must show approved calculator with clear memory before testing;
- Students/Parents should ensure that the testing device is plugged into a charger;
- Students should confirm whether or not there are any prohibited materials or devices in the testing room;
- Students should listen to the TAM script and any directions provided by the RTA/RTP;
- Students should make note of the needed access codes;
- Students will then exit the videoconference and log into the testing kiosk

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24

Day of Testing: Parents/Students

- Once students are in the testing session, parents must leave the testing room.
- Parents/students should have phone numbers ready in case of technological difficulties (recommended: IT Director; RTA/RTP);
- Students should "raise hand" in the testing platform if they have a question or need a break;
- Students will raise hand when they are finished with their test
 - They need to wait for the RTA or RTP to connect with them;
 - They will show the RTA/RTP their scratch paper/test ticket/reference materials as they tear them up;
 - They will show their calculator with the memory cleared;
 - Then students can be instructed to submit their test and log out.
- Parents can be present when students are submitting test and tearing up test ticket.

25 | OSTP REMOTE PROCTORING



25

After Testing Duties

26 | OSTP REMOTE PROCTORING



26

After testing: DTCs/BTCs

- DTCs/BTCs should have a list of students who did not test;
- DTCs/BTCs need to collect RPOL and Test Security Forms;
- DTCs/BTCs need to collect any notes from RTA/RTPs and submit Irregularity Forms or Invalidations (if needed);
- DTCs/BTCs should schedule makeup test and breach tests as needed;
- DTCs/BTCs should remind parents of the reporting schedule and share the link to the parent portal

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After testing: RTAs/RTPs

- RTP should submit Remote Proctor Observation log with notes for each testing session they proctor
- RTA will submit Test Security form at the completion of their last test administration
- RTA should submit any notes and report any Irregularities or concerns to the DTC/BTC



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After Testing: Students/Parents

- After the testing session, students should be reminded to NOT discuss specific testing items, passages, or material with anyone;
- Students should be encouraged since they completed a difficult test and did their absolute best.



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Best Practices



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Best Practices

- Accommodations
 - Legislation is very clear that the student's needs should be considered before utilizing remote proctoring
 - Students with accommodations will need accommodations enabled to their profile within the portal BEFORE adding them to a class and then a testing session.
 - If an IEP/504 student cannot receive an accommodation (e.g., Braille; scribe, paper/pencil) remotely, then testing remotely should not be an option and the student must be tested in person.
- Headphones/Earbuds
 - If headphones/earbuds are utilized, they should be connected to the testing session ONLY.

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Best Practices (continued)

- Phone/device check
 - Before beginning the testing session, it is required that the RTA/RTP do a device check with every student in their session
 - No phones, smartwatches, smart glasses, tablets, or other devices should be in the room with the student.
- Scratch paper/test ticket/reference paper check
 - Students should show their scratch paper, testing ticket, and/or reference papers to the RTA/RTP before and after testing.
- Calculator check
 - If students are using a hand-held calculator, they will need to hold it up to show that the memory is cleared at the start and end of testing.

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Testing Staff

- Ensure standard test administration rules apply during testing:
- RTA and RTP must stay engaged and monitor the student(s) at all times.
 - No grading papers, reading, using electronic devices, or participating in any activity that will distract from monitoring students will be allowed during testing.
 - RTA and RTP cannot be related to each other nor to any student in the testing session.
 - Don't just watch the gallery of student videos but click on individual students to monitor their screens and listen to background noise.

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Troubleshooting

- Students/Parents will have a troubleshooting guide available in eMetric; it is recommended that they preview this and even download/print a copy before testing.
- Students/Parents should have a way to reach the RTA/RTP if they need assistance logging in; a phone number is recommended.
- Students/Parents need a District Number to call should they have issues with their device or launching the kiosk.

