# OSTP Remote Testing User Guide for Students and Parents

2026 OSTP Grades 3–8 Test Administration

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# I. Introduction

This guide is designed to provide comprehensive instructions for students and parents to ensure a smooth and successful remote testing experience. It outlines the necessary hardware and software requirements to participate in the remote test, provides step-by-step instructions for logging into the remote testing system, and details how to communicate with the Remote Test Administrator (RTA) and Remote Test Proctor (RTP) throughout the session. Additionally, the guide includes clear instructions on how to submit the remote test upon completion. By following these guidelines, students and parents can ensure they are fully prepared for the remote testing process.

# II. System Requirements

The table below describes the hardware and software requirements for Student devices.

## A. Technology Requirements for Students

| Hardware Requirements for Students | |
| --- | --- |
| Windows desktop or laptop; or<br><br>Chromebook | Student device must be able to connect to the internet via wired or wireless networks.<br><br>For information about device requirements, refer to the *OSTP Technology Guidelines* on the Help & Support website.<br><br>**Note:** Students must use either a Windows or ChromeOS device; other devices are not supported for remote testing. |
| Webcam | An embedded webcam. |
| Microphone | An embedded microphone. |
| Speaker | An embedded speaker. |
| **Software Requirements for Students** | |
| OSTP Student Kiosk | Windows Kiosk; or<br><br>ChromeOS App<br><br><br>**Note:** Only Windows Kiosk or ChromeOS App are supported for remote testing. |

- Student devices must meet the Technology Guidelines for OSTP Computer-Based Testing for Windows or Chromebooks that are available on the Help & Support website.
- Student devices must have the appropriate OSTP Student Kiosk installed. Only Windows Kiosk or ChromeOS App are supported for remote testing.
- Student devices must have a working camera, microphone, and speaker.
- Students should **not** use dual monitors or dual screens.
- Chromebooks must be managed devices.

# III. Before Testing Day

## A. Sign the Parent/Guardian and Student Agreement Letter

At least one week before the scheduled remote test date, both students and parents are required to submit signed copies of the Parent/Guardian Agreement Letter and the Student Agreement Letter. Signing these agreements is mandatory for students to participate in a remotely administered test session. If your student(s) will be testing remotely, your school will reach out prior to testing to collect the signed Parent Agreement Letter and Student Agreement Letter.

## B. Ensure the OSTP Student Kiosk is installed on the student device

At least one week prior to the scheduled remote testing date, it is essential to verify the student's device has the appropriate OSTP Student Kiosk installed. If the OSTP Student Kiosk has not been installed or if there are any issues with the installation, please contact the school immediately for assistance.

## C. Take the System Set-Up Test

At least one week prior to the scheduled remote testing date, students should conduct the System Set-Up Test on their testing device. This will allow time to address any potential issues with the testing device. The System Set-Up Test can be accessed in two ways:

