

Remote Testing Administration Instructions

Spring 2026 OSTP Grades 3–8 Remote Test Administration

Important Contact Information and Resources

Contact:	Oklahoma Help & Support
For questions on:	<ul style="list-style-type: none">• general test administration support• OSTP Training Site and OSTP Student Kiosk, such as<ul style="list-style-type: none">○ user accounts○ technology support and readiness○ student registration process and loading files○ viewing student data○ scheduling tests• locating resources• shipments of materials
Hours:	7:00 a.m.–7:00 p.m., Monday–Friday, April 13–May 13
Web:	https://oklahoma.onlinehelp.cognia.org/
Email:	oktechsupport@cognia.org
Telephone:	1-866-629-0220

Contact:	SDE Office of Assessments
For questions on:	<ul style="list-style-type: none">• policy questions• accommodations• student participation requirements• testing irregularities• test security questions/concerns• invalidations• directions regarding technology issues once Cognia Help & Support has been contacted
Hours:	8:00 a.m.–4:30 p.m., Monday–Friday, April 13–May 13
Web:	https://oklahoma.gov/education.html
Email:	assessments@sde.ok.gov
Telephone:	405-521-3341

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Purpose of This Document

This document is a supplement to the spring 2026 [OSTP Test Administration Manuals \(TAMs\)](#) and provides additional information for grades 3–8 OSTP remote testing. District Test Coordinators and Building Test Coordinators are responsible for distributing copies of this document to staff who will be administering or proctoring remote testing sessions; **printed copies of this manual will not be shipped to schools.**

Part I. Test Security, Administration Protocols, and System Requirements

A. Test Security Requirements

Test questions and content for the remote administration of the grades 3–8 OSTP tests are secure, and schools must follow all test security requirements described in the TAM.

Below are additional security requirements for remote testing:

1. District/School Requirements:

- The OSDE requires two staff members for every 10 students in a remote testing group: one Remote Test Administrator (RTA) and one Remote Test Proctor (RTP). Both the RTA and RTP should be present in the same physical location and remain able to communicate with each other instantly throughout the entire testing session while actively monitoring students. Remote testing staff may not administer tests from public locations, such as restaurants with free wifi. If using a facility like a public library, staff must secure a private room to ensure that test administration cannot be seen or heard by others.
- Student logins should be sent to students before the first day of testing.
 - At least three school days before testing, if sending digitally
 - At least five school days before testing, if using US mail
- Access codes will be communicated to students immediately prior to each remote test session via a videoconference with students.
- Remote Test Administrators and Remote Test Proctors are expected to keep their cameras on and be actively monitoring students during the entire testing session. Actively monitoring entails not just watching every student but periodically listening to a student’s testing environment to ensure test security.
- Remote Test Administrators must review and sign a Remote Test Administration Test Security Form via a Google form.
- Parents/guardians and students must be provided remote test security expectations for review. Districts must collect a signed parent letter and a signed student letter for each student who will be assessed remotely BEFORE any testing of the student begins.
- Remote Test Proctors must return their Remote Proctor Observation Log to their Building Test Coordinator.

2. Student/Parent Requirements:

- Students are expected to keep their cameras on during the entire testing session. If a student is unable to keep their camera on, the Remote Test Administrator and Remote Test Proctor should immediately end that student’s testing session. The student should then be scheduled for an in-person test.
- Students must hold up their scratch paper, OSTP-approved reference materials, and calculator at the start of testing to show that they do not have any prohibited materials and that their calculator is approved and cleared.
- Students will also verify that they do not have a cell phone, wearable technology such as smartwatches and smartglasses, or any other prohibited device or material in the room with them during testing.

- Students should be tested in a separate space that can be closed off for privacy (e.g., a room where the door can be shut) if possible. Students are NOT allowed to test remotely in a public place like a local library or restaurant with free wifi. If a student does not have enough connectivity to test in their own home, the student should take an in-person test.
- Students should be alone in the testing room, except in a situation where assistance with a technology issue is needed (e.g., loss of internet connection).
- Students should not leave the testing room (e.g., to use the bathroom) or be out of view of the camera unless the Remote Test Administrator has given permission.
- At the end of the test session, students should tear up their scratch paper in front of the camera to verify that used scratch paper is destroyed. Students will also hold up their calculator in front of the camera to verify that the memory has been cleared.

If any questions related to test security arise before or during testing, please contact the Office of Assessments at 405-521-3341 or assessments@sde.ok.gov.

B. Administration Protocols

Test Administrators and Test Proctors must follow all applicable test administration protocols described in the TAM. Below are additional protocols specific to administering remote testing:

1. OSTP Portal Digital Proctoring

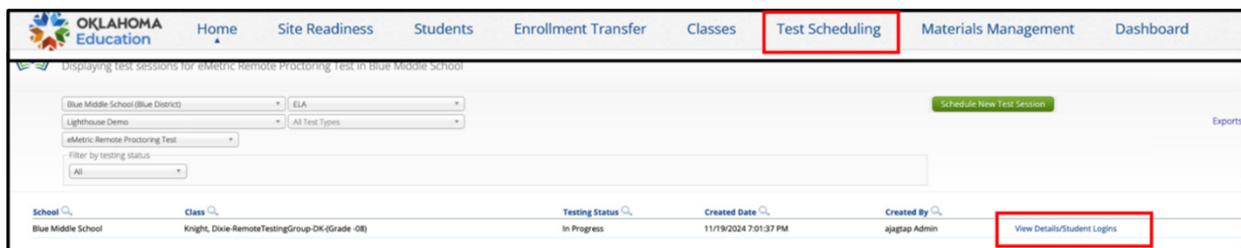
Remote Test Administrators and Remote Test Proctors will log in to the same secure OSTP Portal used to administer in-person testing to digitally proctor students taking the test remotely.

- Students are expected to keep their cameras on during the entire testing session.
- During the test, Remote Test Administrators and Remote Test Proctors can communicate directly with individual students only by initiating a video call. There is no ability to send a text-based message within the kiosk.
- Students are not able to initiate a video call with the Remote Test Administrator or Remote Test Proctor—to get the remote testing staff’s attention, students must use the virtual raise-hand feature. The Remote Test Administrator or Remote Test Proctor will then initiate a one-to-one video call with the student.
- There is no ability within the kiosk to communicate with the entire class at once after the test has started—only with individual students.