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Troubleshooting (continued)

- RTA and RTP will need the number of the BTC/DTC in case any issues arise
- It is recommended that the RTA/RTP preview and download all user guides before administering the test virtually
- The RTA/RTP are also recommended to have the IT Director's number and Cognia's Service Desk number available if there are issues with the testing platform

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What if?

- If both the RTA and RTP suspect that a parent, family member, or student has violated a testing rule/procedure, BOTH staff members need to note the specific details, the STN #, the testing content and grade level, plus the date and time.
- If a test has to be invalidated due to violations, the DTC will need to submit the testing invalidation in the Accountability Reporting application in Single Sign On as usual.
- If a remote proctored exam has to be invalidated due to violations, a breach test can be ordered. The breach test should be administered at a physical testing site.

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Lessons Learned

- Students must take the assessment at their home; they cannot take the assessment in a public location (library; restaurant);
- If students are not able to log in, or if the RTA/RTP cannot see a student or the student's screen, the test should be paused. If the situation cannot be rectified, the student's test should be invalidated, and the student should be directed to take an in-person test.
- Please report any testing violations to OSDE immediately.

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THANK YOU!

Please reach out to us with any questions!


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Contact Information

- Catherine Boomer, Program Director, State Assessments | catherine.boomer@sde.ok.gov
- Alyssa Tyra, Program Manager, State Assessments | alyssa.tyra@sde.ok.gov
- Corinne Beasler, Project Manager, Mathematics Assessments | corinne.beasler@sde.ok.gov
- Deb Wade, Project Manager, ELA Assessments | deb.wade@sde.ok.gov
- Janna Corn, Program Manager, English Language Proficiency | janna.corn@sde.ok.gov
- Jessica Marine, Project Manager, ELPA Indicator | jessica.marine@sde.ok.gov
- Savanna Payne, Project Manager, ELPA | savanna.payne@sde.ok.gov
- Rebecca Logan, Project Director, NAEP | rebecca.logan@sde.ok.gov
- Susan Viles, Assessment Monitoring Specialist | susan.viles@sde.ok.gov
- Susan Hickey, Assessment Monitoring Specialist | susan.hickey@sde.ok.gov
- Tandra Lambert, Assessment Coordinator | tandra.lambert@sde.ok.gov
- Luke Luschen, Project Coordinator | luke.luschen@sde.ok.gov

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Remote Proctoring Training

Spring 2026 OSTP Grades 3 - 8
ELA, Math, and Science
March 30, 2026




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Agenda

- Remote Proctoring Overview
- Remote Proctoring Features and Tools
- Technology Requirements
- Before Test Day
 - DTC and STC Instructions
 - RTA and RTP Instructions
 - Student/Parent Instructions
- Day of Testing
 - RTA and RTP Instructions
 - Student/Parent Instructions
- Demonstration
- Next Steps and Support

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Remote Proctoring Overview

-  Schools will log in to the same secure **OSTP Portal** they use to administer in-person testing.
-  Students will use the same secure **OSTP Kiosk/App** as used for in-person testing.
-  Proctor Password will **not** be required for remote testing.

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Ensuring Integrity in a Remote Proctoring Session

- Video:**
 - RTAs and RTPs will be continuously monitoring live video of the student using camera on student's testing device.
- Screen Sharing:**
 - RTAs and RTPs will be observing the student's screen during the test.
- Audio:**
 - RTAs and RTPs may unmute student to listen to what is happening in the student's room without initiating a video call to detect irregularities.

RTAs and RTPs may pause a student's test if there is a test security concern.

RTA: Remote Test Administrator
RTP: Remote Test Proctor

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Remote Proctoring Features and Tools

Communication/Monitoring Feature	Who initiates the communication	Feature description
One-to-one Video Call	RTA/RTP initiates	The RTA/RTP and student can have a one-to-one video call.
Pause Test	RTA/RTP initiates	The RTA/RTP can pause a student's test remotely if the student needs to take an approved break or there is a test security concern (e.g., another person enters the room). The RTA/RTP can resume the test when ready.
Screenshare	RTA/RTP initiates	The RTA/RTP can view a student's screen.
Raise Hand	Student initiates	Students can request help by virtually raising their hands. The RTA/RTP can respond via a video call.
Test Event/Alert	System	The RTA/RTP will receive a log of events and alerts for a student's testing activity.

