Test Administrator Remote Testing Administration Checklist

This checklist provides steps to ensure a successful delivery of a Remote Testing experience using a web conferencing service for remote test administration.

The content and results of this assessment need to be kept secure. The Test Administrator, parents/guardians, and students share the responsibility for maintaining a secure environment so that the assessment content and results are not compromised.

If technology issues happen during the assessment, contact DRC Technology Support for assistance.

Prior to Testing

- ☐ Ensure that you have an active user account and testing permissions in the DRC INSIGHT Portal.
- ☐ Select a supported web-conferencing service with the following features:
  - Embedded link for login
  - "Computer Audio Only" for web sessions
  - Recording capability for the host only
  - Private breakout sessions
  - Private screen sharing by student
  - Private chat
- ☐ Familiarize yourself with the remote testing web meeting instructions.
- ☐ Determine if your district will provide devices to students or if students will be utilizing their home devices.
- ☐ Simulate a remote web meeting process with students and their parents/guardians, including using the private rooms. Have the students use the Practice Test or Online Tools Training (OTT) to help prepare and assess their readiness prior to the live test session.
- ☐ Review the technical requirements with students and their parents/guardians during the practice web meeting to help determine if their technology is ready. The technical requirements are listed in your Test Administration Remote Testing FAQ document and in the Parent Remote Testing with Test Administrator Guide.
- ☐ Register students to be tested in the DRC INSIGHT Portal.
- ☐ Schedule Test Sessions in the DRC INSIGHT Portal.
- ☐ If delivering multiple assessments, create a separate web conference for each one.
- ☐ Create the web meeting with the following defaults:
  - ☐ Mute participants upon entry.
  - ☐ Participants can send chat messages to host only.
  - ☐ Participants cannot record sessions.
  - ☐ Disable virtual backgrounds.
  - ☐ Enable breakout sessions.
- ☐ Limit each meeting to 10–12 students.
- ☐ Create a custom invitation email for each student with the following:
  - ☐ Link to the web meeting as well as the date, time, and duration of the meeting
  - ☐ Contact information for the Test Administrator
  - ☐ General information on the assessments the students will be taking
  - ☐ Parent Remote Testing with Test Administrator Guide
  - ☐ Parent Remote Testing with Test Administrator Checklist
  - ☐ Parent Remote Testing with Test Administrator FAQs
  - ☐ Parent/Guardian and Student Remote Testing Agreement
- ☐ Create a "prep" document to stay organized during the meeting and include the following details:
  - ☐ Meeting link, date, start time, and duration

☐ Student names, emails addresses, login credentials, and private room numbers

☐ The Remote Testing URL for the assessment

☐ Student login credentials and the Remote Testing URL should not be provided prior to meeting.

Web Meeting – Testing Day Activities

☐ Have your "prep" documentation with student names, etc. available.

☐ Start the web meeting recording.

☐ Introduce yourself and describe the expectations of the web meeting to the participants.

☐ Let students know that:

☐ You will work with students individually in private rooms, but you will always be monitoring their actions.

☐ They should not stand or leave the room during the web meeting without your permission.

☐ Their parent/guardian may not help them on the assessment by reading or answering questions.

☐ Explain the chat feature and how it should be used.

☐ Explain how students should let you know when they have finished their test.

☐ Assign students to individual private rooms.

☐ Invite students one at a time to meet with you in their private room.

☐ Validate the student's identification.

☐ Ask the parent/guardian to show you the student's environment with the web camera. The area used for the assessment must be clear of distractions and prohibited items.

☐ Via private chat, send the username, password, and content area to the student who will be tested during that session.

☐ Ask the student to return to the main meeting.

☐ When all the private meetings are completed, use the chat feature to share the Remote Testing URL with all students.

☐ Watch for suspicious activity.

☐ Students can be dismissed from the web meeting when they complete the assessment.