

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 to monitor your remote testing sessions.
- 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.
- Prior to the live test session, simulate the remote web meeting process with students and their parents/guardians. During this meeting:
  - 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 Administrator's FAQs for Remote Testing Administration* document and in the *Parent/Guardian's FAQs for Remote Testing Administration*.
  - Ensure they have run a system scan using the [www.DRCdevicecheck.com](http://www.DRCdevicecheck.com) URL.
  - Ensure they have Google Chrome Browser with the DRC INSIGHT Secure Extension installed.
  - Invite students one at a time to meet with you in their private room.
  - Have students use the Practice Test or Online Tools Training (OTT) to help prepare and assess their readiness. **Note:** You cannot use the Test Monitoring application to monitor OTT sessions.
- Register students to be tested in the DRC INSIGHT Portal.
- Schedule Test Sessions in the Test Management application in the DRC INSIGHT Portal.
  - Set your test session's start and end dates to be the day students take the test(s)
  - It is highly recommended that you set your test session's Test Monitoring field to **Required** and Restricted Access to **True**.
  - Assign students the related tests in the same test session.
- If delivering multiple assessments, create a separate web conference meeting 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.
- If you are using Test Monitoring (highly recommended), in the DRC INSIGHT Portal's Test Monitoring application, create a Test Monitoring Code for this test session and note the Test Monitoring Code on your prep document.
- 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.
  - Ensure they have run a system scan using the [www.DRCdevicecheck.com](http://www.DRCdevicecheck.com) URL.
  - Ensure they have Google Chrome Browser with the DRC INSIGHT Secure Extension installed.
  - 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.
  - Ensure the web conference service does not have the web camera set to show an alternate background photo or set to blur.
  - 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.
- If you are using the Test Monitoring application:
  - Use the chat feature to share the Test Monitoring Code with all participants.
  - If you are using Restricted Access, once all students appear in the Waiting Room of the Test Monitoring Dashboard, allow them to start the assessment.
  - If you are not using Restricted Access, your students will begin testing immediately.
  - Monitor students' progress using the Test Monitoring Dashboard.
- Watch for suspicious activity.
- Students can be dismissed from the web meeting when they complete the assessment.