RTA: Remote Test Administrator
RTP: Remote Test Proctor

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Technology Requirements for RTA and RTP

Hardware Requirements	
Desktop or laptop	The device must be able to connect to the internet via wired or wireless networks.
Webcam	Any embedded webcam.
Microphone	Any embedded microphone.
Speaker	Any embedded speaker.
Software Requirements	
Web Browser	Chrome 143 or newer Microsoft Edge 143 or newer

- RTA and RTP devices must have a working camera, microphone, and speaker.
- RTAs and RTPs must use a supported version of Chrome or Microsoft Edge browser to proctor tests remotely in the OSTP Portal.

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Technology Requirements for Students


Hardware Requirements	
Windows desktop or laptop;	Student device must be able to connect to the internet via wired or wireless networks.
Chromebook	For information about device requirements refer to the OSTP Technology Guidelines on the Help & Support website .
Webcam	Any embedded webcam.
Microphone	Any embedded microphone.
Speaker	Any embedded speaker.
Software Requirements	
OSTP Student Kiosk	Windows Kiosk; or ChromeOS App

- Student devices must meet the requirements listed in the *OSTP Technology Guidelines*.
- Student devices must have the appropriate OSTP Student Kiosk installed. Only Windows Kiosk or ChromeOS App are supported for remote testing; other devices are not supported.
- Student devices must have a working camera, microphone, and speaker.
- Students should not use dual monitors or dual screens.
- Chromebooks must be managed devices (whether in-person testing or remote testing).

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Updated Windows Kiosk for Students

- An updated Windows Kiosk was made available in the OSTP Portal on **February 23, 2026**.
- Districts and schools using remote proctoring for the Spring 2026 OSTP assessment must install the updated Windows Kiosk on all Windows testing devices before testing.
- **Important Installation Reminder:** Before installing the updated Windows Student Kiosk, confirm that the previous kiosk version has been completely uninstalled and that any remaining kiosk folders have been removed from **C:\Program Files**.



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Before Test Day Instructions

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Before Test Day: DTC/STC Instructions

- Create classes and assign students to classes (*at least 2 weeks prior to testing*).
- Schedule classes to take the tests (*at least 1 week prior to testing*).
- Distribute student logins securely (*at least 3 school days prior to testing if sending digitally, or at least 5 school days prior to testing if using US mail service*).
- Train RTA and RTP
- Communicate expectations for remote testing

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Creating Classes in the OSTP Portal

- Create classes for each content area following the usual process at least 2 weeks prior to testing.
- For remote testing, classes may contain a **maximum of 10 students**.
- Name the remote classes with the word REMOTE at the start of the class name.

Class	Grade	Student Count	
REMOTE-ELA03-Demo-01010022 (Grade -03)	03	1	View Edit Delete
REMOTE-ELA04-Demo-01010022 (Grade -04)	04	1	View Edit Delete
REMOTE-ELA05-Demo-01010022 (Grade -05)	05	2	View Edit Delete
REMOTE-ELA06-Demo-01010022 (Grade -06)	06	1	View Edit Delete
REMOTE-ELA07-Demo-01010022 (Grade -07)	07	1	View Edit Delete

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Scheduling Tests in the OSTP Portal

- Schedule classes to take tests following the usual process at least 1 week prior to testing.
- When selecting the classes to schedule to take the test, ensure the checkbox for **enabling digital proctoring** is selected.

