HAWAI'I DEPARTMENT OF EDUCATION
REMOTE TEST ADMINISTRATION GUIDELINES
Spring 2023

Remote test administration is allowed for the following statewide summative assessments beginning April 19, 2021, of the spring testing windows:

- Smarter Balanced ELA and Mathematics Assessments
- HSA-Science (NGSS) Assessments
- Biology 1 End-of-Course Exam
- HSA-Alt Assessments

No other statewide summative assessment may be administered remotely.

It is a school-level decision to allow for the remote administration of a statewide summative assessment. If a school decides to allow for remote testing the following Order of Priority should be used to ensure that all students are tested in a secure environment.

Order of Priority - Test Location/Site

1. *On campus & in-person* - If possible, all students - including those who are distance learning - should be tested on campus to ensure fidelity to test administration including test security requirements.
2. *Alternative site & in-person* - It is a school-level decision to offer this option; a school may arrange an alternative site for testing (e.g., community center, public library); the school test administrator must administer the assessment(s) in-person at the alternative site.
3. *Remote site (in home)* - It is a school-level decision to offer this option; this option should be limited to testing students whose parents/guardians refuse to bring the child on campus to be tested but insist on the child being tested.
4. *In home & in-person* - It is a school-level decision to offer this option; a school-level test administrator administers the assessment to the student in the student's home; this option has been in place since the beginning of federally mandated statewide summative assessments, however, this option is not recommended during the pandemic.

Remote Test Administration

While the primary obligation of test administrators is to support students during in-person testing, extra effort is necessary to support students during remote test administration; therefore, tests may be administered remotely only when there are additional provisions to assist the student while the student is testing, as determined by the Department. This alternate method of test administration is intended as an option for parents who decline to have their child tested in-person on a school campus but still wish for their students to take the assessment, and who can provide and agree to all requirements for remote test administration as specified below.

The provisions that must be met and the guidelines that must be followed before, during, and after remote test administration are as follows:

I. Test Coordinators
   A. Train Remote Test Administrators and ensure that they pass the Remote Test Administration Certification Course
   B. Train Remote Test Administration Proctors and ensure that they sign the Test Security Acknowledgement Form for Proctors and Skills Trainers
   C. Identify students who will participate in remote testing; log into TIDE and select flag for remote test administration for those students (in the student record under Test Eligibility > *Parental Consent for Remote Administration Video Monitoring (Form Required)*; an option to use an Excel template is available to upload students who will test remotely (see HSAP TIDE User Guide 2020-2021)
   D. After the test session, ensures the recorded webinar session is uploaded to core.caveon.com and deleted from the Test Administrator's webinar account and computer.

II. Test Administrators
   A. Must complete training in Remote Test Administration
   B. Must complete Remote Test Administration Certification Course (and the TA Certification Course)
   C. A certified Test Administrator may administer remotely to 1-2 students; for 3-10 students, a trained proctor is also required (see Proctor section below)
   D. Must create 'test session monitoring webinar' delivered with a HIDOE-approved webinar platform (e.g., WebEx, Zoom) with the required features:
      i. Real-time viewing of multiple students
      ii. Ability to record audio and video
      iii. Ability to save recording as a file that can be downloaded to the Test Administrator's computer
   E. The remote tested student list, test session monitoring webinar link, and Test Administrator and proctor names must be sent to the Assessment Section at least two days in advance of the test session; information to be provided using the Remote Testing Student List Google Form
   F. Ensure remote tested student(s) has been identified for remote testing in TIDE; your school's test coordinator or principal can set the flag (see I.C. above)
   G. Ensure student Testing Device (Device 1) has appropriate secure browser installed (NOTE: If student is using a Chromebook then the computer must be a school-issued device enrolled in your school's domain; check with your school technology coordinator for additional information.)
   H. During testing, standard test administration rules apply
      i. Test Administrators must stay engaged and monitor the student(s) at all times
      ii. No grading papers, reading, usage of electronic device or participating in any activity that will distract from monitoring students

