

OSU Math Placement Exam Score Certification Instructions

Immediately after an OSU Math Placement Exam has been administered at your center, a certified proctor must follow these instructions to certify the student's exam score within the OSU Math Placement Exam Proctoring System.

Access the OSU Math Placement Exam Proctoring System at <https://proctor.okstate.edu/>

Log into the system by entering the email address and password your testing center provided when applying to become an OSU Math Placement Exam proctoring site and then clicking the “Login” button. If you forget the password, you can reset it using the “Forgot Your Password?” link.

To log in, please enter your username and password.

Username

testing.center@okstate.edu

Password

.....

[Forgot Your Password?](#)

Login

Operating Within the OSU Math Placement Exam Proctoring System

Once you are logged in, you will be taken to the Dashboard view. The “Home” tab displays information about the system, shows the “Current Proctor Password,” and has printable directions for both proctoring the exam and for certifying exam scores upon completion of the exam. The “Scores” tab is where you can certify scores for students you proctored. Scores are downloaded into the system approximately every 15 minutes. **The student's exam attempt DOES NOT MATTER.** 1st attempts labeled as “Unproctored” should be certified the same as “Proctored” 2nd-5th attempts so long as you proctored the student successfully.

Certifying an OSU Math Placement Exam Score

To certify the score of a student who tested with you, hover over the “Scores” tab to view the “New Scores” and “Certified Scores” sub-tabs. Click on “New Scores” to view recently downloaded scores. Enter the student’s **CWID (aka Banner ID) number with the leading A** in the search bar on the right to filter for the student you proctored. The system should then return the record for the student's score, looking similar to the following:

YOUR Testing Center Logout

OSU MATH PLACEMENT EXAM PROCTORING SYSTEM DASHBOARD

Home Scores

New Test Scores

Use the Search Bar Below To Filter Record:

ID	Preferred	Last	Email	End Date	Certified Status	Certified by:
A10000000	FirstName	LastName	osuemailaddress@okstate.edu	10/19/2026	Validation Needed	

Verify that the the name and ID number match and that the “End Date” is the date you proctored the exam. **To certify the score, click the “Validation Needed” link under the “Certified Status” column. This will open the “ALEKS – Score Update” form. On the form, change the “Status” pull-down menu to “Certified” and enter the name of your Testing Center in the “Submitted by:” field. Then click the “Submit” button.** A successful certification will move the record to the “Certified Scores” sub-tab (see image below). You can verify your certification by searching for the record on that tab.

PLEASE NOTE: When you click “Submit” the student will receive an email stating that their results have been certified by your testing center. If you need to mark a score as “Invalid” (for, say suspected cheating or another issue) the

procedure is exactly the same, except you will select “Invalid.” If you certify a score and then later invalidate it, please contact the OSU Testing Center at the email below to inform them of the invalidation.

ALEKS - Score Update (NON-CAS) ×

Student Information

First Name

Last

Banner ID

Score Information

Test Date

Status


 Select "Certified" or "Invalid" here.

Submitted by:

ID

Submit

You should only certify results for students who you proctored at your testing center. Although unlikely, if you ever see a student score record been certified by a different testing center, please contact the OSU Testing Center so we can communicate with the other testing center.

Certified scores can be viewed on the “Certified Scores” sub-tab. You can also view scores that have been marked as “Practice” on this sub-tab. If you forgot to certify a score on the day a student tested and three or more days have passed, you will need to certify from this sub-tab. Simply use the “Search Bar” to locate the student’s score record, click the “Practice” link in the Certified Status” column and update the record on the “ALEKS – Score Update Form.” You can also invalidate a previously certified score from here as well. **Please note, if you invalidate a score, please contact the OSU Testing Center so they can verify the invalidation is processed correctly.** You will need to refresh the page to verify any changes you make.

YOUR Testing Center [Logout](#)

OSU MATH PLACEMENT EXAM PROCTORING SYSTEM DASHBOARD

Home
Scores

Certified Test Scores

Use the Search Bar Below To Filter Record:

ID	Preferred	Last	Email	End Date	Certified Status	Certified by:
A1000000	FirstName1	LastName1	FirstLast1@okstate.edu	10/16/2026	Certified	OSU Testing Center
A11111111	2ndFirstName	2ndLastName	2ndFirstLast@okstate.edu	10/16/2026	Practice	OSU Testing Center

Please contact the **OSU Testing Center** at testing.center@okstate.edu or at 405-744-9650 (M-F, 8am-5pm) if you have any questions or issues certifying a score.

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