The screenshot shows a 'Schedule' form in the OSTP Portal. At the top, there is a dropdown menu for 'Class' with 'ELA Demo Form' selected. Below that is a 'Search for Classes' section with a dropdown menu showing 'Cyber Falls Sch2-002 (Cyber Falls)'. A list of classes is displayed, including 'REMOTE ELA03-Demo-01010022 (Grade-03)', 'REMOTE ELA03-Demo-01010022 (Grade-04)', 'REMOTE ELA05-Demo-01010022 (Grade-05)', 'REMOTE ELA06-Demo-01010022 (Grade-06)', 'REMOTE ELA07-Demo-01010022 (Grade-07)', and 'REMOTE ELA08-Demo-01010022 (Grade-08)'. At the bottom, there are fields for 'Start Date' (03/15/2026), 'End Date' (02/28/2026), and 'Time Zone' (Central). A checkbox labeled 'Enable digital proctoring for remote testing' is checked and highlighted with a red box. 'Schedule' and 'Cancel' buttons are at the bottom.

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Before Test Day: RTA/RTP Instructions

- Administer the sample remote proctoring test and practice test to allow students to become familiar with the different types of test questions, and to gain experience with the remote testing.
- Ensure that your remote test is scheduled for your class (students) in the OSTP Portal.
- Obtain a copy of the student summary sheet which contains student usernames and passwords as well as access codes, to assist students with signing in to the OSTP Student Kiosk if necessary.
- Obtain regular videoconferencing invite to ensure you have set up the videoconferencing session on the day of testing with your students.
- Communicate expectations for remote testing.

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Accessing the Remote Testing Test Session

The screenshot shows the OSTP Portal interface. At the top, there are two smaller screenshots: the first shows the 'Oklahoma School Testing Program' login page with a red box around the 'Log In' button; the second shows the 'Welcome to the Oklahoma School Testing Program Portal' page with a red box around the 'Administration' link. Below these, the main portal interface is shown with a navigation menu including 'Home', 'Site Readiness', 'Students', 'Enrollment Transfer', 'Classes', 'Test Scheduling', 'Materials Management', 'Student Registration', and 'Dashboard'. The 'Test Scheduling' menu item is highlighted with a red box. Below the navigation, there are filters for 'School' (Cyber City Sch OE (Cyber City)), 'Class' (ELA), and 'OSTP Operational' (Spring 2026 Demo Test). A table of scheduled tests is displayed with columns for 'Testing Station', 'Created Date', and 'Created By'. A red box highlights the 'View Details/Student Login' link in the table.

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Taking the System Set-Up Test

At least 1 week before testing, all students should run the System Set-Up Test and take the practice test using the installed OSTP Student Kiosk on their test taking device.

For System Set-Up Test:

- Launch the OSTP Student Kiosk.
- Click the **System Set-Up** link to take the test.
- The test will walk the student through verifying the features required for remote testing.
- Students will need to communicate with their teacher whether their device passed the System Set-Up Test.

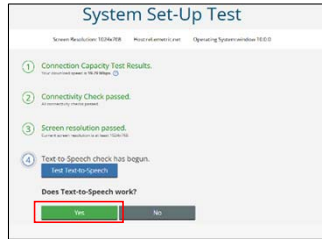


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Taking the System Set-Up Test (continued)

• The system will verify connection to the internet, network connectivity, the minimum screen resolution is met and ask the student to test text-to-speech.

- If the student can hear the text-to-speech, the student will click **Yes**.
- The text-to-speech check tests the student's speakers; all students should complete this test, even if they are not using text-to-speech. Schools should explain this to students prior to conducting the System Set-up Test.

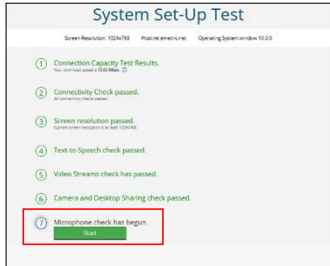


59

Taking the System Set-Up Test (continued)

• The system will verify requirements for video streaming, camera, and desktop sharing.