I.   If at any time during the administration of the test the Test Administrator or Proctor(s) view or hear anything would fall under the guidelines of mandatory reporting, the observer of such behaviors will follow the school's guidelines for mandatory reporting to an administrator or administrative designee for mandatory reporting

J.   Post administration, Test Administrators must ensure that the Test Session Monitoring Webinar recording is uploaded to core.caveon.com and deleted from the Test Administrator's webinar account and computer

III.   Proctors
   A.   Must be trained by the Test Coordinator
   B.   Must sign the Proctor Security Agreement
   C.   Monitors the webinar session (e.g., WebEx, Zoom) in real-time
   D.   For a test session containing 3-10 students, one trained proctor is required in addition to the test administrator (total of two staff)
   E.   Communicates with Test Administrator during test session either in private chat or by phone call/text
   F.   If at any time during the administration of the test the Test Administrator or Proctor(s) view or hear anything would fall under the guidelines of mandatory reporting, the observer of such behaviors will follow the school's guidelines for mandatory reporting to an administrator or administrative designee for mandatory reporting.

IV.   Parents/Guardians
   A.   Must be able to meet the conditions and requirement set forth in the HIDOE *Parent/Guardian Remote Testing Checklist*
   B.   Ensure student Testing Device (Device 1) has appropriate secure browser installed and passes all systems checks (NOTE: If using a Chromebook for Device 1 then the computer must be a school-issued device; a family-owned Chromebook cannot be used for Device 1 but may be used as Device 2.)
   C.   Must sign HIDOE *Parent/Guardian Remote Test Administration Agreement* form regarding test security and submit to the school Test Administrator or Test Coordinator no less than two days prior to the test session
   Agrees to:
   1.   Use of test device and a second device with camera and audio turned on and connected to a power outlet during testing
   2.   WebEx webinar recorded and shared with test security contractor
   3.   Scan of room
   4.   Not to be present (i.e., not in testing room) or assist student during test session (does not apply to the HSA-Alt)
   5.   To be present in home during the entire duration of the test session
   D.   Ensure student Monitoring Device (Device 2) has a reliable internet connection, is connected to test administrator's webinar session, and remains connected to the webinar session until directed to disconnect by the test administrator at the end of the test session.

E. Are allowed to assist during initial connection, room scan, and explanation of test administration requirements

F. May not be present in the test room once the live test session begins but should be within close proximity/earshot of the test room/environment, should the examinee/child require technical support or as requested by the Test Administrator (does not apply to the HSA-Alt)

V. Students
A. Must acknowledge the *Student Remote Test Administration Agreement* regarding test security as communicated by the student's parent/guardian in the *Parent/Guardian Remote Test Administration Agreement* form prior to being administered an assessment remotely

B. Must follow test administrator instructions before, during, and after testing.

VI. Accessibility and Accommodations for Remote Test Administration
A. Designated Supports and Accommodations (except Braille, Print on Demand, Read Aloud, and Scribe) are to be provided to students who require them (does not apply to the HSA-Alt)

B. If a SPED/504 student cannot receive an accommodation remotely (e.g., Braille) then being tested remotely is not an option and the student must be tested in-person

VII. Technology Requirements (as set forth in the *HIDOE Remote Testing Technology Requirements* document):
A. The tested student must have a reliable internet connection
B. The tested student must have two devices (computers) with internet connection and a web camera - provided by the school or parent
1. Device 1 - Testing Device
a. Must be compatible with the online testing program and applications (see Technology Resources) used by the test vendor (Cambium Assessment)
b. Must have the current or latest version of the Secure Browser installed prior to testing
c. Must pass any system readiness checks required by the test vendor prior to testing

NOTE: If using a Chromebook for the Testing Device then the computer must be a school-issued device that is enrolled in the school's domain; a family owned Chromebook cannot be configured to run the secure browser and cannot be used as Device 1, however, the family-owned device can be used as Device 2 (see below).