1. **Via the OSTP Student Kiosk**: On the sign in screen of the OSTP Student Kiosk, there will be a link to the System Set-Up Test. Simply click on the link to begin and follow the prompts to complete the test.
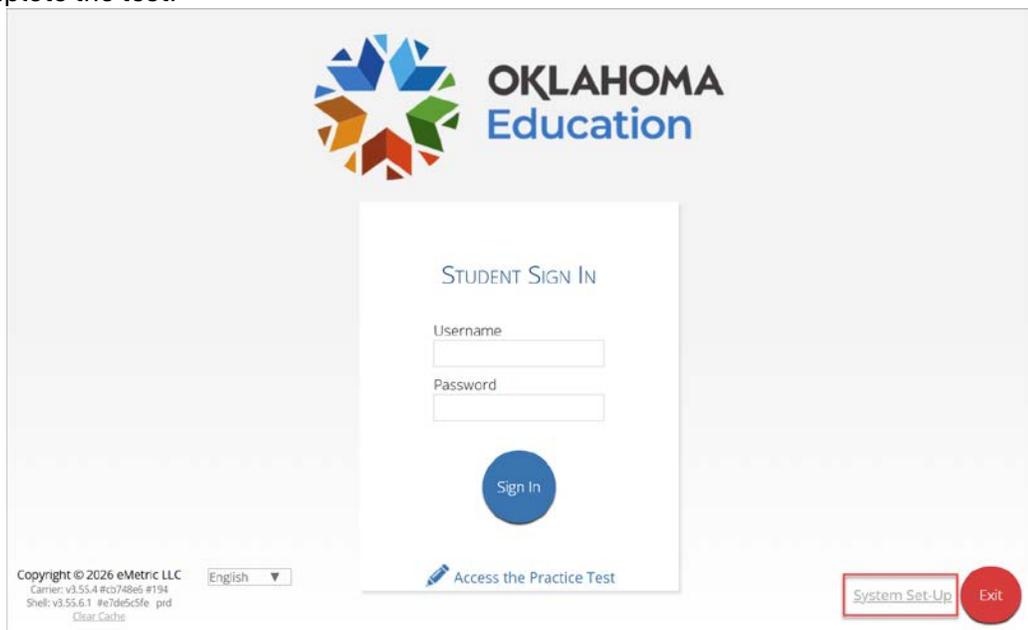


2. **Using Test Login Credentials:** Once students receive their test ticket login, they must log in with their assigned test credentials to access the System Set-Up Test. After successfully logging in with the correct username and password, students should click the **System Set-Up Test** button (as shown in the screenshot below) and follow the prompts to complete the test. *Instructions for conducting the System Set-Up Test are provided in Appendix I.*

## D. Take the Practice Test using the OSTP Student Kiosk

At least one week prior to the scheduled remote testing date, students must take a practice test using the OSTP Student Kiosk installed on their device. Practice tests can be accessed from the OSTP Student Kiosk sign in page. Students will select the link **Access the Practice Test** on the sign in screen (as shown in the left-side screenshot below) and be directed to the practice site. They can then select a practice test from the practice test drop-down (as shown in the right-side screenshot below). The practice test allows students to become familiar with the different types of test questions, and to gain experience with the computer-based testing platform, including the tools and accessibility features that will be available during testing.
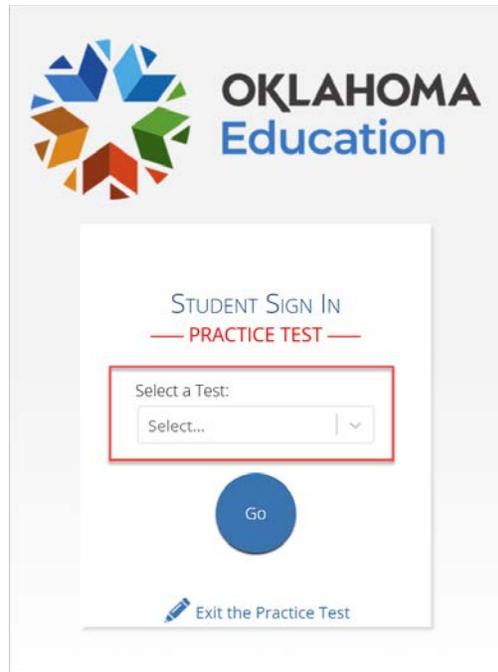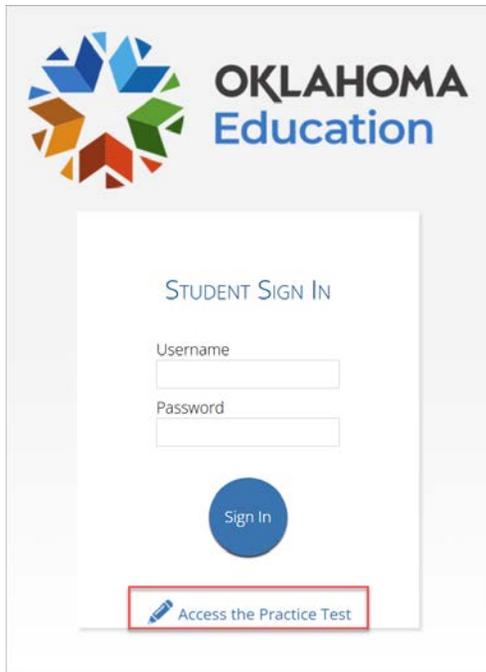
## E. Obtain the Student Test Ticket Login and Regular Videoconferencing Invite