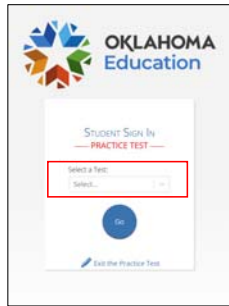
- The student will be asked to perform a microphone check. Click **Start**.
 - The student will be prompted to say, "The quick brown fox jumped over the lazy dog."
 - If the student says nothing or the microphone is not working, the microphone check will fail.
 - If the student speaks and the microphone is working, the microphone check will be successful.



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Taking the Practice Test

- After completing the System Set-up Test, the students should take the grade appropriate practice test using the OSTP Student Kiosk.
 - Launch the OSTP Student Kiosk.
 - Click the link to **Access the Practice Test**.
 - Select the practice test from the drop-down menu.
 - Click **Go**.
- The practice test allows students to become familiar with the different types of test questions and gain experience with the computer-based testing platform, including the tools and accessibility features that will be available during testing.



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Before Test Day Instructions Recap

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Before Test Day Instructions by User

Step	DTC/STC	RTA/RTP	Student/Parent
1	Create classes	Administer sample remote proctoring test and practice test	Sign Parent/Guardian and Student Agreement Letter
2	Schedule classes	Obtain student summary sheet	Ensure OSTP Student Kiosk is installed on testing device
3	Distribute logins securely	Obtain regular videoconferencing invite	Take System Set-Up Test
4	Train RTA and RTP	Communicate expectations for remote testing	Take Sample Remote Proctoring Test and Practice Test
5	Communicate expectations for remote testing	-	Obtain student test ticket login and regular videoconferencing invite



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Day of Testing Instructions

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Day of Testing – RTA/RTP Instructions

1. Use school's videoconferencing platform (e.g., Teams, Zoom, or Google Hangouts) to connect with the students first to read test script, instructions, and provide access codes.
2. Close out of the videoconferencing session.
3. Log in to the OSTP Portal and navigate to the scheduled remote testing test session.
4. Select students and click on **Start Digital Proctoring for Selected Students** from Scheduled Test Details page.
5. Begin administering via the digital proctoring interface that has opened in a new browser tab.

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Starting a Digital Proctoring Session

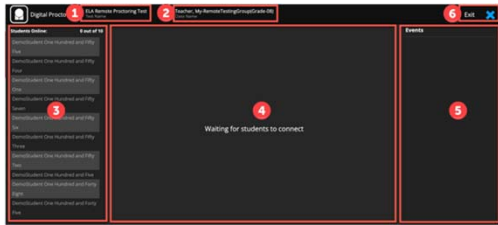
- Before students begin signing in to their scheduled tests, RTA/RTP should ensure they have the scheduled test details readily available.
- When ready to start the remote test, select students and then click on the **Start Digital Proctoring for Selected Students** button from the Scheduled Test Details page for the selected remote testing class. **Note that students will not be able to connect to the proctor until this step is completed.**

Test Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
Taryn	Student	399976055	QF7N7M6	Sample Remote Proctoring Form Read Aloud	03/02/2026 10:00:02 AM		Section 1 Not Started		
Tawny	Student	3999929125	US64FC53	Sample Remote Proctoring Form	03/02/2026 9:59:09 AM		Section 2 Not Started		

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Starting a Digital Proctoring Session (Continued)

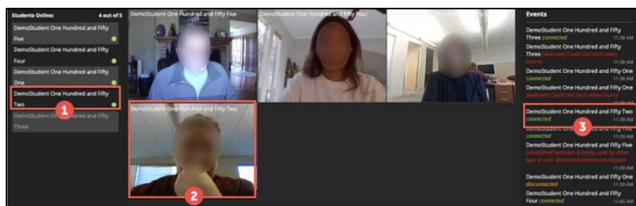
- The proctoring interface will open in a new browser tab and provide the following information: (1) test name, (2) class name, (3) list view of students, (4) gallery view of students in this session, (5) log of events or alerts with student name, timestamp, and activity, and (6) an Exit button.