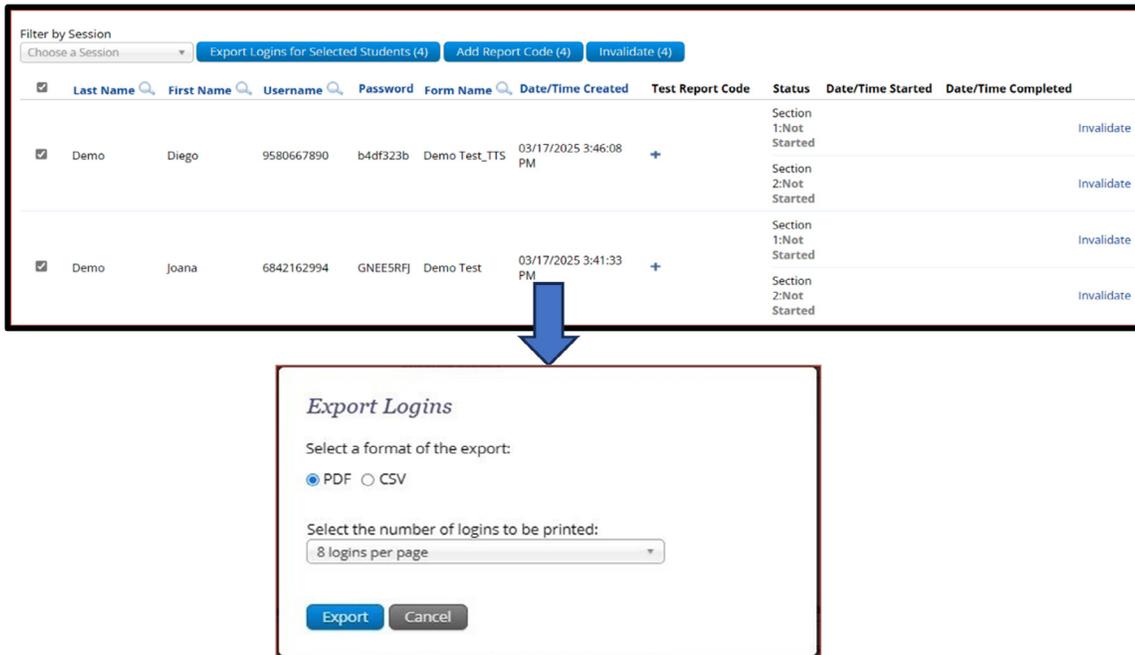
2. Sign-In Credentials

Student test login tickets contain both a username and password. Usernames are unique to each student. Districts must securely provide students their individual test login tickets for each testing session. These should be provided in advance of testing according to the timeframes described in Part I.A.

Remote Test Administrators and Remote Test Proctors can access students’ usernames and passwords as well as the access codes on the Test Scheduling page in the OSTP Portal by clicking the **View Details/Student Logins** link:



On the Test Scheduling Details page, student logins can be exported as a PDF or a CSV as needed.



3. Session Management Features

Digital proctoring for remote testing includes the following features (features are described in detail in Appendix II of this document):

- **Raise Hand:** Students can request help from the Remote Test Administrator or Remote Test Proctor by virtually raising their hand.
- **One-to-One Video Call:** The Remote Test Administrator or Remote Test Proctor can initiate this feature with individual students.
- **Screenshare:** The Remote Test Administrator or Remote Test Proctor can view a student's screen by selecting a student's name from the student list view.
- **Pause Test:** The Remote Test Administrator or Remote Test Proctor may pause a student's test through the digital proctoring interface if the student needs to take an approved break or there is a test security concern (e.g., another person enters the room). The Remote Test Administrator or Remote Test Proctor can resume the test when ready.
- **Test Event/Alert:** The Remote Test Administrator and Remote Test Proctor will receive a log of events and alerts for a student's testing activity.

4. Restroom Breaks

Within the kiosk, students must select the raise-hand icon to notify the remote testing staff that they need to use the restroom during a session. Students should wait for the Remote Test Administrator or Remote Test Proctor to open a video call and then inform the Remote Test Administrator or Remote Test Proctor that they need a restroom break. The Remote Test Administrator or Remote Test Proctor should pause the student's test from the digital proctoring dashboard and then resume the test when the student returns. Students are expected to return as soon as possible, since the test will exit if paused for too long.

The student should NOT attempt to pause or exit their test from the student kiosk during a restroom break.

Once the student returns, the remote testing staff will ask the student to show their testing materials again and then will allow the student to resume testing. The Remote Test Proctor will need to document on their Remote Proctor Observation Log the times that the student leaves the room and the time the student returns to resume testing.

5. Extended Time

The same policy regarding untimed tests that applies to in-person OSTP testing also applies to remote testing: Students have extra time to complete their tests as long as they are working productively.

6. Size of Remote Sessions

Remote testing sessions may contain a **maximum of ten students**. Note that some accommodations when administered remotely require fewer students in a testing session.

7. Pause Student Test Feature

A Remote Test Administrator or Remote Test Proctor may pause the student's test in the OSTP Portal if there is a test security concern (e.g., another person enters the room). The Remote Test Administrator or Remote Test Proctor can resume the student's test when the test security concern is addressed.

8. Training Remote Test Administrators, Remote Test Proctors, Technology Staff, and Other School Personnel

District Test Coordinators and Building Test Coordinators are expected to provide Remote Test Administrators and Remote Test Proctors additional training on how to administer a remote test session. Be sure to cover the following:

- Location where remote testing staff should report to administer a testing session
- How to actively monitor each testing session (watching all students and their screens, listening in on each student to monitor background noise, etc.)
- When students are scheduled to take practice tests (ideally, this will occur as part of their everyday virtual instruction)
- What method will be used to meet virtually with students before logging into the testing session (This virtual meeting will be used to read the script, remind students of the test day procedures, and check student's scratch paper, test login ticket, calculator, etc.)
- What method the student/parent will use to contact testing staff should the student not be able to log in (or if they are disconnected from testing)
- How to contact the school's technology support if troubleshooting is needed
- How students will get the attention of their Remote Test Administrator or Remote Test Proctor if assistance is needed during the test session using the raise-hand feature
- Providing extra time beyond the scheduled test session for students who need it
- How accessibility features and accommodations will be administered
- How to handle testing irregularities, including a student's camera not staying on and a student being suspected of utilizing unauthorized materials
- How to pause a student's test if needed

C. System Requirements

The technology requirements for administering remote tests are similar to administering tests in a school. Remote students will use the same secure OSTP Student Kiosk as used for in-person online testing, though they will be unable to use Macs or iPads. Remote testing staff will log in to the same OSTP Portal used to administer in-person online test sessions. Both Remote Test Administrators and Remote Test Proctors should be assigned the Remote Test Administrator Role in the OSTP Portal.

At least one week prior to testing, Remote Test Administrators and/or Remote Test Proctors should verify that students have the OSTP Student Kiosk downloaded on their devices. Instructions for installing the OSTP Student Kiosk can be found in the *OSTP Kiosk Installation Guide*, which is available on the [Oklahoma Help & Support Site Guides tab](#). Students should be instructed to conduct the System Set-Up Test on their testing device. Instructions for conducting a System Set-Up Test are described in Part IV, section B, of the *OSTP Kiosk Installation Guide*.

Part II. Remote Test Administration Instructions

A. Prepare for Remote Test Administration

Use the following list of tasks to help you keep track of required tasks before, during, and after testing.