At least three school days prior to the scheduled remote testing date, it is essential to verify that you have received the student's test ticket login with username and password. Also, ensure you have the necessary details and instructions for joining the videoconferencing session on the day of testing. Please ensure you have this information, as the Remote Test Administrator in the videoconferencing session will guide you in connecting to the session at the scheduled time.

**Note:** Remember, your login information is private. It should be stored securely and not shared with anyone.

## F. Set Up Your Room for Testing

On testing day, the Remote Test Administrator and Remote Test Proctor will use your webcam video to check that your room is set up and ready for testing. Therefore, make sure you have a quiet, private room without disruptions from pets, loud music or noises, or other people entering the space. Also, make sure the webcam is set up to provide a clear view of your face, your workspace, and your surroundings. It is also a good idea to ask your school or test administrator if you have any questions about what you may have with you during the test. Your school and test administrator will communicate with you about what is not allowed in the testing room. When in doubt, it is best to err on the side of caution and remove anything you think may not be allowed.

# IV. Day of Testing
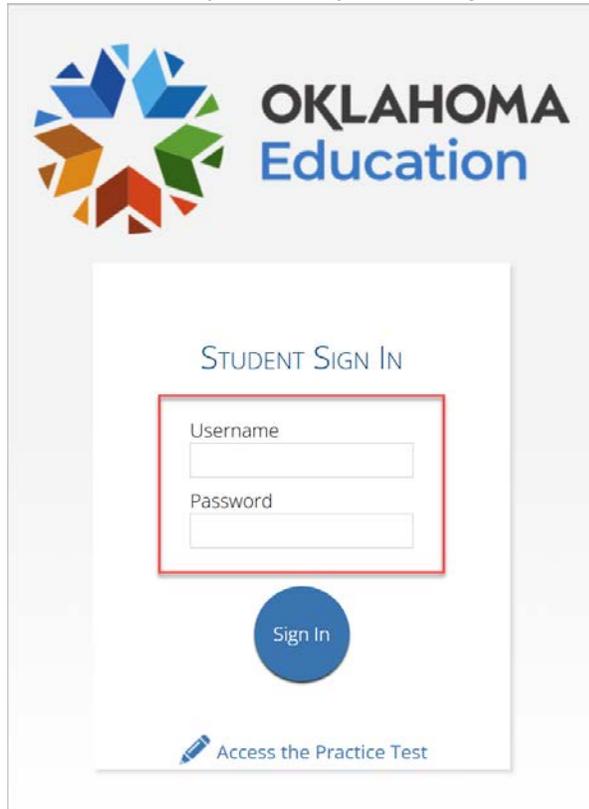
## A. Join the Regular Videoconferencing Platform

On the day of the test, you will need to first join the designated videoconferencing platform to receive important instructions for the remote test from the Remote Test Administrator (RTA) or Remote Test Proctor (RTP).

## B. Student Steps to Log in and Start the Remote Test

Listed below are the steps a student must follow to take a remotely proctored test. Students must close out of all applications before launching the OSTP Student Kiosk.

