# REMOTE TESTING CHECKLIST

BEFORE TESTING:

- Ensure that the student testing device is fully charged and plugged into a power source. Keep it plugged in during testing.
- 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: PCs running Windows 8 or higher and Microsoft Edge Chromium or current Chrome browser; Macs running Mac OX 10.13 or higher and current Chrome browser; or Chromebooks with current Chrome.
- Do not allow phones, mini tablets, iPads or 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 monitoring of student testing.
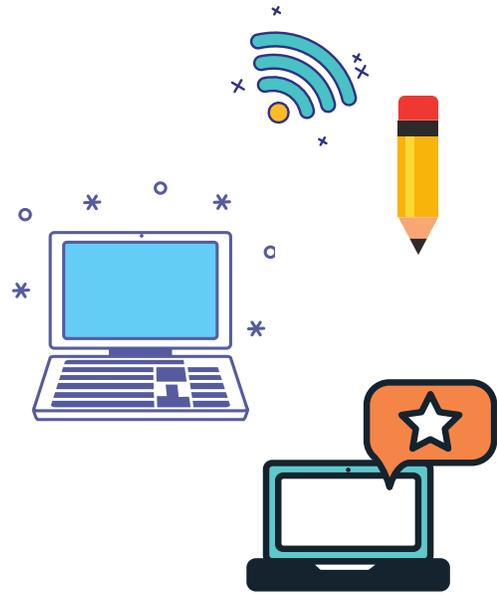
STUDENT TESTING SPACE

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

DURING TESTING

- The teacher/proctor will provide needed session code.
- Student will listen to instructions through headphones for audio-led testing.
- 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.

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
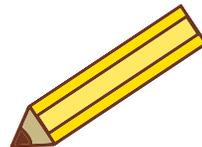
- Place district contact information nearby.
- Be patient with connectivity challenges. Have student sit close to the router. Switch from a wireless to a wired device if needed.
- Make a "Plan B" for access to the internet.
- Silence phones and make plan to address a ringing house phone or doorbell.

IMPORTANT REMINDERS:

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