2. Device 2 - Monitoring Device
a. Must have current webinar application (e.g., WebEx, Zoom) installed or browser capable
b. Must pass any system readiness checks prior to testing
c. Can be a cell phone (with ringer and notifications turned off), iPad, tablet, Chromebook or computer that the parent, student, or school may have that is compatible with the preferred webinar platform

VIII. Test Security

A. The HIDOE *Parent/Guardian Remote Test Administration Agreement* form must be signed by a parent/guardian and sent to the school test coordinator prior to remote test administration
B. The HIDOE *Student Remote Test Administration Agreement* must be communicated to the student by the parent/guardian prior to remote test administration
C. Both the Testing Device (first device or device #1) and the Monitoring Device (second device or device #2) must have updated operating systems and reliable internet connections
D. Test sessions must be proctored in real-time by a trained and certified Test Administrator
E. A Monitoring Device (#2) with a camera and microphone must be used during the administration of the test
F. The Monitoring Device (#2) must be connected to a HIDOE-approved web conferencing application (e.g., WebEx or Zoom) for the entire test session
G. No other applications are allowed to run on either device other than the Secure Browser on the Testing Device (#1) and the web conferencing application on the Monitoring Device (#2)
H. The Monitoring Device (#2) is used to scan the entire room prior to start of testing; the web-conferencing platform is set to record prior to the scan and throughout the test session
I. The Monitoring Device (#2) must be placed with a clear view of student's keyboard/hands in order to monitor possible access to unauthorized devices (a clear view of workspace is required)
J. The web conferencing session will have both audio and video recorded by the test administrator; webinar recording is not considered a reportable educational record and is deleted from all devices and platforms after certification of test results at the end of July
K. Testing sessions may be observed/proctored by HIDOE staff or an approved third-party vendor
L. The maximum number of students per test session is 10 students
   ● Should the number of students in a single test session exceed 10 students, a Testing Incident must be reported by the Test Coordinator and student test results may be invalidated and the students will be considered non-participants
M. Recorded test sessions may be viewed and audited only by approved third-party vendor or HIDOE personnel; recorded test sessions will be stored for the duration of the test window, and will be deleted from storage when no longer needed.
N. A Test Administrator or Proctor who observes a cause for alarm (i.e., sees or hears anything that falls within the definition of mandatory reporting) during the test session or when viewing the recording is required to report the incident using pre-established HIDOE protocols. The Test Coordinator is to be notified immediately and the school must maintain the recording of the test session in their webinar application. The school is expected to produce the recording as directed by proper authorities.
O. A third-party vendor monitor who observes a cause for alarm (i.e., sees or hears anything that falls within the definition of mandatory reporting) when observing the recorded test session is required to report the incident using pre-established protocols. The vendor is to contact the Assessment Section who will notify the school. The vendor is expected to maintain the recording in their system and to produce it as directed by proper authorities.

IX. Room/Environment
   A. The student must be in a room where the student can be alone during the entire test session (does not apply to the HSA-Alt)

B. Walls and desk surfaces must be clear of anything that may benefit the student
   - Study aids, notes, and other materials related to the content area must be removed
C. No music or other background noises are permitted
D. The student uses the Monitoring Device (#2) to scan the room as directed by the Test Administrator prior to the start of the test session

X. Student Workspace
   A. Computer, mouse, and keyboard must be on a table or desk
   B. Work surface and area surrounding desk must be free of all items not approved for use during testing
      - Student should not have access to other electronic devices such as calculators other than those verified by the Assessment Section for IEP/504 students
   C. Student must be seated in a regular chair (does not apply to IEP/504 students with specific seating accommodation)
   D. The Monitoring Device (#2) is pointed at student's keyboard and hands and is to remain on during the entire test session; the Test Administrator records the web conference

