HAWAI'I DEPARTMENT OF EDUCATION
Parent/Guardian Remote Testing Checklist

This checklist provides steps to ensure a successful Remote Testing experience. This assessment is a secure assessment, which means that it should be taken by only your child, and that neither you nor your child should copy, screenshot, photograph, or distribute electronically via email or social media any part of the test (questions and answers). Both you and your child are responsible for maintaining a secure environment so that the assessment content and results are not compromised. This means that your child is not allowed to use a smartphone or other technology device to seek assistance with answers, copy, photograph, or share any assessment questions or answers with others. If technology issues occur during the assessment, notify your child's teacher or follow the instructions provided by your school.

Prior to Testing

Refer to the information you received from your child's teacher with details about the remote test session.

Verify Technology Components

- Review the technology requirements for the remote assessment and verify that your child's testing device is ready prior to the day of testing, including the installation of any required software such as a secure browser or web conferencing software.
- Verify the testing device's webcam, microphone, and headset or speaker are working. Ensure that the audio is loud enough for your child to adequately hear the directions during the assessment.
- Check for a strong, secure Wi-Fi/Internet connection. You should only use your personal secure Wi-Fi or your school-sponsored Wi-Fi or hotspot. Other Wi-Fi connections such as public wi-fi (public library, Starbucks, shopping mall, etc.) are not recommended.
- Close all background applications/processes running on the testing device. Some secure browsers will only work if all other applications such as web browsers are closed.
- Ensure that the testing device and other devices on the same network are not streaming audio or video (other than the second device necessary for monitoring testing).
- Install the secure browser, if necessary. For step-by-step instructions, go to https://alohahsap.org/secure-browsers.stml.
- Select a quiet, well-lit location that provides your child privacy and is free of distractions.
- You should be present during the assessment to assist only with technical setup and issues.
- Review and agree to the Parent/Guardian Remote Testing Agreement, provided by your child's school.
- Attend a practice assessment session with your child and Test Administrator to familiarize yourself with the process.

Web Meeting

- On the second device (laptop, tablet, mobile phone, etc.) that is not used to deliver the test, log in to the web meeting using the process provided to your child by their teacher.
- Listen to the testing instructions provided by the Test Administrator.
- When instructed by the Test Administrator, use the information provided to log in to the test session on your child's testing device.
- Place the web meeting device at an angle that shows your child's keyboard but not the monitor of the testing device. The Test Administrator may advise as needed.
- When your child has finished the test session the Test Administrator will provide instructions to your child and end the web meeting session.

Taking the Assessment

When instructed by the Test Administrator, your child may begin the assessment.

- When prompted, your child should enter the username and test session ID provided by the Test Administrator.
- Your child should click **Begin Test Now** in order to advance to the first question.
- Your child is not permitted to use smart phones, hand-held devices, dictionaries, a thesaurus, or spelling/grammar checkers during the assessment.
- If your child needs a break, notify the Test Administrator for instructions prior to clicking the **Pause** button.
- If your child exits the assessment for any reason, they can sign back in to finish it using the original login credentials provided by the Test Administrator. Your child will resume at the point where the assessment was interrupted.
- When your child is finished, be sure they click **End Test** and **Submit** to complete and exit the assessment.

Assisting Your Child

- Encourage your child to be positive, do their best work, and to answer every question.
- You can help your child if there are difficulties with logging in to the assessment or with the testing device.
- You can help your child understand the instructions for logging in to the assessment.
- Once the assessment begins, you should leave the room and remain within earshot as your child takes the assessment (in case they need assistance with technical or login issues).
- You cannot read any part of the assessment questions or answers.
- You cannot give clues to help your child respond.