1. Prepare technology for remote testing.

In addition to preparing the remote test administration team according to the guidance in the TAM, the Building Test Coordinator should coordinate with technology staff to assist with set-up and troubleshooting. Refer to Part II: Technology Setup of the *OSTP Kiosk Installation Guide* for additional instructions.

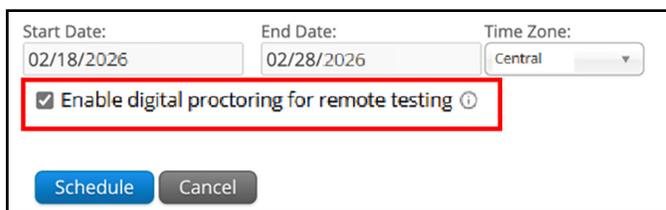
2. Approximately two weeks before testing, create and assign students to classes.

See the [OSTP Portal User Guide](#) for instructions. Students testing remotely should be placed in separate classes from any students testing in person. No more than 10 students should be added to a class. For easy identification of remote classes, begin the name of the class with “Remote-” (e.g., “Remote-MATH G7-SMITH-41525”).

3. One week before testing, schedule tests for remote administration.

See the [OSTP Portal User Guide](#) for instructions on scheduling tests. To schedule tests for remote testing, take the following steps:

- a. After step 6 on page 50, select the checkbox for **Enable digital proctoring for remote testing**. This will allow the Remote Test Administrator to initiate digital proctoring for the students scheduled for that test. The checkbox appears below the start and end date for the test.



The screenshot shows a scheduling form with three input fields at the top: 'Start Date:' with the value '02/18/2026', 'End Date:' with the value '02/28/2026', and 'Time Zone:' with a dropdown menu set to 'Central'. Below these fields is a checkbox labeled 'Enable digital proctoring for remote testing' which is checked. The checkbox and its label are enclosed in a red rectangular box. At the bottom of the form are two buttons: 'Schedule' (in blue) and 'Cancel' (in grey).

- b. Select **Schedule** to schedule the test.

4. Administer the student sample remote proctoring test and practice tests.

OSDE requires that all students take the online OSTP practice test and the sample remote proctoring test before participating in OSTP remote testing. The practice test and sample remote proctoring test allow students to become familiar with the different types of test questions, and to gain experience with the computer-based testing platform, including the tools and accessibility features that will be available to students during testing.

Students should take the practice test and sample remote proctoring test using the OSTP Student Kiosk installed on their device. These tests can be accessed from the OSTP Student Kiosk sign-in page. For the practice test, students will select the **Access the Practice Test** link on the sign-in page and be directed to the practice site. They can then select a practice test from the practice test drop-down. The sample remote proctoring test will be available to schedule through the OSTP Portal, and students will be able to access it through the Student Kiosk.

OSDE prepared a student handout to accompany the practice test and ensure that students are familiar with navigating through the testing platform and utilizing the tools available within the testing platform (<https://oklahoma.gov/education/services/assessments.html>).

5. Communicate expectations for remote testing.

It is important to communicate with parents/guardians and your school teams about the logistics of remote OSTP testing as well as the expectations. Provide families/guardians with the parent/student remote testing agreement. A signed parent agreement and signed student agreement must be collected before the student can participate in remote testing. Keep these agreements on file.

Districts are also urged to communicate their own expectations, requirements, and procedures for remote testing to parents and students well ahead of the scheduled testing session. This communication may include how to access the secure student test login tickets, when to return the signed parent and student agreements, how to download the kiosk, when to take the practice test, how to join the video conference the day of testing, and how to contact testing staff and district IT staff if any issues arise during the testing session.

Remote Test Administrators and Remote Test Proctors must actively monitor students at all times during a remote testing session. If a student becomes disconnected or their camera is not active, one staff member should contact the student to resolve the issue while the other continues monitoring the remaining students.

In addition, Remote Test Administrators and Remote Test Proctors should periodically and randomly listen to individual students throughout the session to ensure that all test security protocols are being followed.

B. Additional Steps before Testing

1. Prepare to provide student sign-in credentials for testing.

Determine how student test login tickets will be provided securely, as well as Writer's Checklists or printed reference sheets.

2. Train Remote Test Administrators and Remote Test Proctors.

Provide Remote Test Administrators and Remote Test Proctors with the remote administration rules and procedures. This includes having each Remote Test Administrator and Remote Test Proctor complete (and pass) the Remote Test Administrator Canvas module. RTAs should return a Remote Test Administrator Security Form at the conclusion of their last test. A copy of the form should be emailed to the Building Test Coordinator. RTPs should return a completed and signed Remote Test Observation Log to the Building Test Coordinator for every remote testing session they observe. The RTA/RTP should return notes from the testing session and a list of students who did not take the assessment to the BTC at the conclusion of every testing session. Any testing irregularities or possible invalidations need to be reported to the BTC immediately.

3. Determine and inform remote testing staff how they will communicate with students prior to testing.

Remote Test Administrators and Remote Test Proctors will not be able to read the scripts aloud to the whole group of students testing together after students have launched the OSTP Student Kiosk. RTAs and RTPs should communicate with students prior to launching the OSTP Student Kiosk via the school's preferred videoconferencing platform.

C. Preparing for Remote Test Administration

1. Monitor your school's remote test administration.

The Remote Test Administrator and Remote Test Proctor should closely monitor remote testing sessions. Check in with the Building Test Coordinator if there are any testing issues.

- Download and read the *Test Preparation Manual (TPM)* to understand the logistics and expectations for OSTP testing.
- Download and read the *Remote Test Administration Manual and Script*.
- Complete the required training modules for Remote Test Administrators/Remote Test Proctors and obtain certification for administering/proctoring remote tests.
- Communicate with students and parents to ensure understanding of the remote testing process as well as the remote testing security requirements.
- Ensure that the devices to be used by remote testing staff meet the technology requirements.
- Ensure that remote testing staff have a quiet room where they can sit together in the same physical location and monitor the assessments.
- Ensure that your remote testing class and session has been scheduled in the OSTP Portal.
- Obtain a copy of the summary page which contains student usernames and passwords, as well as access codes, to assist students with signing in to the OSTP Student Kiosk if necessary.

D. Remote Communication During Test Administration

1. Digital Proctoring Interface

Remote Test Administrators and Remote Test Proctors will monitor students in the test session through the OSTP Portal using the digital proctoring interface. This interface allows the Remote Test Administrator and Remote Test Proctor to monitor student activity through student cameras. Students will be visible on the interface once they click **Connect to Proctor** and the device connects with the OSTP Portal. They will remain visible in the interface until they finish and submit their test.

2. Video Calls

When necessary, Remote Test Administrators or Remote Test Proctors can communicate directly with an individual student by initiating a video call.