XI. Test Session
   A. One-on-one remote test administration is recommended; multiple students in a test session is not advised, however, no more than two (2) students are allowed in a single remote test session that is being monitored by one test administrator (with no proctor)
   B. School staff members who complete Proctor Training may serve as Remote Test Administration Proctors; a proctor supports the Test Administrator by actively monitoring, along with the Test Administrator, a remote test session; if a Remote Test Administration Proctor monitors a test session with the Test Administrator then no more than 10 students may be permitted in a single remote test session
   C. The number of students in a single test session may not exceed 10, due to difficulties monitoring a session should technical difficulties arise that take the attention of the test administrator or proctor off the administration of the test. The Proctor shall continue to actively monitor the students in the test session while the Test Administrator is assisting students.

XII. Procedure for Remote Test Administration
   A. Prior to remote testing
      1. The Test Administrator (or Test Coordinator) sends the HIDOE *Parent/Guardian Remote Test Administration Agreement* form to the parent for signature and receives the signed copy (wet or electronic signature) from the parent at least two days prior to the test session; the Test Coordinator maintains the signed form at the school and provides it if requested by the Assessment Section
      2. The Test Administrator (or Test Coordinator) collects the parent/student phone number of the student to be tested; the Test Administrator may call the parent/student in case of technology failure during the remote test session
      3. The Test Administrator (or Test Coordinator) schedules a password-protected webinar session (using WebEx, Zoom or other approved webinar platform) and sends the webinar invitation to the student who will be tested remotely at least two days prior to the remote test administration session

4. The Test Coordinator lists all students who will be tested remotely, the name of the assessment, pre-scheduled test session ID, date, link to webinar to be used for remote test administration, etc., using the Remote Testing Student List Google Form at least two days prior to the remote test administration session. (A HIDOE gmail account is required to submit the Google Form. If the public or public charter school staff member submitting the form needs a HIDOE gmail account then the person should email the request to hsa@k12.hi.us.)

B. During remote testing
1. The Test Administrator logs into the TA Live Site and starts a Test Session
2. The Test Administrator logs into webinar application (e.g., WebEx, Zoom) and starts the pre-scheduled webinar session; student logs into webinar using Monitoring Device (#2) at predetermined time; the Test Administrator to contact student/parent via phone or email if student does not log into webinar at predetermined time; Test Administrator to ensure that student has logged into webinar using the Monitoring Device (#2) with video and audio turned on; Test Administrator to mute/unmute student as needed throughout test session; student/parent to call predetermined phone number is the event that connection to the webinar cannot be established; parent to assist as needed
3. Test Administrator ensures that an adult/guardian is available in the home if technical assistance is needed by the student
4. Test Administrator selects "Record" in the webinar application; the Test Administrator informs the student that the webinar recording has begun
5. As directed by the Test Administrator, the student (or parent for HSA-Alt testing) uses the Monitoring Device (#2) to scan the room (360 degrees) to ensure no content-related resources (books, posters, handouts, etc.) are visible or easily accessed during testing
6. As directed by the Test Administrator, the student (or parent for HSA-Alt testing) positions the Monitoring Device (#2) so that the student's keyboard and hands are visible to the Test Administrator and confirms with the student that the Monitoring Device (#2) is correctly positioned and is not to be moved or adjusted during the test session.
7. The Test Administrator instructs student(s) (or parent for HSA-Alt testing) to start the Secure Browser on the student Testing Device (#1) and shares the Test Session ID with student via webinar (using Share Screen, Chat, or audibly)
8. The student (or parent for HSA-Alt testing) logs into Test Session using Testing Device (#1); Test Administrator to ensure that student has logged into the Test Session using the student Testing Device (#1) and appears in the TA Live Site system; Test Administrator ensures that the student's face is visible and microphone is working on the student's Testing Device (#1) then mutes the student on the TA Live Site
9. Test Administrator reads test administration script in the Test Administration Manual (TAM) aloud to the student and the student listens on the Monitoring Device (#2)

10. Test Administrator directs the adult/guardian to leave the room but remain available in the home if technical assistance is needed by the student (does not apply to the HSA-Alt)
11. Student begins testing

NOTE: If at any time a student needs to take a break, the student may communicate that need to the Test Administrator using the Chat feature of the webinar platform; the Test Administrator may then pause the student's test; the student communicates the desire to resume testing using the Chat feature of the webinar platform.

