



This checklist provides steps to ensure a successful Remote Testing experience.

This assessment is secure. Both you and your child are responsible for maintaining a secure environment so that the assessment content and results are not compromised. This means that your child is not allowed to use a smart phone or other technology device, to copy, photograph, or share any assessment questions or answers with others.

If technology issues occur during the assessment, notify your child's teacher or follow the instructions provided by your school.

## Prior to Testing

Refer to the information you received from your child's teacher with details about the remote test session.

### *Verify Technology Components*

- Review the technology requirements for the remote assessment and verify that your child's testing device is ready prior to the day of testing.
- Verify the testing device's web cam, microphone, and headset or speaker are working. Ensure that the audio is loud enough for your child to adequately hear the directions during the assessment.
- Check for a strong, secure Wi-Fi connection. You should only use your personal secure Wi-Fi or your school-sponsored Wi-Fi or hot spot. Other Wi-Fi connections are not recommended.
- Close all background applications/processes running on the testing device.
- Ensure that the testing device and other devices on the same network are not streaming audio or video.
- Install the Google Chrome browser, if necessary. For step-by-step instructions, go to [www.google.com/chrome](http://www.google.com/chrome).
- Select a quiet, well-lit location that provides your child privacy and is free of distractions.
- You should be present during the assessment to assist only with technical setup and issues.
- Review and agree to the Parent/Guardian Remote Testing Agreement, if provided by your child's school.
- Attend a practice assessment session with your child and Test Administrator to familiarize yourself with the process.

## Web Meeting

- Log in to the web meeting using the process provided to your child by their teacher.
- Listen to the testing instructions provided by the Test Administrator.
- When instructed by the Test Administrator, use the information in the instructions provided to go to the private web meeting room where your child will receive their assessment login username and password.
- When the private session ends, go back to the main meeting.

## Taking the Assessment

When instructed by the Test Administrator, your child may begin the assessment.

- Your child should open the URL provided by the Test Administrator in the web meeting chat using the Google Chrome browser. (**Do Not** bookmark the URL after it is selected since the URL will have changed.)
- When prompted, your child should enter the username and password provided by the Test Administrator during their private web meeting.
- Your child should only use the testing application's navigation buttons during the assessment. Do not use the browser's navigation.
- Your child is not permitted to use smart phones, hand-held devices, dictionaries, a thesaurus, or spelling/grammar checkers during the assessment.
- Your child should not share their screen or use chat to communicate with other students.
- If your child needs a break, notify the Test Administrator for instructions prior to clicking the **Pause** button. A countdown appears on the screen indicating the time left before the system automatically exits the assessment. Try to have your child resume the assessment before the countdown expires.
- If your child exits the assessment for any reason, they can sign back in to finish it using the original login credentials provided by their teacher. They will resume at the point where they were in the assessment.
- When your child is finished, be sure they click **End Test** and **Submit** to complete and exit the assessment.

## Assisting Your Child

- Encourage your child to be positive, do their best work, and to answer every question.
- You can help your child if there are difficulties with logging in to the assessment or with the testing device.
- You can help your child understand the instructions for logging in to the assessment.
- Once the assessment begins, you should only observe as your child takes the assessment.
- You cannot read any part of the assessment questions or answers.
- You cannot give clues to help your child respond.