Part III. Instructions for Administering a Remote Session of the OSTP Grades 3–8

A. Materials Needed for the Session

You will need the following materials available prior to testing:

- a computer for managing the test session; this device must have an integrated webcam and speakers
- at least two screens/monitors to view students, student screens, and the testing session
- this manual
- a copy of the summary page, which contains student usernames and passwords, as well as access codes, to assist students with signing in to the OSTP Student Kiosk if necessary

Class Name: 7th ELA-(Grade -07)-(online)				
Test Name: Spring 2026 Demo Test				
Testing Window: 2/5/2026 to 3/31/2026				
Sequence				
Name				
Access Code				
1	Section 1	5346076753		
2	Section 2	6147616531		
Student Name				
Date of Birth				
Username				
Password				
Accommodations				
Eleven, Student	1/1/2010	3999929116	BC6ZCMGW	Read Aloud Reading 3-8
Fifteen, Student	1/1/2010	3999929120	W2T6VW7X	Read Aloud Reading 3-8
Fifty, Student	1/1/2010	3999929054	26U5PYMY	Read Aloud Reading 3-8
FortyEight, Student	1/1/2010	3999929052	WTA6F3HP	Read Aloud Reading 3-8
FortyFive, Student	1/1/2010	3999929049	N3K46ZMM	Read Aloud Reading 3-8
FortyFour, Student	1/1/2010	3999929048	64HZKX2M	Read Aloud Reading 3-8
FortyNine, Student	1/1/2010	3999929053	633FEPXT	Read Aloud Reading 3-8

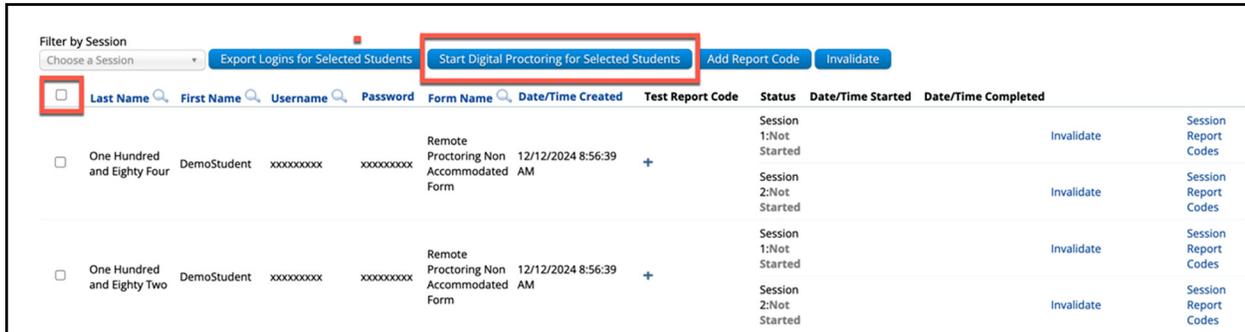
- Mark the following on this sheet, or indicate these on a separate roster:
 - Student attendance
 - Student cell phone check*
 - Student calculator check, including checking that the memory has been cleared
 - Student test login ticket & OSTP-approved reference sheet check*
 - If students take a restroom break, the times that they leave and return
 - At the conclusion of the testing session, another calculator check*
 - At the conclusion of the testing session, tearing up of the student’s test login ticket and scratch paper on camera BEFORE student submits the test*
 - Any testing irregularities or concerns*

*—this must be marked on the Remote Proctor Observation Log

B. Before Students Launch the OSTP Student Kiosk

Before students begin signing in to their scheduled tests, Remote Test Administrators and Remote Test Proctors should ensure they have the scheduled test details readily available and start the digital proctoring session through the administration section of the OSTP Portal. To prepare for and start a digitally proctored test, Remote Test Administrators and Remote Test Proctors should follow the steps below:

1. When ready to start the remote testing session, select students by clicking the box in the left column for each student, then click on the blue **Start Digital Proctoring for Selected Students** button. Note that students will not be able to connect to the proctor until this step is completed.

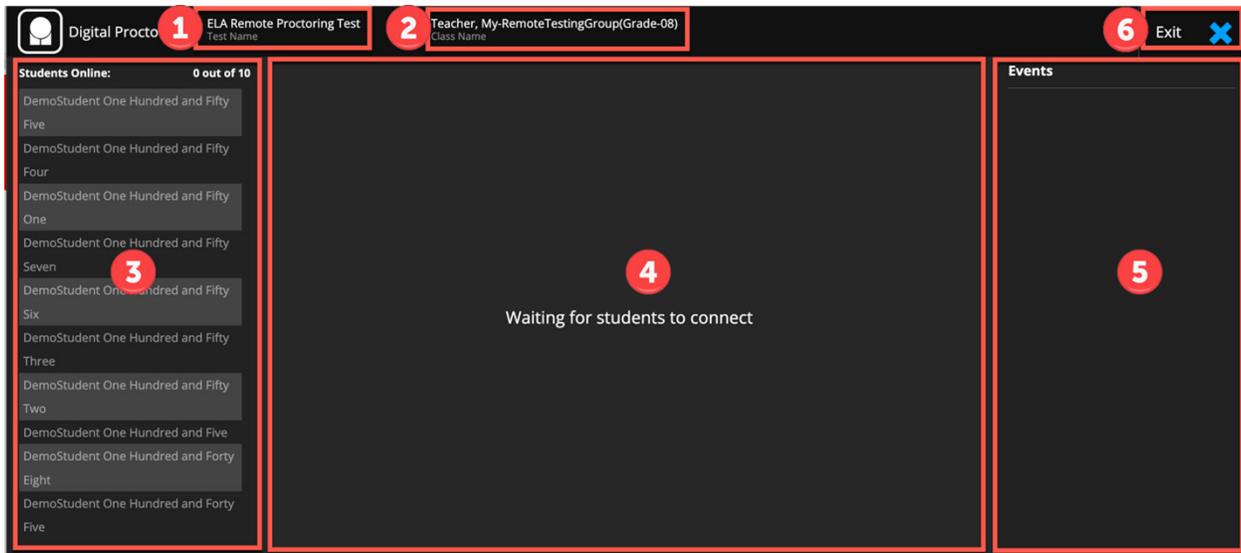


2. The proctoring interface will open in a new browser tab.

In the table below are descriptions of the information displayed on the proctoring interface. The numbered icons listed in this table are shown in the screenshot that follows to indicate the location of the feature.

Proctoring Interface Features

Icons	Description
1	Test name
2	Class name
3	List view of students for whom the digital proctoring session was started by the Remote Test Administrator or Remote Test Proctor
4	Gallery view of student video feeds as students connect to the remote proctoring test session
5	Log of events or alerts with student's name, timestamp, and activity
6	Exit button



C. Begin Regular Videoconferencing Platform

On your regular videoconferencing platform (e.g., Teams, Zoom), open a session with the students in your remote testing group and confirm that they have the following materials:

- their testing device
 - a testing device that has the OSTP Student Kiosk installed and has had the System Set-Up Test performed
 - a charger, power cord, and power strip if needed
- their student test login ticket (or their username and password written down on a sheet of paper)
- unused scratch paper (blank, lined, or graph)
- pens or pencils for use on scratch paper
- printed copies of reference sheets or Writer’s Checklists if applicable
- calculator
 - approved calculators in grades 3–5 mathematics for students with the appropriate accommodation
 - approved handheld calculators for students who wish to use them for grades 6–8 mathematics
 - A Desmos calculator is available in the OSTP Student Kiosk for mathematics in grades 6–8 plus grade 8 science. See the [OSTP Calculator Policy](#) for any questions.

