



Pearson

Remote Test Administration Best Practices

Preparing to Move
Forward Effectively
and Efficiently for
Back to School 2020

Home Testing Readiness for Districts

How do you quickly and securely proctor your exams online?

Security

High-stakes assessment relies on secure test content, which allows for forms/questions to be reused from administration to administration and provides a way to scale scores from year to year. For remote administration, districts should consider the security level of their test content and the inherent risk of exposure when assessments are administered remotely.

Testing Any Time, Anywhere

Students taking high-stakes assessments have historically done so under a proctored setting, which for K-12 assessment has meant a physical location. The protocols around a securely proctored environment ensure that testing content is not exposed or misused, that each student's experience is as similar and as equitable as possible, and that potential incidents of cheating are avoided.

In a remote setting for K-12 students, there are many considerations to effectively carry forward remote proctoring with fidelity—these considerations include (but are not limited to) student equity and safety, data privacy, technology access, measurement reliability, and test security.

Communication

Finally, remote testing requires a specific communication plan to facilitate communication between the student/facilitator at home and the proctor. Preparing in advance for communication between student/facilitator and proctor will help ensure your remote testing administration goes smoothly.



Preparing for Remote Administration

Test coordinators and test proctors will work together as they traditionally have to register and set up students prior to testing. Test proctors can then deliver assessments easily by sending the authorization tickets to test takers through their primary mode of distance learning communication. The proctor indicates when and how the assessment should be taken. Delivery is typically one of these two modes:

Synchronous Assessment

- Meeting with students in real time over web conferences or online learning platforms
- Test management dash-boards allow teachers/proctors to monitor student test progress and completion in real time

Asynchronous Assessment

- Assessments are either optionally taken at the student's pace; or, if required, on the student's desired time line for completion
- Test management dash boards allow teachers/proctors to monitor student test progress and completion in real time

For synchronous assessment, proctors can meet with students to review pretest information, scheduling, contact information and method (email, chat) for students to contact teachers for support, the types of questions that are appropriate (e.g., questions on how to use test tools versus information on the correct answer), test submission, and next steps for students. Following the communication of authorization tickets, students can log on to their assessment at the scheduled time and complete their tests.

For asynchronous assessment, proctors may choose to provide the same information as part of students' usual lesson plan, allowing students to log in and complete the assignment on their schedule.

Best Practices for Remote Administration

Administration best practices should mimic in-person standard practices where possible. The following checklists will help you ensure successful administration for your remote or hybrid test administration.

Test Environment

- Consider room configuration—Do prepare a space that is quiet, well lit, and free from distraction.
- Only people involved in taking the assessment should be in the environment, where possible. Take actions to reduce noise (TV, music, alarms).
- Facilitators who have been instructed to use a cell phone to communicate with their teacher/proctor should have the ringer turned off. The cell phone should only be used for the purpose of contacting the teacher/proctor for assistance.
- Make sure students can sit comfortably with their device in front of them and that they can see the screen clearly.
- Ensure necessary accommodated material is present and that students with accommodated materials, scratch paper, or paper-based tests have adequate writing space.
- No food or drink should be allowed near test materials.



Scheduling

- Ensure students have enough time to allow the full testing time where applicable.



Technology Setup

- For computer-based testing, ensure students have devices that meet the minimum hardware and software requirements.
- An Internet connection and a web browser are needed.
- Ensure the student's device is charged or plugged in.
- Check the mouse, headphones, and audio settings before starting the test.



Student Resources

- Make sure the student has interacted with the practice test or tutorial, if provided. This will ensure the student is comfortable with the testing platform.
- Make sure the student is rested, has eaten, and gone to the restroom.
- Facilitators can encourage students to do their best work.
- Facilitators cannot help students with test questions and they can explain they will be working with the students like their teacher/proctor normally would during a test in school.



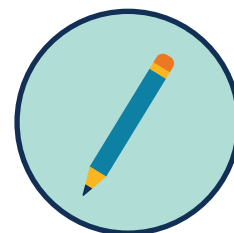
Test Materials

- Distribute testing materials. These could include student Testing Tickets, accommodations materials, printed reference sheets, blank scratch paper, pencils, rulers, calculator (if allowed), headphones if indicated, etc.
- Ensure necessary accommodations are available.



During Testing

- Read the administration directions if provided.
- Be aware of testing time limits, if provided. Actively supervise during the testing session to the greatest extent possible.
 - Make sure the student pays attention and continues to take the test.
 - Only use the accommodations provided.
 - If the test ends early or becomes locked inform the teacher/proctor to unlock/resume the test.
- The purpose of assessments is to understand what a student can do independently and also go see what a student needs to learn. Facilitators should not help students with test questions. Do not use nonverbal cues to direct students to a different answer. If a student asks for help with test content, you may redirect the student by telling them to do their best and continue to the next question if they don't know the answer.



After Testing

- Ensure the student's answers are fully submitted.
- Notify their teacher/proctor that the test is complete and confirm submission.
- If applicable, gather all test materials for return to the student's teacher.

