

HAWAII DEPARTMENT OF EDUCATION

Parent/Guardian Remote Test Administration Agreement



My child will be administered an online assessment remotely (e.g., at home or some other location not at school). The purpose of the assessment is to measure the extent to which my child has achieved proficiency of the grade level learning expectations (e.g., the Hawaii Common Core) and the results will be used for school accountability purposes. For this reason, I agree that it is important that my child complete all of the activities of the assessment independently (I can only provide assistance if my child has problems logging in to the test, or with technical support if my child encounters problems with the computer).

I understand that as part of allowing my student to take this assessment at home (or some other location not at school), it is my responsibility to make sure that my child does not have access to study guides, text books, notes, cell phones or other devices that can access the internet during the test, that none of the test questions or answers are copied, shared, or posted online, and that it is my responsibility to report to my child's teacher or test administrator if my child does not follow the test administration rules.

Parent/Guardian Agreement

Preparing for remote testing:

- I will review the [Remote Summative Administration: How to Take a Test at Home Training Module](#), available at [alohahsap.org > Smarter Balanced > Resources > Remote Test Administration](#), and I will comply with all rules and instructions provided in the training module.
- I will review the [Parent Guardian Remote Testing Checklist](#), available at [alohahsap.org > Smarter Balanced > Resources > Remote Test Administration](#), and I will complete all tasks included in the Checklist.
- I will review with my child the *Student Remote Test Administration Agreement* at the end of this document.
- I will make sure that my child has an adequate testing device and peripherals to take the assessment.
- I understand that a monitoring device (i.e., second laptop computer, cell phone, or tablet) is required that will record audio and video of my child taking the test.

Day of testing:

- I will encourage my child to try their best and to approach the assessment in a positive manner.
- I will emphasize that the security of the assessment content must be maintained at all times. (None of the materials from the online test may be copied, photographed, streamed, recorded, memorized, or reconstructed in any manner.)
- I will provide a room for my child to test in that is quiet, private, and well-lit.
- I will turn off any music, TV, or other background noise.
- I will only help my child if there are difficulties with the testing device and/or monitoring device, issues logging into the web conference, or issues logging into the assessment.
- I will not help my child answer any questions during the assessment.
- I will not view any of the assessment content, including questions, reading passages, graphic images, and answer choices.
- I will ensure that my child stays in the testing platform (browser) and does not use other tools, devices, or applications outside of the testing platform during the assessment.

- I understand that, as part of the test security process, a trained and certified test security monitor may join the webinar.
- I understand that the test administrator, proctor, or credentialed Test Security Monitor are bound by Hawaii’s mandatory reporting requirements, and that if they see or hear anything that would fall within the guidelines for mandatory reporting, they are required by law to report this to the school Principal.

After testing:

- I will follow the test administrator’s instructions to have my child log out of the test.
- I understand that, as part of the test security process, a trained and certified test security monitor may review the webinar video recording. Upon completion of the test window, all copies of the recordings will be deleted from any devices that the recording was stored on.

I have read and understand the *Parent/Guardian Remote Test Administration Agreement*, have covered the *Student Remote Test Administration Agreement* with my child, and we agree to comply with the terms and requirements.

Parent/Guardian Signature

Parent/Guardian Full Name (Print)

Date

HAWAI’I DEPARTMENT OF EDUCATION

Student Remote Test Administration Agreement



Student Agreement:

- I will try my best on the test.
- I understand that a monitoring device will record me taking the test.
- I will not ask any other person for help in answering or reading questions on this test.
- I will not allow any other person to help me answer questions on this test.
- I understand that receiving answers to questions on this test from any other person is an academic misconduct violation.
- I understand that providing answers to questions on this test to any other student is an academic misconduct violation.
- I understand that the use of any device or material that is not allowed in the test session to obtain answers to questions is an academic misconduct violation.
- I agree not to copy, screenshot, or post on social media any of the questions or answers on the assessment

It is important to me to be a person of integrity and that means that ALL ANSWERS on this test are my answers.