**Note:** Remote testing is only supported on Windows and Chromebook devices.

1.  The student launches the OSTP Student Kiosk on the testing device.
    a.  To launch the OSTP Student Kiosk on Windows, double click on the OSTP Student Kiosk icon on the desktop. If any programs are open when launching the kiosk for Windows, the student will receive a message to close the applications and relaunch the kiosk.
    b.  To launch the OSTP Student Kiosk on a Chromebook, click the Apps tray on the Chromebook login page and select OSTP. **Note:** Students should not log into the Chromebook; kiosk applications can only be accessed from the application tray on the login screen of a Chromebook.
2.  The student enters the username and password provided by the school and clicks Sign In.

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



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

5. 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 students' video stream in the digital proctoring interface.



6. The student will click Section 1 and enter the access code provided by the RTA/RTP during the videoconferencing session.

7. After successfully entering the access code, the student will be directed to the Directions page. On this page, the test content will begin downloading. While downloading, the blue circle near the center of the page will display the download progress starting with 0% up to 100%. Once the test content has been fully downloaded, the word "Continue" will display inside the circle. Click **Continue** to begin the test.

## C. During the Test

The Remote Test Administrator (RTA) or Remote Test Proctor (RTP) can communicate directly with individual students only by initiating a video call. Students will not have the ability to initiate a video call or send text messages to the RTA/RTP. If the student needs assistance or has a question, they can virtually raise their hand to notify the RTA/RTP. This feature allows the RTA/RTP to know when the student requires help, ensuring smooth communication throughout the test.

### Raise Hand Feature

To raise hand, the student will click on the **Raise Hand** icon in the upper right corner of the Hello student screen or from the interface while in the test session. The **Raise Hand** icon is grey with the label "Raise" underneath the icon when not raised and displayed in color with the label "Lower" when activated by the student. The student can deactivate **Raise Hand** by clicking the icon again. An alert is sent to the RTA/RTP and they will initiate a video call with the student and assist the student.
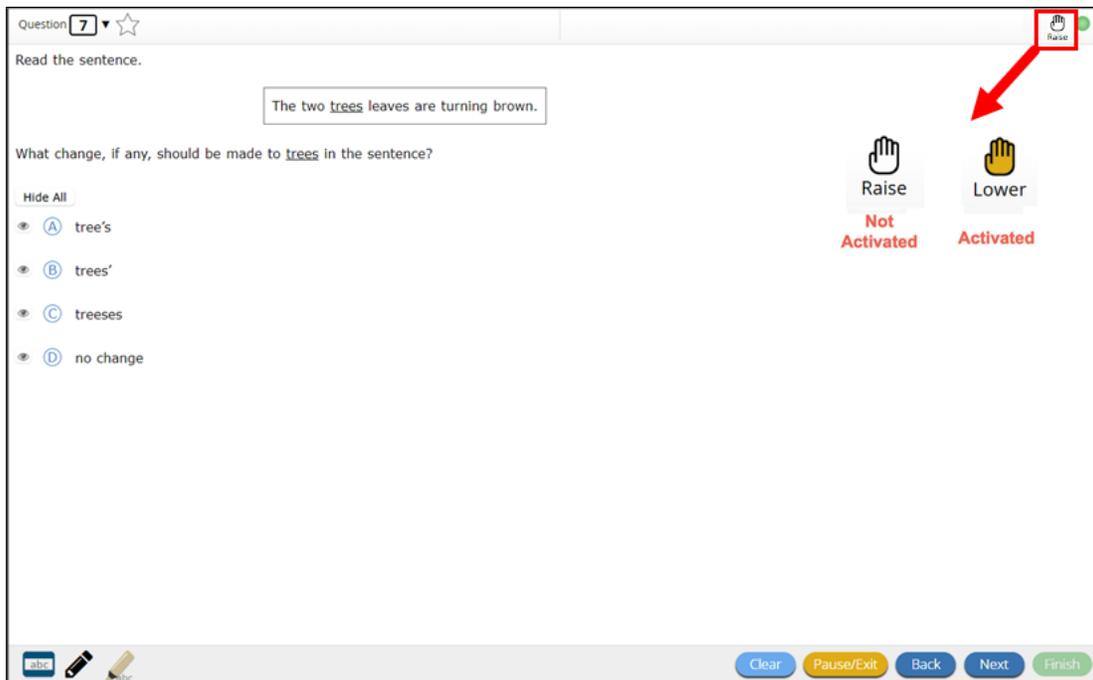