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Proctoring a Digital Proctoring Session

- Monitor the proctoring interface: (1) in the list view, a green indicator appears after the name of the connected student, (2) the student's video feed appears in the gallery view, and (3) the events section provides a text indication the student has connected.



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Communicating during a Test Session

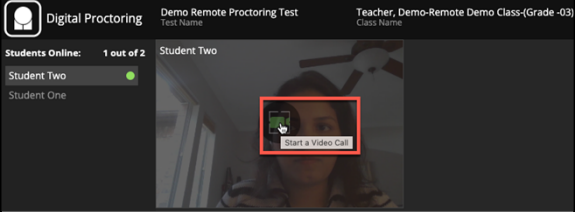
- Once students log in to the OSTP Student Kiosk, RTAs and RTPs can only communicate with one student at a time by initiating a video call.
 - Reminders: RTAs and RTPs should communicate test directions prior to students logging in to the kiosk for testing.
 - Students will not be able to communicate with other students.
- RTAs and RTPs can communicate directly with individual students only by initiating a video call.
 - There is no ability to send a text-based message.
 - There is no ability to communicate with the entire class at once after the test has started – only with individual students.
- RTAs and RTPs may pause a student's test if there is a test security concern.
- Students may raise their hand while in the test session.

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Initiating a Video Call with a Single Student

There are two ways to initiate a video call with a single student:

Option 1: From the gallery view, hover over the student's video stream and click the camera icon.

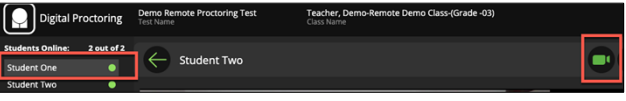


70

Initiating a Video Call with a Single Student

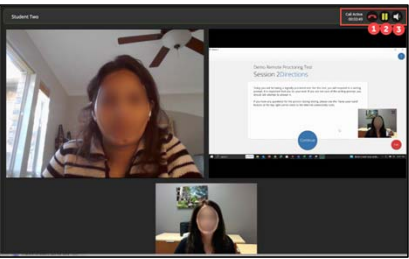
There are two ways to initiate a video call with a single student:

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






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Video Call with a Single Student



During the call, RTAs and RTPs have the following options:

1. Click the red **Handset** icon to end the video call, 
2. Click the yellow **Pause** icon to pause the student's test, 
3. Click the white **Speaker** icon to mute/unmute during the call. 

The RTA/RTP can also see the student's screen.

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Listening to a Student

- RTAs/RTPs can unmute a student through the digital proctoring interface to hear any sounds in the student's room without needing to initiate a video call.
- To unmute, select the student's name from the list on the left-hand menu and click the white **Speaker** button.



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Pausing a Student's Test

- RTAs/RTPs may pause a student's test through the digital proctoring interface if there is a test security concern (e.g., another person enters the room).
- To pause the student's test session, select the student's name and click the yellow pause button. To resume the student's test, click the green play button.



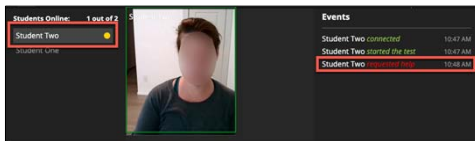
- The student will see the following screen and will not be able to continue the test session when the test is paused.

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

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Raise Hand Feature

- While in the test session, students can virtually raise their hand if they have a question or need help.
 - The student will raise or lower their hand by clicking the Raise Hand icon in the upper right corner next to the network connectivity indicator.
- The RTA/RTP will see a flashing green border around the student's video feed and a yellow light next to the student's name in the list view. An alert will appear in the Events feed.
- The test administrator can then start a 1:1 video call with the student.