D. OSTP REMOTE PROCTORING SCRIPT—MATHEMATICS, SCIENCE, AND ELA (EXCEPT WRITING)

Read aloud the bold type material that is preceded by the word “Say.” Italicized material is information for the RTA that should not be read aloud to the students.

Say: **While we are together on *(videoconferencing platform)*, I am going to give some initial instructions.**

You may not access the internet or use any application on your testing device other than the OSTP Student Kiosk.

Before we begin the test, cell phones or other electronic devices, including any wearable technology like smartwatches or smartglasses, must not be present in the testing environment. The use of reference materials, dictionaries, or additional material or equipment is not allowed on this test.

We will now pause to check with each student to confirm where your cell phone and wearable technology is now.

Pause as students verbally confirm that their cell phones and wearable technology are not on their person and indicate where they are (e.g., across the room, in a different location in their home). As each student confirms their electronic device(s) location, indicate this on your Remote Proctor Observation Log.

Say: **If you need to use the restroom during this session, please click the raise-hand icon. Do not leave until one of us has opened a video chat with you. Be sure to click raise hand again when you have returned.**

If you are accidentally exited from the test session during testing, contact us via ____ and we will help you resume testing.

Once instructed, you will launch the OSTP Student Kiosk from your desktop then enter the login information you were provided. Once you successfully log in to the kiosk, you will only be able to communicate with us by clicking the raise-hand icon on your screen. We can then start a video chat for us to speak.

I will read the instructions to you in this videoconference.

Say: **Today you will be tested in _____ *(Grade/Content Area)*. Some of this material may not be familiar to you, but it is still important that you do your best. Test questions will be presented one at a time. Each multiple-choice question will be followed by its possible answer choices. The computer will allow you to have only one answer selected at a time. Sometimes you may be required to use the scroll bar that will appear on the right side of the test question in order to see all four answer choices. Be sure that you have seen all answer choices before making your selection. Each technology-enhanced item will have specific directions explaining how to answer that question.**

(For students taking grades 3, 4, 6, and 7 ELA tests, say): **You will answer constructed-response questions by typing your answer into the text box provided on your screen.**

Say: **The first questions you will see are samples to give you an opportunity to try out the tools that you can use. To select your answers using your mouse, position the pointer over an answer and click once. For those of you using a touch screen, position your finger over the answer and tap the screen once.**

During the session, if you have a problem finding or using one of the tools on the computer screen, or if you have difficulty using your computer, click the raise-hand icon in the kiosk and we will assist you. However, we will not be able to help you answer the test questions.

(If students are taking an ELA test, say): As you take the English Language Arts Online Test, you may find you have been asked to read part of a passage you have read previously, either in class or on your own. When you answer the questions that follow the passage, it is important that your answer be based solely on the part of the passage that appears on this test.

Say: Follow the directions that appear throughout the test and read and answer each question. If you are not sure about an answer, you may use the star tool to mark the question for later review. Remember that questions left unanswered are scored as incorrect.

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 remote test staff. We will instruct you on what to do BEFORE submitting your test.

Are there any questions?

Say: Remember to choose the best answer for each question. If you are not sure about an answer, do the best you can, but don’t spend too much time on any one question. If you are not finished with the test at the end of the test session, you may be given additional time.

You must not ask for or receive help from anyone else in answering the questions. Also, you may not have a cell phone or any other electronic device with you other than your testing device. You may not access the internet or use any application on your testing device other than the OSTP Student Kiosk.

Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.

Say: Look at your Student Test Login Ticket. Your name and date of birth should appear on the first and second lines. If you have a ticket for someone other than yourself, or the date of birth is incorrect, please let us know now.

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

OSTP Log in Steps

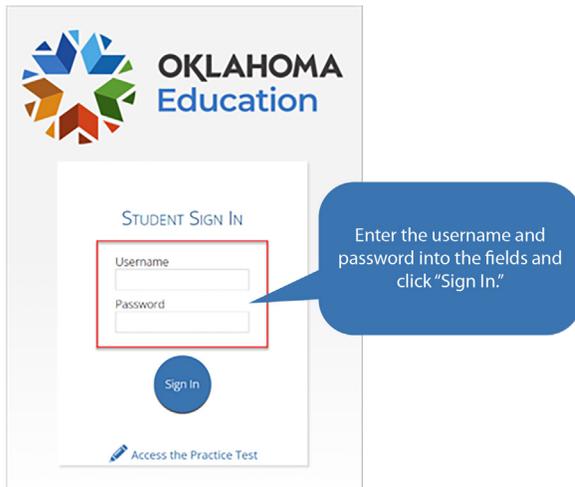
Say: **Now let's walk through the next steps to begin your test.**

1. **After directions are completed, you will log out of the virtual meeting with your Remote Test Administrator and Remote Test Proctor.**

2. **Find the test icon on your computer screen and click it.**



3. **You will carefully type your student Username and Password on the login screen exactly as it appears on the ticket. Then click the "Sign In" button. Keep your login ticket on your desk. You will tear it up in front of the remote testing staff before you submit your test.**

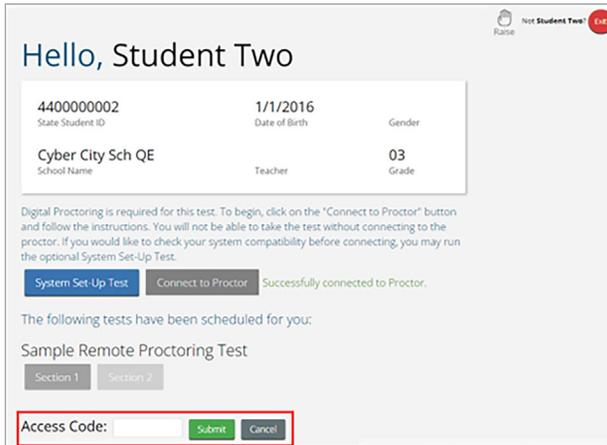


4. **If you have successfully logged in, you will see the word "Hello" followed by your name. Verify that your name, Student Testing Number, and date of birth are correct.**

If your information is not correct, click the "Exit" button at the top right of the screen. Then contact your Remote Test Administrator.

5. **Click on the "Connect to Proctor" button.**

6. Click on the “Section 1” button. At the bottom of this screen, you will see an Access Code box. Type in the Access Code provided.



7. Click on the “Submit” button. Read all the directions on your screen, then click the “Continue” button to start answering the sample items. Remember to try the toolbox items we reviewed.