Please keep in mind that throughout the testing process, to maintain the security and integrity of the test:

- The RTA/RTP will be continuously monitoring live video of the student.
- The RTA/RTP will be observing the student's screen.
- The RTA/RTP may unmute the student through the digital proctoring interface, allowing them to hear any sounds in the student's room without needing to initiate a video call.

- If there are any concerns regarding test security (such as another person entering the room), the RTA/RTP has the authority to pause the student's test via the digital proctoring interface until the issue is resolved.
    - When the test is paused by the RTA/RTP, the student will see the following message and will not be able to continue the test.
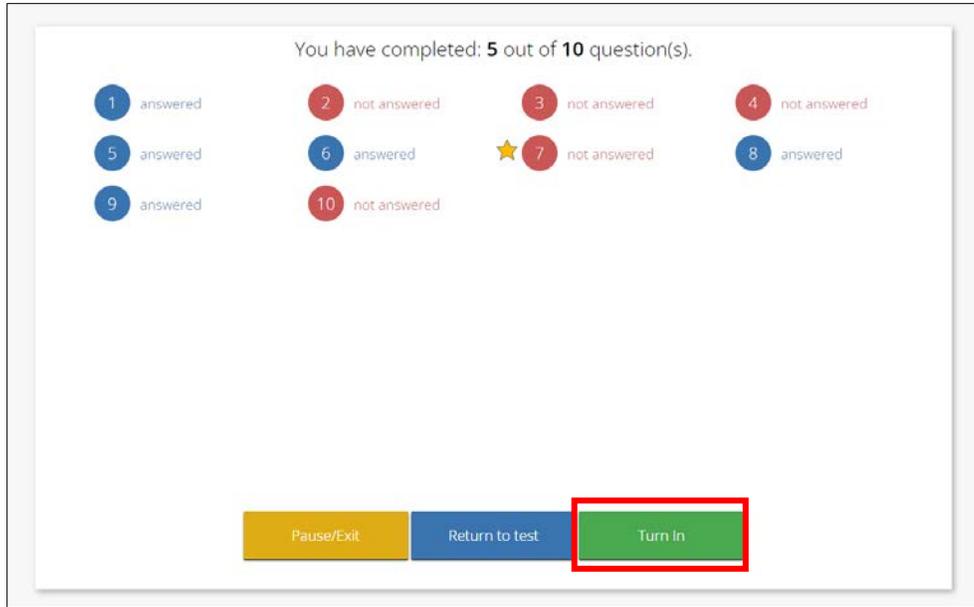
> ## Your test has been paused by the Remote Proctor, please wait for further instruction

If the RTA and RTP disconnect from the digital proctoring session or if the student loses their internet connection and goes offline, the student will see the following screen and will be unable to continue the test until the RTA and RTP reconnects or the student returns online and the test administrator resumes the student's test.

> **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.**

## D. Turning in a Test

1. Before submitting a test, the student must click the **Raise Hand** icon in the top right corner to notify the RTA/RTP.
2. The student should wait for the RTA or RTP to initiate the video call.
3. At the call, the student must show the RTA/RTP their scratch paper/test ticket/reference materials as they tear them up. Additionally, the student should show their calculator with the memory cleared.
4. On the last question of each test section, click the **Finish** button to complete that section.
5. The Test Review Page will display a list of questions with their answer status.
    a. Answered questions will be displayed in blue
    b. Unanswered questions will be displayed in red.
    c. Bookmarked questions will display with a star.
6. Click **Turn In** button to submit the test. The **Return to test** allows the student to go back into the test section.

