

Quick Guide for Technology Coordinators to Prepare Teachers to Administer Tests at Home and Students to Take Tests at Home

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Introduction

This guide explains how to help teachers administer tests, assignments, or quizzes to students while at home and how technology coordinators can help to prepare technology for students and teachers.

- The same online testing system that teachers use to administer tests in the classroom has been upgraded to allow teachers to administer tests to students who are off-site and not in the classroom. Features built into the online testing system allow teachers and students to see and communicate with each other during a test.
- In the online testing system, teachers can select a remote test session or a test session in a classroom. Teachers can even schedule sessions in advance and provide a link for students to join the session when it starts.
- Teachers and students do not need to buy or install any additional software to enable all the remote testing options.
- Students with computers loaned to them by their school district use their state assessment program's Secure Browser, which is a customized web browser designed for taking tests, while students with personal computers use a conventional web browser like Chrome or Firefox to access the same testing website they would access in school, and the test takes place the same way it would if everyone were together in the classroom.
- The option to test students remotely is built into the existing online testing system. Teachers and students will not be asked to share any additional personally identifiable information than they would share in an ordinary test session in a classroom. For additional information, you can see your Department of Education's Remote Testing Policy on your state assessment portal.

Technology coordinators have a key role in preparing students, teachers, and schools for online testing

- Technology coordinators should assist teachers and students in setting up the computer or iPad they will use to administer or take the test, as well as ensure each teacher and student has a working webcam (if the state has enabled the video feature), microphone (if the state has enabled the video feature), and speaker, which they can use to communicate with each other the same way they would in a classroom.
- Technology coordinators should install their assessment program's Secure Browser on all devices that will be loaned to students for at-home testing. For instructions to install the Secure Browser, see your assessment program's portal.
- Technology coordinators should continue to prepare their schools for in-school test administration in addition to remote test administration as they would at the start of any school year.

The remote testing option should be used when students need to take tests from home or while completing distance learning. Remote testing is designed for low-stakes assessments like interims or benchmarks

How to Prepare Before the Day of the Test

To ensure remote or at-home testing proceeds smoothly, technology coordinators should help prepare and test each teacher’s and student’s technology in advance of the test being administered. It is the responsibility of the technology coordinator to ensure each student and teacher has the hardware they need for remote testing and that their hardware has been tested and is functioning properly. The checklist below is for technology coordinator to ensure teachers and students have the proper hardware and software and a strong internet connection.

The sections below explain how to complete each task on the checklist, including the following:

- How to prepare the teacher’s computer or iPad to administer a test from home
- How to prepare each student’s computer to take a test from home
- What technology teachers need to administer a test from home
- What technology students need to take a test from home

Task	Status
Make sure each teacher’s computer or iPad has a web browser installed so teachers can access the test administration site.	
Make sure each teacher’s computer or iPad has a built-in or plug-in webcam, microphone, and speaker. Technology coordinators should ensure teachers have this equipment and that it works using the hardware check built into the online testing system. This tool is the same as the one technology coordinators would use in schools. Webcam and microphone checks are only needed if the state has enabled the video feature.	
Make sure the student’s computer has a supported web browser so they can access the testing website. Students with computers loaned to them by their school district use their state assessment program’s Secure Browser, which is a customized web browser designed for taking tests, while students with personal computers use a conventional web browser like Chrome or Firefox.	
Make sure the student’s computer has a built-in or plug-in webcam, microphone, and speaker. Technology coordinators should ensure students have this equipment and that it works using the hardware check built into the online testing system. This tool is the same as the one technology coordinators would use in schools. Webcam and microphone checks are only needed if the state has enabled the video feature.	
Make sure the student’s computer has any necessary assistive technology like text-to-speech software or screen readers.	

Use the diagnostic checker to make sure each teacher’s and student’s webcam, microphone, and speaker are working properly. Webcam and microphone checks are only needed if the state has enabled the video feature.	
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How to Prepare the Teacher’s Computer or iPad to Administer a Test from Home

To prepare the teacher’s computer or iPad to administer tests to students who are home, technology coordinators should ensure the teacher’s computer or iPad has the proper hardware and software and a strong internet connection.

Step by step instructions for teachers to complete the test administrator certification course, access and sign in to the test administration site, and create test sessions can be found in the Remote Testing for Teachers Quick Guide. Training materials are also available on your state assessment portal.

What technology do teachers need?