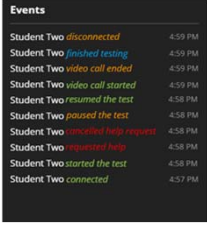


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Proctoring Events/Alerts

The following events may appear in the Events feeds on the right side of the screen:


- Green alerts**
 - Connected
 - Started the test
 - Video call started
 - Resumed the test
- Orange alerts**
 - Disconnected
 - Video call ended
 - Paused the test
- Red alerts**
 - Requested help
 - Cancelled help
 - Any technology issues related to webcam, screensharing, audio etc.
- Blue alerts**
 - Finished testing



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Ending a Digitally Proctored Session

- When a student turns in their test session, their video feed in the gallery view will no longer display.
 - An event called "Student finished testing" is shown under Events.
 - An event called "Student disconnected" is shown under Events.
- When all the students have turned in their tests and the proctoring session is completed, the RTA/RTP clicks on the blue **Exit** icon in the top right corner of the proctoring interface to end the proctoring session.



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Day of Testing – Student/Parent Instructions

- Join school's videoconferencing session (e.g., Teams, Zoom, or Google Hangouts) to connect with the RTA/RTP first for test directions and access code.
- Close out of the videoconferencing session.
- Close out of all applications before launching the OSTP Student Kiosk.
- Launch the **OSTP Student Kiosk**.
- Sign in with the username and password provided by the school.
- Verify your name and other information after successfully logging in.
- Click the **Connect to Proctor** button.
- Click on the **Section** button.
- Enter the access code provided by the RTA/RTP during the videoconferencing session.

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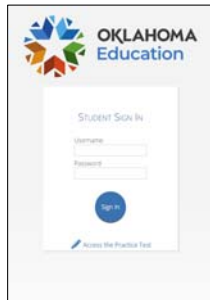
Launching the OSTP Student Kiosk/App

- For students using **Chromebook**:
 - Click the Apps tray on the Chromebook login page and select **OSTP**.
 - Note: **DO NOT** log in to the Chromebook.
- For students using **Windows**:
 - Double click the **OSTP Student Kiosk** desktop icon.

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Logging in to the OSTP Student Kiosk/App

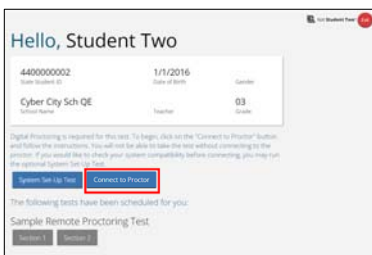
- On the login page, the student will enter their username and password provided by the school and click **Sign In**.



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Starting the Test

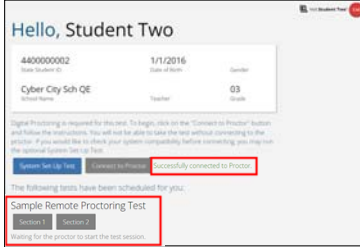
- On the Hello student screen, the student clicks the **Connect to Proctor** button.



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Starting the Test

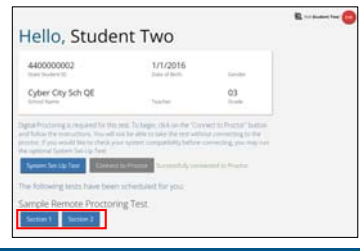
- The student will then see the message "Successfully connected to Proctor." If the RTA/RTP has not yet initiated digital proctoring from the administration, the Section buttons will be disabled (grey) and the student will see the message "Waiting for the proctor to start the test session."



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Starting the Test

- Once the RTA/RTP starts the digital proctoring session, the Section buttons will change from grey to blue as an indicator that the student is ready to start the test with digital proctoring. At this point, the RTA/RTP will be able to view the student's video stream in the digital proctoring interface.



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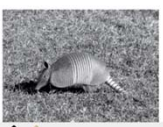
Raise Hand Feature

Question [1] ☆

Read this passage. Then answer the questions that follow.

Look! It's an Armadillo!