8. In the upper right corner of your screen will be an icon of a person raising their hand. If you need help from the Remote Test Administrator or Remote Test Proctor, please click on the raise-hand icon to ask for help. Also click this button once you are ready to submit your test. You must call the remote testing staff, tear up your test ticket and scratch paper, and clear your calculator on camera before being given permission to submit your test.



9. Remember, after taking this test, you should not discuss the specific test passages and items with anyone, including your family, classmates, and teachers.

RTA/RTP: Make sure that the testing session is launched from the Cognia Portal.

E. Directions When Only Completing Section 1 in a Testing Session

Say: **Before we log out of this meeting, I will give you the Access Code for Section 1. Please listen carefully and write it down as I read it aloud. (Check with students to ensure they have written the code down correctly. You may need to repeat the number a few times.)**

Please note that as you are directed to log out of this meeting, one of us will stay logged in to this meeting for a few minutes just in case you need help connecting.

In just a minute, you will be directed to log out of this meeting. Please make sure all programs are closed on your device. Find the OSTP test icon on your screen. Click the icon and type in your login credentials to begin the test.

Remember to use the raise-hand icon in the upper right corner of your screen once you log in if you need help or are ready to submit your test.

You may now log off and begin.

Monitor student testing from the digital proctoring interface. During testing, monitor the students' video feeds to ensure each student is working steadily and that each student is not using cell phones or other electronic devices.

It is the Remote Test Administrator and Remote Test Proctor's responsibility to ensure a secure testing environment. Test security requirements are described in the TPM. Remote Test Administrators and Remote Test Proctors must actively monitor students at all times during a remote testing session. If a student becomes disconnected or their camera is not active, one staff member should contact the student to resolve the issue while the other continues monitoring the remaining students.

In addition, Remote Test Administrators and Remote Test Proctors should periodically and randomly listen to individual students throughout the session to ensure that all test security protocols are being followed.

As students finish their test and are ready to submit, they should click the raise-hand icon to notify the Remote Test Administrator or Remote Test Proctor. Open a video call with each individual student before they submit their test.

Say to ANY STUDENT WHO FINISHES EARLY:

Say: **Remember that questions left unanswered are scored as incorrect. Once you have answered the last question in this section, click the down arrow next to the item number to go to the Test Map. The Test Map shows you the number of completed questions, unanswered questions, and questions marked with a star. Unanswered questions are red, and questions not visited are gray. Answered questions appear blue. Check to make sure all of your questions are answered. You may click on any question to return directly to that specific question or click on "Return to test" to go back to the last question in the test.**

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

Say: **Now hold up your scratch paper and test ticket so I can see it on camera. Now, please tear them up into small pieces in front of the camera.**

If students had printed reference sheets, also instruct students to tear these up as well. Pause to confirm students are tearing their materials up, and document this on your Student Summary sheet or Remote Proctor Observation Log.

Then say to the students (through individual video call):

Say: **Once you have answered all items, click through to the end of the test then click "Finish," then click "Turn In." A confirmation question will appear asking you if you want to turn in your test. Click "Turn In" again.**

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

Say: **Do you need more time to complete your test?**

Note which students need more time. These students should NOT submit their final answers and should not tear up their scratch paper until they are instructed to do so.

Make a list of all students in your assigned group who were absent/not tested. These students will appear in the OSTP Portal on the Scheduled Test Details page as “Not Started” for this session. These students will need to take this session during the make-up period. Return this information to your Building Test Coordinator immediately after completing a test session. It is important to keep accurate records of who has been tested.

F. Directions When Completing the Next Section in a Separate Session (Same Day or Consecutive Days)

Say: **Today you will take Section 2 of the _____ (grade level and content) test.**

You may not access the internet or use any application on your testing device other than the OSTP Student Kiosk.

Before we begin the test, cell phones or other electronic devices, including any wearable technology like smartwatches or smartglasses, must not be present in the testing environment. The use of reference materials, dictionaries, or additional material or equipment is not allowed on this test.

We will now pause to check with each student to confirm where your cell phones and wearable technology is now.

Pause as students verbally confirm that their cell phones and wearable technology are not on their person and indicate where they are (e.g., across the room, in a different location in their home). As each student confirms their electronic device(s) location, indicate this on your Remote Proctor Observation Log.

Say: **If you need to use the restroom during this session, please click the raise-hand icon. Do not leave until one of us has opened a video chat with you. Be sure to click raise hand again when you have returned.**

If you are accidentally exited from the test session during testing, contact us via ____ and we will help you resume testing.

Once instructed, you will launch the OSTP Student Kiosk from your desktop then enter the login information you were provided. Once you successfully log in to the kiosk, you will only be able to communicate with us by clicking the raise-hand icon on your screen. We can then start a video chat for us to speak.

I will read the instructions to you in this videoconference.

Say: **Today you will be tested in _____ (Grade/Content Area). Some of this material may not be familiar to you, but it is still important that you do your best. Test questions will be presented one at a time. Each multiple-choice question will be followed by its possible answer choices. The computer will allow you to have only one answer selected at a time. Sometimes you may be required to use the scroll bar that will appear on the right side of the test question in order to see all four answer choices. Be sure that you have seen all answer choices before making your selection. Each technology-enhanced item will have specific directions explaining how to answer that question.**

(For students taking grades 3, 4, 6, and 7 ELA tests, say): **You will answer constructed-response questions by typing your answer into the text box provided on your screen.**

Say: **Follow the directions that appear throughout the test and read and answer each question. If you are not sure about an answer, you may use the star tool to mark the question for later review. Remember, questions left unanswered are scored as incorrect.**

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 remote test staff. We will instruct you on what to do BEFORE submitting your test.

Are there any questions?

Say: **Remember to choose the best answer for each question. If you are not sure about an answer, do the best you can, but don’t spend too much time on any one question. If you are not finished with the test at the end of the test session, you may be given additional time.**

You must not ask for or receive help from anyone else in answering the questions. Also, you may not have a cell phone or any other electronic device with you other than your testing device. You may not access the internet or use any application on your testing device other than the OSTP Student Kiosk.

Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.

Say: **Before we log out of this meeting, I will give you the Access Code for Section 2. Please listen carefully and write it down as I read it aloud. (Check with students to ensure they have written the code down correctly. You may need to repeat the number a few times.)**

Please note that as you are directed to log out of this meeting, one of us will stay logged in to this meeting for a few minutes just in case you need help connecting.

In just a minute, you will be directed to log out of this meeting. Please make sure all programs are closed on your device. Find the OSTP test icon on your screen. Click the icon and type in your login credentials to begin the test.

Remember to use the raise-hand icon in the upper right corner of your screen once you log in if you need help or are ready to submit your test.

You may now log off and begin.

Monitor student testing from the digital proctoring interface. During testing, monitor the students’ video feeds to ensure each student is working steadily and that each student is not using cell phones or other electronic devices.