The technology requirements for teachers to administer a test to students when they are at home are almost exactly the same as those used for testing done in a classroom, except teachers and students also need a webcam, microphone, speaker, and a means of securely communicating with each other. Webcams and microphones are only needed if the state has enabled the video feature.

The chart below describes the hardware and software requirements for the teacher or proctor’s machine.

If teachers do not have this technology available at home and the school cannot provide it, teachers should make arrangements to administer tests from school.

Hardware Requirements for Teachers

Type	Required Hardware
Desktop, laptop, or iPad	Any modern desktop or laptop running any modern version of Windows, macOS, Ubuntu, Fedora, or Chrome OS or any modern iPad running any modern version of iPadOS.
Webcam (for states that have enabled the video feature)	Any built-in or plug-in webcam.
Microphone (for states that have enabled the video feature)	Any built-in or plug-in microphone.
Speaker	Any built-in or plug-in speaker, headphone, or headset.

Software Requirements for Teachers

Type	Required Software
Operating System	Any modern version of Windows, macOS, Ubuntu, Fedora, Chrome OS, or iPadOS.
Web Browser	Any modern version of Chrome, Firefox, or Safari.

How to Prepare a Student's Computer to Take a Test from Home

To prepare the student's computer to take a test or quiz while the student is at home, students should have the proper hardware and software and a strong internet connection.

What technology do students need?

The technology requirements to take a test at home are almost exactly the same as those used to take a test in a classroom, except students will also need a webcam, microphone, speaker, and any necessary assistive technology. Webcams and microphones are only needed if the state has enabled the video feature.

If the state has enabled the video feature, the webcam, microphone, and speaker will allow students and teachers to communicate with each other during a remote test session. These features have been built into the existing online testing system and work in the Secure Browser and in conventional web browsers like Chrome or Firefox.

If students do not have access to a computer or other accessories that meet the requirements listed in the table below, they should contact their school to make alternate arrangements to take a test.

The chart below describes the hardware and software requirements for the student's machine.

Hardware Requirements for Students

Type of Hardware	Required Hardware
Desktop or laptop computer	Students can take tests using any modern desktop or laptop running any modern version of Windows, macOS, Ubuntu, or Fedora, or Chrome OS.
Webcam (Camera) (for states that have enabled the video feature)	To take a test while at home, students also need a webcam that is built into their computer or one that plugs into their computer. This will allow the student's teacher to see the student while the student is testing and during one-on-one video conference sessions if the state has enabled the video feature.
Microphone (for states that have enabled the video feature)	To take a test while at home, students also need a microphone that is built into their computer or one that plugs into the computer. This will allow the student to speak to their teacher during one-on-one video conference sessions if the state has enabled the video feature.

Speaker	To take a test while at home, students also need a speaker that is built into their computer or one that plugs into the computer. This will allow the student to hear their teacher during one-on-one video conference sessions if the state has enabled the video feature. Students are not permitted to use headphones, headsets, or earbuds during a test.
Assistive Technology	Students in need of assistive technology like text-to-speech software or screen readers need this as well.

Software Requirements for Students

Whether students are testing in a classroom or at home, they need to use a web browser to access the testing website to take a test. To access the site, each student’s computer needs a compatible web browser. Technology coordinators should ensure each’s student’s computer has a compatible web browser.

Students using computers loaned from their school or school district will use the Secure Browser to access tests, assignments, and quizzes. Technology coordinators should install the Secure Browser on these computers before students take them home. For instructions to install the Secure Browser, see your assessment program’s portal.

Students using personal computers running Windows, macOS, Ubuntu, Fedora, or Chrome OS should download and install either the Chrome or Firefox web browsers. Technology coordinators may need to work with students and their families to install one of these web browsers.

To download the Chrome web browser, go here: <https://www.google.com/chrome/>

To download the Firefox web browser, go here: <https://www.mozilla.org/en-US/firefox/new/>

Before Testing Day: Checking Each Teacher’s and Student’s Technology

To ensure each student’s internet speed and each teacher’s and student’s webcam, microphone, and speaker meet the minimum requirements necessary for remote testing, run the diagnostic checker at https://demo.tds.cambiumast.com/systemdiagnostic/pages/default.aspx?c=newhampshire_PT

Webcam and microphone checks are only needed if the state has enabled the video feature.