1. Have you ever seen an armadillo? Most people in the United States never will. But if you live in Oklahoma, you just might get the chance!
2. Armadillos are the most unusual animals ever! If you ever see an armadillo, the first thing you'll notice is that it's covered in leathery scales. It may even remind you of the shell of a turtle. These gray scales are hard and strong. They protect armadillos from their enemies and other dangerous things in their environment, such as thorns.



Which word from paragraph 2 has a similar meaning to the word **predators** in paragraph 2?

Hide All

- A animals
- B scales
- C enemies
- D thorns

Student may request help from the RTA/RTP by using the Raise Hand icon.

Not Activated | Activated

To alert the RTA/RTP that assistance is needed, the student will click the Raise Hand icon. To deactivate, the student will click again.

Clear Pause/Exit Back Next Done

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Turning in a Test

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Starting the next Section

- Before starting the next section, the student will need to click **Connect to Proctor** again.
- After successfully connecting to proctor, and RTA/RTP starting the next section, the Section button will change from grey to blue.

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Offline Scenarios

- If the RTA and RTP, both, disconnect from the digital proctoring session, the student will see the following message and will be unable to continue the test until the RTA or RTP reconnects.
- Similarly, if the student's device loses internet connectivity, they will also see the same message and will be unable to proceed with the test until they regain internet access.
- In both cases, the RTA/RTP will need to un-pause the student's test before they can resume.

A connection issue has occurred, and your test has been paused. Please wait for the Proctor to resume your test. If the Proctor does not resume it soon, click the "Ask for Proctor's Help" button.

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Demonstration

RTA/RTP experience

- Starting a digital proctoring session
- Monitoring a digital proctoring session
- Initiating a video call with a student
- Pausing a student's test

Student experience

- Taking a System Set-Up Test
- Logging in as a student to a remote proctored test

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Next Steps and Support

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Next Steps

- Review technology guidelines and ensure student devices meet specifications.
- Ensure students run System Set-up tests a few days before testing.
- Have the students take the Sample Remote Proctoring Test and Practice Test before testing.
- Create classes at least 2 weeks before testing.
- Schedule classes to take tests at least 1 week before testing.
- Send student logins at least 3 school days before testing if sending digitally, 5 school days if using US mail service.
- Review help guides, training materials, and plan to train test administrators and school staff participating in remote testing.
- Consult with OK SDE as needed.

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Technical Troubleshooting Quick Reference

- Camera/Microphone Not Working**
Check camera and microphone settings. Ensure no other applications are using the camera and microphone. Verify camera is not covered. Verify correct kiosk version installed (updated Windows Kiosk from Feb 23, 2026), confirm previous versions fully uninstalled.
- Student Cannot Connect to Proctor**
Verify internet connection stability. Do not use public Wi-Fi or mobile network, use home Wi-Fi or wired network.
- Video Feed Frozen or Black**
Ask student to check camera settings. Verify camera is not covered. Ensure adequate internet bandwidth for video streaming.
- Persistent Connection/Offline Issues**
Verify internet connection stability. Check for network firewall or security software blocking proctoring service ports. Do not use public Wi-Fi or mobile network, use home Wi-Fi or wired network.
- Audio Not Working During Video Call**
Click white speaker icon to ensure unmute. Check device speaker volume. Test with text-to-speech in System Set-Up Test to verify speakers functioning.
- Events Not Appearing or Delayed**
Refresh browser tab with proctoring interface. Check internet connection speed. Ensure browser is up to date (Chrome 143+ or Edge 143+).

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Support

- Help guides and training materials will be made available and posted to Cognition's Help & Support Site: <https://oklahoma.onlinehelp.cognia.org/>.

Help Guides

- OSTP Instructions for Practicing Remote Proctoring
- OSTP Remote Testing User Guide for RTA and RTP
- OSTP Remote Testing User Guide for Students/Parents
- OSTP Troubleshooting Tips for Remote Testing for Students/Parents

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Thank You!

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