



**OKLAHOMA**  
**Education**

## **OSTP Instructions for Practicing Remote Proctoring**

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2026 OSTP Grades 3–8 Test Administrations

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## School Steps for Practicing Remote Proctoring

1. Log in to the OSTP Portal (<https://oklahoma.cognia.org/>).
2. Identify students who will be practicing remote proctoring.
3. Create classes and assign students to classes.
  - a. A remote proctoring class may contain a maximum of 10 students.
  - b. Add the word REMOTE at the start of the class name.
4. Schedule classes to take the **2026 Sample Remote Proctoring Test**.
  - a. On the Test Scheduling page, choose your school, select **ELA** from the content area menu, and find the 2026 Sample Remote Proctoring Test. This sample test allows schools and students to practice remote proctoring.

Displaying scheduled tests for 2026 Sample Remote Proctoring Test in Cyber City Sch QA

Cyber City Sch QA (Cyber City) ▾ ELA ▾

OSTP Operational ▾

2026 Sample Remote Proctoring Test ▾

Filter by testing status  
All ▾

Schedule New Test

- b. When scheduling the classes to take the test, ensure the checkbox **Enable digital proctoring for remote testing** is selected.

Start Date: 02/03/2026 End Date: 06/30/2027 Time Zone: Central ▾

Enable digital proctoring for remote testing ⓘ

Schedule Cancel

5. Click **View Details/Student logins** on the Test Scheduling page.
6. Select students by clicking the box in the left column for each student, or the box in the header row to select all students, and then click on the blue **Start Digital Proctoring for Selected Students** button. Note that students will not be able to start the session until this step is completed.
7. The proctoring interface will open in a new browser tab. You may refer to the *Remote Testing User Guide for RTA and RTP* to review the remote proctoring features and tools.

## Student Steps for Practicing Remote Proctoring

1. Launch the OSTP Student Kiosk.
  - a. Remote testing is only supported on Chromebook and Windows devices. MacOS and iPadOS devices are not supported.
2. Enter the username and password and click Sign In.
3. On the Hello student screen, click **System Set-Up Test** button to verify requirements for internet connection, screen resolution, speaker, camera, and microphone.
4. Click **Return** after finishing the System Set-up Test.
5. On the Hello student screen, click **Connect to Proctor** button.
6. You will see the message “Successfully connected to Proctor.” If the RTA/RTP has not yet initiated digital proctoring from the portal, the Section buttons will be disabled (grey) and you will see the message “Waiting for the proctor to start the test session.”
7. Once the RTA/RTP starts the digital proctoring session, the Section buttons will change from grey to blue as an indicator that you can start the test session with digital proctoring. At this point, the RTA/RTP will be able to view your video stream in the digital proctoring interface.
8. Select Section 1 and enter the access code.
9. Click Continue on Directions page.
10. You can now begin taking the test.
11. Click on the **Raise Hand** icon in the upper right corner of the screen for help.
12. The RTA/RTP will start a video call to assist you.
13. When you come to the last question in this section, you will see the **Finish** button on the bottom right of the screen. Once you have answered the last question in this section, click the **Raise Hand** icon to contact your RTA/RTP. They will instruct you on what to do before submitting your test.
14. Once you submit Section 1, you'll return to the Hello student screen and see Section 1 marked complete. If you're beginning Section 2 right away, click **Connect to Proctor** again and repeat steps 5–13.