From this site, technology coordinators can help students test their internet speed to make sure it meets the minimum recommended speed of 200 kilobits per second for remote testing. Note this test does not apply to internet speed requirements for students using video conferencing features if the state has enabled the video feature. Students using video conferencing features may need a faster internet speed for those features to work properly during a test.

Technology coordinators can help students ensure their internet speed meets the minimum requirement for taking a test at home by following the steps below:

1. From the *Select Test* drop-down list, select the test the student will be taking. If you are unsure which test to select, check with the student's teacher. If the student will be taking more than one test from home, you should run the speed test for each test the student will be taking.
2. In the *Enter the total number of students you would like to test at one time* field, enter **1**.
3. Select **Run Network Diagnostics Tests**.

Network Diagnostics:
Select Test: English Language Arts ▾
Enter the total number of students you would like to test at one time: 1
Run Network Diagnostics Tests

4. The speed test will indicate if the student's internet speed is fast enough to take the test from home. If their speed is not fast enough, technology coordinators can determine if other activity on the student's network is drawing bandwidth away from the machine attempting to take the test. If it is, try to prioritize bandwidth for CAI's websites during online testing.

Network Diagnostics:
Select Test: English Language Arts ▾
Enter the total number of students you would like to test at one time: 1
Run Network Diagnostics Tests
Download Results: 0.200 Mbps download. Upload Results: 0.200 Mbps upload.
Bandwidth Summary:
Given the current load on your system, you should be able to test the requested number of students at this location. (Please note: The throughput estimates include the encryption/decryption overhead for data transfer. Throughput estimates change as the network conditions change and can vary from run to run.)

From the diagnostic site, technology coordinators can also help teachers and students make sure their webcams (for states that enable the video feature), microphones, and speakers are working properly. To help teachers and students test their webcam, microphone, and speaker, select **Audio and Video Checks** to access audio and video checks for your device.

Diagnostic Screen

This page allows you to check the **current** bandwidth of your network. Select a test from the drop-down list and enter the maximum number of students likely to test at one time, then click [Run Network Diagnostics Tests].

Your Operating System: Windows 10 Your Browser Version: Chrome v84


Secure Browser: false

Network Diagnostics:

Select Test:

Enter the total number of students you would like to test at one time:


If the state has enabled the video feature, technology coordinators can help teachers and students ensure their webcam is working properly by assisting teachers and students in following the steps below:

1. In the *Camera Check* field, mark the **I agree to grant the browser permission to access the camera.** checkbox.
2. Select the **Camera** icon ()
3. A pop-up window appears in the web browser, requesting access to the teacher's or student's camera. Select **Allow**. If you do not select Allow, the online testing system will not be able to access the camera and, depending on your state's policy, the teacher or student may be unable to proceed.
4. Do one of the following:
 - If live video from the webcam appears, select **I see myself**. A checkmark appears in the upper right corner of the *Camera Check* field. The camera works.
 - If live video from your webcam does not appear, select **I cannot see myself**. Technology coordinators should troubleshoot the problem.

Camera Check

Ensure you are able to use the camera. Check the box below to grant permission to access the camera, then test the camera functionality.





I agree to grant the browser permission to access the camera.

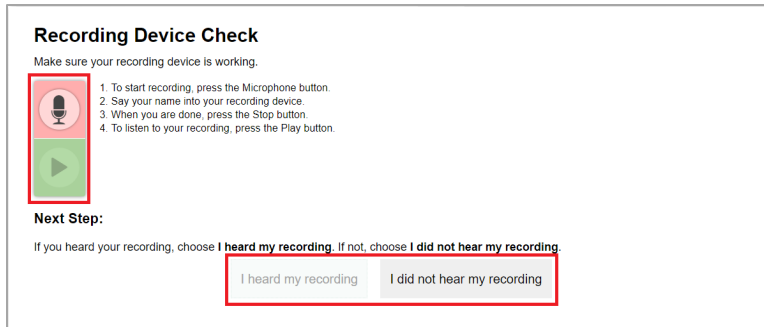


Next Step:


If you can see a live stream of your camera, choose **I see myself**. If not, choose **I cannot see myself**.

