

Remote Testing and Proctoring FAQs for Parents

1. What kind of tests will my child need to take while at home and how do these tests benefit by child?

Your child's teacher may administer low-stakes tests such as diagnostic tests or interim tests to students while they are at home. These tests allow teachers to continue identifying gaps in student understanding even when students are away from the classroom. It also helps teachers target their instruction to support students in the areas with which they need help. Unlike the end-of-year tests, low stakes tests are not used to determine graduation or passing status.

2. What can I do to help prepare my child for any tests or assignments they need to take while at home?

The following steps can help ensure your child is prepared to take a remote test:

- Work with your child's teacher and school technology coordinator to understand the plan for remote testing.
- Work with your child's teacher to understand the technology required for any remote tests. For example, your child's computer will need the following hardware:
 - Microphone
 - Speakers
 - Webcam (for states enabling video capabilities)
 - Any necessary assistive technology your child may require such as third-party software for text-to-speech or screen readers.
- Work with the school technology coordinator to test that each of these functions properly before the day of the test.
- Provide a quiet space with minimal distractions while taking a remote test. Students should be mindful their teacher can see them and the area around/behind them.
- Parents should not guide the student or encourage their student to seek answers elsewhere.

3. Can my child practice taking a test remotely before the day of the actual test?

You should work with your child's teacher to see if there is a plan to conduct a practice test remotely before the day of the actual test.

4. How can my child check their hardware to ensure it is working properly before testing?

Students should work with their teacher and/or school's technology coordinator to run a diagnostic checker located at

https://demo.tds.cambiumast.com/systemdiagnostic/pages/default.aspx?c=newhampshire_PT to check their hardware. From this site, the student will be able to run a series of audio and video checks to let them know if their audio, microphone, and webcam (if using video capabilities) are working properly. If the student encounters a problem with their hardware, they should contact their teacher to help troubleshoot the problem.

5. Where can I get more information about the testing system that my child will be using to take a test while at home?

The remote testing system is the same testing system that students use to take summative and end-of-course tests but with additional features that allow teachers to administer remote tests. To find more information about the remote testing system, you can refer to the *Remote Testing Quick Guide for Students and Parents*.

6. Will my child have access to someone at the school if he has a question during a remote test?

If your child has questions or needs teacher assistance while taking a remote test, they can request a one-to-one conversation with their teacher through the remote testing system by virtually “raising their hand.” The teacher will be able to see that the student needs assistance and can approve the request to start a video conference. Students can also send a chat message to their teacher at any time during the test.

7. What happens if my child has a question during the test or needs a break during a remote test?

If your child has questions or needs teacher assistance while taking a remote test, they can request a one-to-one conversation with their teacher through the remote testing system by virtually “raising their hand.” The teacher will be able to see that the student needs assistance and can approve the request for communication.

8. What happens to my child’s test and his answers if our internet connection is lost during the test?

If your child loses their internet connection while taking a remote test, the test is paused, and the teacher is notified. Your child’s responses are automatically saved up to the point the connection was lost. When the internet connection resumes, your child will need to sign in again and follow the same steps they completed the first time they signed in to continue taking the test.

9. What devices is my child allowed to have with him while testing? What devices are they not allowed to have?

Allowed devices will vary by test and by teacher. Any accommodations or supports that your child receives in the classroom environment are allowed during a remote testing session. Check with your child’s teacher for additional information on the devices that are allowed.

10. My child has a disability. How will he be able to take a test at home if he requires someone to read the test questions to him? Additional time? Or other accommodations?

Almost all accommodations that are offered in classroom environment can be also be offered at home during a remote test session. For additional information regarding available accommodations, contact your child’s teacher or school.

11. Will anyone be observing my child during the test? Can I stay with my child in the room while they take the remote test?

The connection between student and teacher is strictly peer to peer. The only person who will see the student is their teacher. Cambium Assessment will not have access to audio or video, and no personal information will be shared.

Parents may need to assist younger students with the login and functionality check process, but parents are discouraged from assisting students while the student is actively taking a test.

12. What is the policy of the state Department of Education around having students test at home when it comes to protecting student privacy and security?

Each state's Department of Education has its own policies regarding student privacy and security when testing from home. Check with your child's teacher or school regarding your state's remote testing policies.

13. My student is under the age of 14. Do I need to give legal consent?

Yes parent/guardian consent is needed before your child can participate in any remote testing activities. Your child's teacher will have more information about how you can provide your consent.