You have completed: **5** out of **10** question(s).

| 1 answered | 2 not answered | 3 not answered | 4 not answered |
| 5 answered | 6 answered | ⭐ 7 not answered | 8 answered |
| 9 answered | 10 not answered | | |

Pause/Exit    Return to test    **Turn In**

7. The student is prompted one final time to confirm that they wish to turn in the test section, at this prompt they will be notified if they have unanswered questions.  Clicking **Turn In**, submits the test section for scoring.

**There are unanswered questions. Are you sure you want to turn in your test?**

Turn In        Cancel
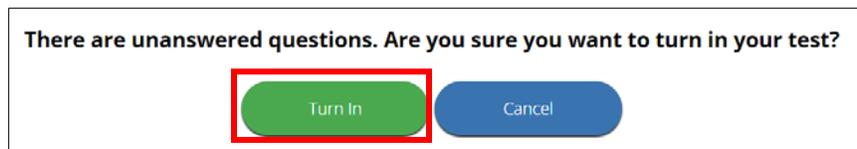
8. The student will be returned to the Hello student screen with Section 1 marked complete. **Note:** The student will need to click **Connect to Proctor** again before starting Section 2.

# Appendix I: System Set-Up Test

At least one week prior to the scheduled remote testing date, students should conduct the System Set-Up Test on their testing device.

After selecting System Set-Up Test from the sign-in screen (1 week prior to testing) or by using the login credentials (on the day of testing), the first three tests will run automatically:

- Test 1: Connection Capacity test
- Test 2: Connectivity Check
- Test 3: Screen Resolution test

For Test 4: Text-to-Speech check, students will need to select **Test Text-to-Speech** and a sentence will be read aloud to them. They will then be prompted with the question "Does Text-to-Speech work?", and students will need to select **Yes** or **No**.
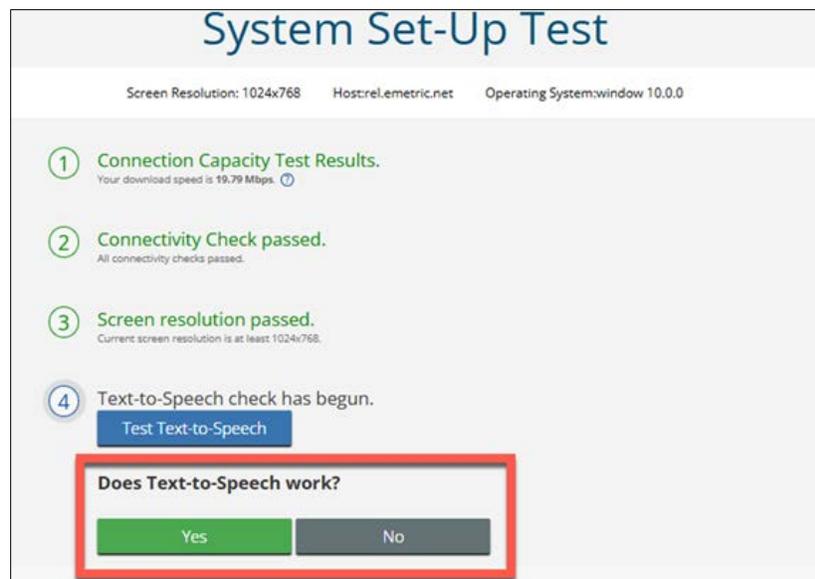


Then, tests 5 and 6 will run automatically:

- Test 5: Video Streams Check
- Test 6: Camera and desktop sharing test

For Test 7: Microphone check, students will click **Start**. They will be prompted to read a sentence out loud, as shown in the screenshot below.