It is the Remote Test Administrator and Remote Test Proctor’s responsibility to ensure a secure testing environment. Test security requirements are described in the TPM. Remote Test Administrators and Remote Test Proctors must actively monitor students at all times during a remote testing session. If a student becomes disconnected or their camera is not active, one staff member should contact the student to resolve the issue while the other continues monitoring the remaining students.

In addition, Remote Test Administrators and Remote Test Proctors should periodically and randomly listen to individual students throughout the session to ensure that all test security protocols are being followed.

As students finish their test and are ready to submit, they should click the raise-hand icon to notify the Remote Test Administrator or Remote Test Proctor. Open a video call with each individual student before they submit their test.

Say to ANY STUDENT WHO FINISHES EARLY:

Say: **Remember that questions left unanswered are scored as incorrect. Once you have answered the last question in this section, click the down arrow next to the item number to go to the Test Map. The Test Map shows you the number of completed questions, unanswered questions, and questions marked with a star. Unanswered questions are red, and questions not visited are gray. Answered questions appear blue. Check to make sure all of your questions are answered. You may click on any question to return directly to that specific question or click on “Return to test” to go back to the last question in the test.**

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

Say: **Now hold up your scratch paper and test ticket so I can see it on camera. Now, please tear them up into small pieces in front of the camera.**

If students had printed reference sheets, also instruct students to tear these up as well. Pause to confirm students are tearing their materials up, and document this on your Student Summary sheet or Remote Proctor Observation Log.

Then say to the students (through individual video call):

Say: **Once you have answered all items, click through to the end of the test then click “Finish,” then click “Turn In.” A confirmation question will appear asking you if you want to turn in your test. Click “Turn In” again.**

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

Say: **Do you need more time to complete your test?**

Note which students need more time. These students should NOT submit their final answers and should not tear up their scratch paper until they are instructed to do so.

Make a list of all students in your assigned group who were absent/not tested. These students will appear in the OSTP Portal on the Scheduled Test Details page as “Not Started” for this session. These students will need to take this session during the make-up period. Return this information to your Building Test Coordinator immediately after completing a test session. It is important to keep accurate records of who has been tested.

G. Directions When Completing Section 1 and Section 2 in a Testing Session (Writing not included)

Say: **Before we log out of this meeting, I will give you the Access Codes for Section 1 and Section 2. Please listen carefully and write these down as I read them aloud.** *(Check with students to ensure they have written the codes down correctly. You may need to repeat the number a few times.)*

Please note that as you are directed to log out of this meeting, one of us will stay logged in to this meeting for a few minutes just in case you need help connecting.

In just a minute, you will be directed to log out of this meeting. Please make sure all programs are closed on your device. Find the OSTP test icon on your screen. Click the icon and type in your login credentials to begin the test.

Remember to use the raise-hand icon in the upper right corner of your screen once you log in if you need help or are ready to submit your test.

You may now log off and begin.

Monitor student testing from the digital proctoring interface. During testing, monitor the students’ video feeds to ensure each student is working steadily and that each student is not using cell phones or other electronic devices.

It is the Remote Test Administrator and Remote Test Proctor’s responsibility to ensure a secure testing environment. Test security requirements are described in the TPM. Remote Test Administrators and Remote Test Proctors must actively monitor students at all times during a remote testing session. If a student becomes disconnected or their camera is not active, one staff member should contact the student to resolve the issue while the other continues monitoring the remaining students.

In addition, Remote Test Administrators and Remote Test Proctors should periodically and randomly listen to individual students throughout the session to ensure that all test security protocols are being followed.

As students finish their test and are ready to submit, they should click the raise-hand icon to notify the Remote Test Administrator or Remote Test Proctor. Open a video call with each individual student before they submit their test.

Say to ANY STUDENT WHO FINISHES EARLY:

Say: **Remember that questions left unanswered are scored as incorrect. Once you have answered the last question in this section, click the down arrow next to the item number to go to the Test Map. The Test Map shows you the number of completed questions, unanswered questions, and questions marked with a star. Unanswered questions are red, and questions not visited are gray. Answered questions appear blue. Check to make sure all of your questions are answered. You may click on any question to return directly to that specific question or click on “Return to test” to go back to the last question in the test.**

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

Say: **Now hold up your scratch paper and test ticket so I can see it on camera. Now, please tear it up into small pieces in front of the camera.**

If students had printed reference sheets, instruct students to tear these up as well. Pause to confirm students are tearing their materials up, and document this on your summary page and Remote Proctor Observation Log.

Then say to the students (through individual video call):

Say: **Once you have answered all items, click through to the end of the test then click “Finish,” then click “Turn In.” A confirmation question will appear asking you if you want to turn in your test. Click “Turn In” again.**

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

Say: **Do you need more time to complete your test?**

Note which students need more time. These students should NOT submit their final answers and should not tear up their scratch paper until they are instructed to do so.

Make a list of all students in your assigned group who were absent/not tested. These students will appear in the OSTP Portal on the Scheduled Test Details page as “Not Started” for this session. These students will need to take this session during the make-up period. Return this information to your Building Test Coordinator immediately after completing a test session. It is important to keep accurate records of who has been tested.

H. OSTP REMOTE PROCTORING SCRIPT—WRITING

Read aloud the bold type material that is preceded by the word “Say.” Italicized material is information for the RTA that should not be read aloud to the students.

Say: **While we are together on *(videoconferencing platform)*, I am going to give some initial instructions.**

You may not access the internet or use any application on your testing device other than the OSTP Student Kiosk.

Before we begin the test, cell phones or other electronic devices, including any wearable technology like smartwatches or smartglasses, must not be present in the testing environment. The use of reference materials, dictionaries, or additional material or equipment is not allowed on this test.

We will now pause to check with each student to confirm where your cell phone and wearable technology is now.

Pause as students verbally confirm that their cell phones and wearable technology are not on their person and indicate where they are (e.g., across the room, in a different location in their home). As each student confirms their electronic device(s) location, indicate this on your Remote Proctor Observation Log.

Say: **If you need to use the restroom during this session, please click the raise-hand icon. Do not leave until one of us has opened a video chat with you. Be sure to click raise hand again when you have returned.**

If you are accidentally exited from the test session during testing, contact us via _____ and we will help you resume testing.

Once instructed, you will launch the OSTP Student Kiosk from your desktop then enter the login information you were provided. Once you successfully log in to the kiosk, you will only be able to communicate with us by clicking the raise-hand icon on your screen. We can then start a video chat for us to speak.

I will read the instructions to you in this videoconference.

Say: Today you will be tested in English Language Arts. For this test, you will read two passages, then respond to a writing prompt. It is important that you do your best. If you are not sure of the writing prompt, you should still attempt to answer it.

You may use your scratch paper to PLAN your composition. You might consider using a web, cluster, list, story map, or any other method to help you organize your writing. Be sure to type your composition in the space provided.