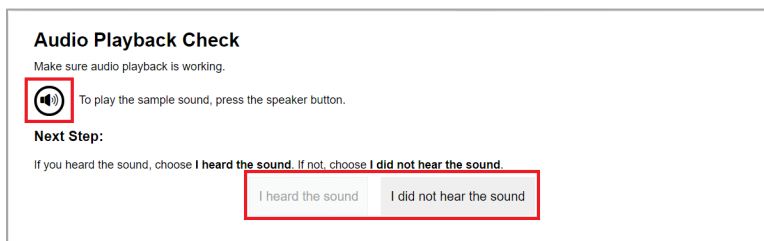
Technology coordinators can help teachers and students ensure their microphone is working properly by assisting teachers and students in following the steps below:

1. In the *Recording Device Check* field, select the **Microphone** icon ().
2. A pop-up window appears in your web browser, requesting access to your microphone. Select **Allow**. If you do not select Allow, the online testing system will not be able to access your microphone and, depending on your state's policy, you may be unable to proceed.
3. Have the teacher or student speak into their microphone.
4. When they are done speaking, have them select the **Stop** icon () to stop recording.
5. To listen to their recording, select the **Play** icon ().
6. To stop listening to their recording, select the **Stop** icon ().
7. Do one of the following:
 - If the teacher or student hears the audio they recorded from their speaker, select **I heard my recording**. A checkmark appears in the upper right corner of the *Recording Device Check* field. The microphone works.
 - If the teacher or student does not hear the audio they recorded from their speaker, select **I did not hear my recording** and troubleshoot the problem.



Technology coordinators can help teachers and students ensure their speaker is working properly by assisting teachers and students in following the steps below:

1. In the *Audio Playback Check* field, have the teacher or student select the **Play Audio** icon .
2. Do one of the following:
 - If the teacher or student hears the sound from their speaker, select **I heard the sound**. A checkmark appears in the upper right corner of the *Audio Playback Check* field. The speaker works.
 - If the teacher or student does not hear the sound from their speaker, select **I did not hear the sound** and troubleshoot the problem.



How to Support Teachers and Students on the Day of the Test

There are several ways technology coordinators can support teachers and students on the day of the test, including the following:

- Troubleshooting problems with internet connections or hardware
- Troubleshooting problems with communication between teachers and students
- Troubleshooting problems with the test administration site or student testing site

Troubleshooting Problems with Internet Connections or Hardware

Teachers and students may experience problems with their internet connections or hardware (webcam, microphone, speaker, and/or any assistive technology) while administering or taking a test from home.

If a teacher loses their internet connection during a test, the teacher will be logged out of the test administration site, the test session will be paused, and students will be kicked out of the test. Upon regaining their internet connection, teachers should start a new test session and provide the new session ID or link to the session to students using a secure method of communication.

If a student loses their internet connection during a test, the student's responses up to the point where their internet connection was lost will be saved, and the student will be able to pick up where they left off once they regain their internet connection.

If teachers or student experience problems with their internet connection, they should contact their internet service provider.

If students have problems with their webcam, microphone, speaker, or assistive technology during a test, they should notify their teacher, who may need assistance from a technology coordinator in getting the student's hardware up and running again.

Troubleshooting Problems with Communication between Teachers and Students

Teachers and students can communicate with each other through the online testing system during a test. Teachers can broadcast text messages to all of the students in a test session, view students through their webcam, and start a one-on-one video conference with students if the state has enabled the video feature. Students can send chat messages to their teacher and request assistance from their teacher by virtually raising their hand, alerting the teacher that they need help.

Problems that may prevent communication between teachers and students may include any of the following:

- Loss of internet connection for either the teacher or student
- Loss of connection to the online testing system

For problems with internet connections, teachers and students should contact their internet service provider.

For problems with connections to the online testing system, students should contact their teacher using whichever classroom management software teachers and students already have in place, and the teacher can contact either a technology coordinator or their state assessment program's help desk.

Troubleshooting Problems with the Test Administration Site or Student Testing Site

If teachers experience problems signing in to the test administration site, they should contact their state assessment program's help desk.

If students experience problems signing into the student testing site, they should contact their teacher using whichever classroom management software teachers and students already have in place.

Frequently Asked Questions

1. How Teachers and Students can Communicate during a Remote Test

The same online testing system that teachers and students use in the classroom has been upgraded with several new features that allow teachers and students to communicate with each other while either or both are at home.

These features exist only in the online testing system and are completely peer-to-peer with no organization in the middle. At no time during a remote test will Cambium Assessment or the teacher's and student's state assessment program be able to capture communication data between the teacher and student.

Because these communication features exist only in the online testing system, teachers and students who need to communicate before a test session begins or if their connection to the online testing system is lost during a test should use whichever classroom management software they already have in place.