SPRING/SUMMER 2020 REMOTE TESTING GUIDELINES: **HOME**

Home Guidelines

Before student begins testing:

- Ensure that the student testing device is fully charged and plugged into a power source.
- Check audio sound, headphones, earbuds, and/or speakers.
- Have headphones/ear buds for student testing device.
- Confirm the use of approved devices for student testing: Chromebooks with Chrome Browser, iPads with Safari Browser, PCs running Windows 8 or higher, Edge or Chrome Browser, Macs running Safari.
- Do not allow phones, mini tablets, android tablets (Samsung, Asus, Amazon Fire) for testing.
- Provide scratch paper as needed ONLY IF allowed.
- Turn off other devices using the internet, including video games and movies, to ensure minimal activity on home network.
- Ensure the student has a working microphone and camera for visual monitoring of student testing.

Student Testing Space

- Create a comfortable testing space that includes a desk or table for student.
- Remove distractions.
- Turn off TVs, music, distracting noises and smells.
- Plan for sibling activities away from the testing space.
- Make sure student has easy access to wall plug.

Preparing the Student

- Ensure that the student is rested.
- Make sure the student is fed.
- Provide snacks and water.
- Plan for restroom breaks.
- Encourage student to do his/her best.

Prepare for Problems

- Place district contact information nearby.
- Make a "Plan B" for access to the internet.
- Silence phones and make a plan to address a ringing house phone.
- Prepare for a ringing doorbell during testing.

During Testing

- The teacher/proctor will provide required session code.

- Student will listen to instructions through headphones for audio-led testing.
- Student will turn camera on for digital monitoring between the home and school.
- If a subtest is timed, the subtest time remaining will appear is in the upper right-hand corner of the student test screen.

IMPORTANT REMINDERS

- Parents may help with login.
- Parents may help with audio adjustments (volume, speaker, etc.)
- Parent MAY NOT ASSIST students with answers.
- Parent should contact the school or district for help with technical issues.

REMOTE TESTING CHECKLIST

BEFORE TESTING:

- Ensure that the student testing device is fully charged and plugged into a power source.
- Check audio sound, headphones, earbuds, and/or speakers.
- Have headphones/ear buds for student testing device.
- Confirm the use of approved devices for student testing: Chromebooks with Chrome Browser, iPads with Safari Browser, PCs running Windows 8 or higher, Edge or Chrome Browser, Macs running Safari.
- Do not allow phones, mini tablets, Android tablets (Samsung, Asus, Amazon Fire) for testing.
- Provide scratch paper as needed ONLY IF allowed. Consult teacher.
- Turn off other devices using the internet, including video games and movies, to ensure minimal activity on home network.
- Ensure the student has a working microphone and camera for visual monitoring of student testing.

STUDENT TESTING SPACE

- Create a comfortable testing space that includes a desk or table for student.
- Remove distractions.
- Turn off TVs, music, distracting noises and smells.
- Plan for sibling activities away from the testing space.
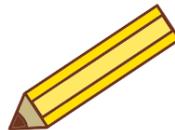- Make sure student has easy access to wall plug.

PREPARING THE STUDENT

- Ensure that the student is rested.
- Make sure the student is fed.
- Provide snacks and water.
- Plan for restroom breaks.
- Encourage student to do his/her best.

PREPARE FOR PROBLEMS

- Place district contact information nearby.
- Make a "Plan B" for access to the internet.
- Silence phones and make plan to address a ringing house phone.
- Prepare for a ringing doorbell during testing.

DURING TESTING

- The teacher/proctor will provide needed session code.
- Student will listen to instructions through headphones for audio-led testing.
- Note that for timed subtests, the time remaining for the subtest is in the upper right corner of student test screen.
- Student will turn camera on for digital monitoring between home and school.
- If a subtest is timed, the subtest time remaining will appear in the upper right-hand corner of the student test screen.

IMPORTANT REMINDERS:

- Parents may help with login.
- Parent may help with audio adjustments (volume, speaker, etc.
- Parent MAY NOT ASSIST students on any level with answers.
- Parent should contact the school or district for help with technical issues.