If the microphone check fails, the student will receive the following message:
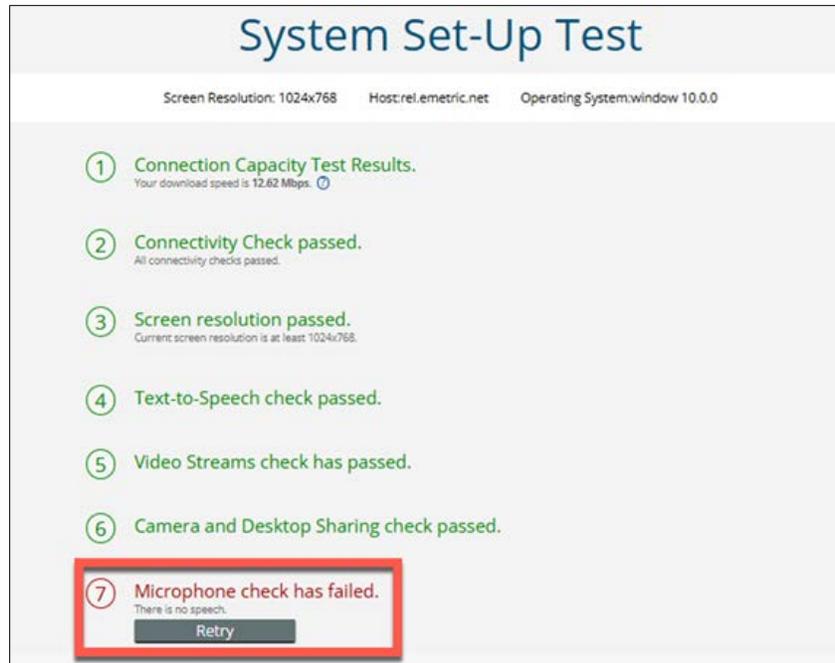
If all checks are completed without any issues, the following screen will display.
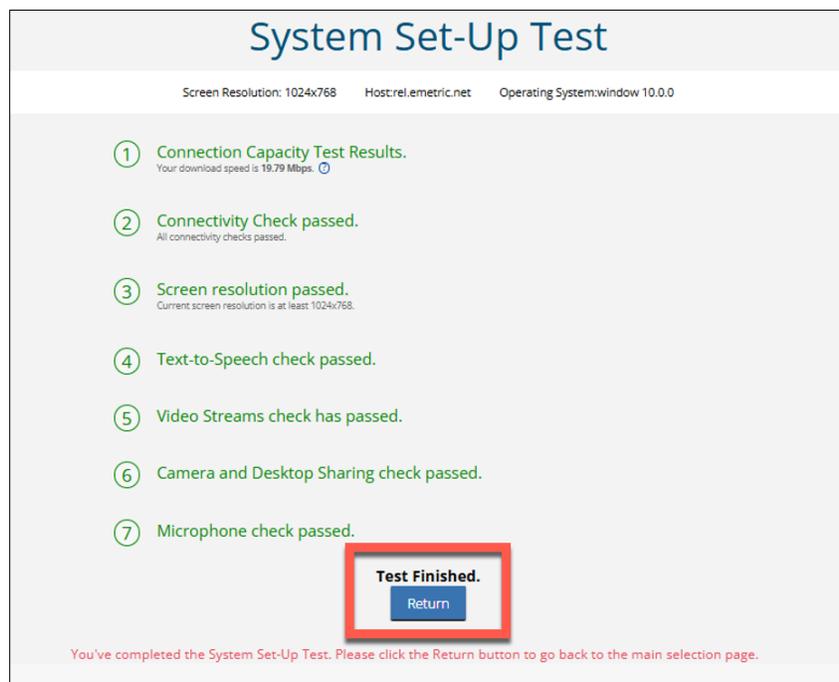


**Note:** If any of the checks fail, please double-check that the device meets all the required technology specifications. If you're still experiencing issues, contact your school for additional guidance and detailed instructions on how to resolve the problem. They will be able to assist you in ensuring everything is set up correctly for a smooth testing experience.