Using the Writer’s Checklist tool, check your writing for paragraphing, grammar, spelling, punctuation, and the use of Standard English. Only your writing in the answer space will be scored.

When scorers evaluate your writing, they will look for evidence that you can:

- address the prompt;
- develop your ideas thoroughly;
- organize your ideas;
- stay focused on your purpose for writing;
- make your writing thoughtful and interesting; and
- use correct spelling, capitalization, punctuation, grammar, usage, and sentence structure.

DO NOT CLICK THE “TURN IN” BUTTON until you are completely finished with your writing. Once you click “Turn In,” you will NOT be able to return to your response.

Are there any questions on the directions?

Say: If you are not finished with the test at the end of the test session, you may be given additional time. If you are using scratch paper as a tool to plan your response to the prompt, keep in mind that the online test will log you out after 60 minutes of inactivity. You will need to be actively typing in the text box in order to be considered “active” in the system. Just moving the mouse or using the tools is not considered activity.

Say: When you are finished, click the “Finish” button to be taken to the Summary Page. You can click on “Return to test” to go back to review your response, if you would like. When you are satisfied with your response, click the raise-hand icon to contact your remote test staff. We will instruct you on what to do BEFORE submitting your test.

Are there any questions?

Say: You must not ask for or receive help from anyone else in answering the writing prompt. Also, you may not have a cell phone or any other electronic device with you other than your testing device. You may not access the internet or use any application on your testing device other than the OSTP Student Kiosk.

Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.

Say: **Look at your Student Test Login Ticket. Your name and date of birth should appear on the first and second lines. If you have a ticket for someone other than yourself, or the date of birth is incorrect, please let us know now.**

Doe, Jane M DOB: 1/1/2014 Demo Form Username: 1234567890 Password: 2FA5B3AE
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OSTP Log in Steps

Say: **Now let’s walk through the next steps to begin your test.**

1. **After directions are completed, you will log out of the virtual meeting with your Remote Test Administrator and Remote Test Proctor.**

2. **Find the test icon on your computer screen and click it.**



3. **You will carefully type your student Username and Password on the login screen exactly as it appears on the student test login ticket. Then click the “Sign In” button. Keep your login ticket on your desk. You will tear it up in front of the remote testing staff before you submit your test.**

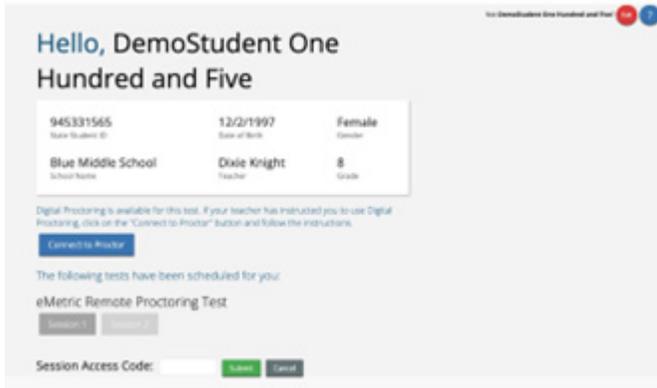


4. **If you have successfully logged in, you will see the word “Hello” followed by your name. Verify that your name, Student Testing Number, and date of birth are correct.**

If your information is not correct, click the “Exit” button at the top right of the screen. Then contact your Remote Test Administrator.

5. **Click on the “Connect to Proctor” button.**

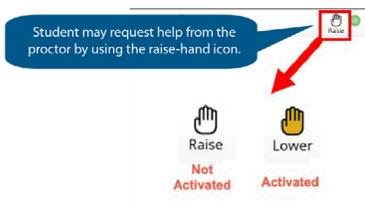
6. Click on the “Section 1” button. At the bottom of this screen, you will see an Access Code box. Type in the Access Code provided.



7. Click on the “Submit” button. Read all the directions on your screen, then click the “Continue” button to start reading the first of the two passages. Remember to try the toolbox items we reviewed.



8. In the upper right corner of your screen will be an icon of a person raising their hand. If you need help from the Remote Test Administrator or Remote Test Proctor, please click on the raise-hand icon to ask for help. Also click this button once you are ready to submit your test. You must call the remote testing staff and tear up your test ticket, scratch paper, and Writer’s Checklist on camera before being given permission to submit your test.



9. Remember, after taking this test, you should not discuss the specific test passages and items with anyone, including your family, classmates, and teachers.

RTA/RTP: Make sure that the testing session is launched from the Cognia Portal.

I. Directions When Completing the Writing Session

Say: **Before we log out of this meeting, I will give you the Access Code for this session. Please listen carefully and write it down as I read it aloud.** *(Check with students to ensure they have written the code down correctly. You may need to repeat the number a few times.)*

Please note that as you are directed to log out of this meeting, one of us will stay logged in to this meeting for a few minutes just in case you need help connecting.

In just a minute, you will be directed to log out of this meeting. Please make sure all programs are closed on your device. Find the OSTP test icon on your screen. Click the icon and type in your login credentials to begin the test.

Remember to use the raise-hand icon in the upper right corner of your screen once you log in if you need help or are ready to submit your test.

You may now log off and begin.

Monitor student testing from the digital proctoring interface. During testing, monitor the students' video feeds to ensure each student is working steadily and that each student is not using cell phones or other electronic devices.

It is the Remote Test Administrator and Remote Test Proctor's responsibility to ensure a secure testing environment. Test security requirements are described in the TPM. Remote Test Administrators and Remote Test Proctors must actively monitor students at all times during a remote testing session. If a student becomes disconnected or their camera is not active, one staff member should contact the student to resolve the issue while the other continues monitoring the remaining students.

In addition, Remote Test Administrators and Remote Test Proctors should periodically and randomly listen to individual students throughout the session to ensure that all test security protocols are being followed.

As students finish their test and are ready to submit, they should click the raise-hand icon to notify the Remote Test Administrator or Remote Test Proctor. Open a video call with each individual student before they submit their test.

Say to ANY STUDENT WHO FINISHES EARLY:

Say: **When you are finished, click the "Finish" button to be taken to the Summary Page. You can click on "Return to test" to go back to review your response, if you would like.**

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

Say: **Now hold up your scratch paper, any planning pages, and your test login ticket so I can see them on camera. Now, please tear them up into small pieces in front of the camera.**

Pause to confirm students are tearing their materials up, and document this on your summary page and Remote Proctor Observation Log.

Then say to the students (through individual video call):

Say: **If you are satisfied with your response, click "Turn In." This will end the Writing prompt session.**

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

Say: **Do you need more time to complete your test?**

Note which students need more time. These students should NOT submit their writing prompt and should not tear up their scratch paper or planning page until they are instructed to do so.

Make a list of all students in your assigned group who were absent/not tested. These students will appear in the OSTP Portal on the Scheduled Test Details page as “Not Started” for this session. These students will need to take this session during the make-up period. Return this information to your Building Test Coordinator immediately after completing a test session. It is important to keep accurate records of who has been tested.