12. Test Administrator monitors both video and audio via TA Live Site and webinar application during live test session; Test Administrator to document any suspected testing incident and share with school Test Coordinator

13. Test Administrator to monitor webinar to ensure that no other person logs into the webinar; should unauthorized access occur, the Test Administrator is to immediately disconnect the unauthorized person from the webinar and inform the Test Coordinator of the Testing Incident.

NOTE: A Test Security Monitor may join the webinar session to remotely monitor the test session; the Test Security Monitor will announce presence using Chat; the Test Administrator shall acknowledge the Test Security Monitor's presence during the test session using the Chat feature and have the person enter their full name and title.

14. Student completes the test.
15. Test Administrator reads the script from the TAM to the student using a webinar application.
16. Test Administrator ends the Test Session at the TA Live Site.
17. Test Administrator ends the recording of the webinar then ends the webinar session.

NOTE: In case of internet or computer failure of either device the Test Administrator will:
   a. Pause test session
   b. Test Administrator (or designee) contacts the student on student's/parent's mobile device
   c. Test Administrator contacts school Test Coordinator and provides Testing Incident information
   d. Test Administrator contacts the Cambium Help Desk (if necessary)
   e. Testing may resume if technical issue can be resolved and a reliable internet connection can be maintained
   f. If more than one technical issue arises during one test session, the test session is to be ended and testing is finished for the day; testing would only commence in a new test session if all causes for technical issues have been identified and fully resolved.

C. After remote testing
   1. Test Administrator or Test Coordinator uploads webinar recording to core.caveon.com immediately after the test session has been completed or as soon as the mp4 file is made available (for WebEx, the recording will be posted at the hidoe.webex.com site); webinar recording to include test session ID in the title
   2. Test Administrator deletes webinar recording from computer and from webinar platform.

XIII.   Resources/References

(FAQ) Troubleshooting Technology Issues for Students Testing at Home
How to Check your Internet Speed
How to Take a Practice Test
Parent/Guardian Remote Test Administration Agreement form
Parent/Guardian Remote Testing Checklist
Quick Guide for Technology Coordinators to Prepare for Remote Summative Administration
Quick Guide for Test Administrators for Remote Summative Administration
Remote Summative Administration: How to Take a Test at Home Training Module
Remote Summative Administration: Test Administrator Training Module
Smarter Balanced Test Administration Manual (TAM)
Test Security Acknowledgement Form for Proctors and Skills Trainers

CHANGE LOG

This Change Log is used to identify specific changes that are made to any of the information included in the original document throughout the current school year.

Change	Section	Date
Removed Excel spreadsheet information and added information to request a HIDOE gmail account	XII.A.4	04/15/2021
Removed Excel spreadsheet information	XII.C.3	04/15/2021
Updated core.caveon.com link	XII.C.2	04/15/2021
Updated resources links	XIII	04/15/2021
Added requirement to flag remote tested student(s) in TIDE	I.C II.F	04/16/2021
Added information for parent to ensure secure browser is installed in student testing device	IV.B	04/16/2021
Added parent information regarding webinar	IV.D	04/16/2021
Added requirement for Test Coordinator to ensure recorded webinar session is properly handled	I.D	04/19/2021
Added information regarding the requirement for school-issued Chromebooks	II.G IV.B VII.B.1	04/19/2021