



Your child will be taking an online assessment remotely and this checklist provides steps to ensure a successful experience. The purpose of this assessment is to help your child's teacher understand what your child already knows and what areas may require additional support and/or instruction. For this reason, it is important that your child complete the assessment independently.

This assessment is secure. 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 smart phone or other technology device to 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

- Prior to the day of testing, use the www.DRCdevicecheck.com URL from the web browser on the testing device to run a system scan which verifies that your child's testing device is ready.
- If your child has been assigned an accommodation that provides audio, verify that the testing device's speaker or headset is working and that the audio is loud enough for your child to adequately hear the directions during the assessment.
- Check for a strong, secure Wi-Fi connection. You should only use your personal secure Wi-Fi or your school-sponsored Wi-Fi or hot spot; other Wi-Fi connections are not recommended.
- Close all background applications/processes running on the testing device.
- Ensure that the testing device and other devices on the same network are not streaming audio or video.
- If necessary, install the Google Chrome browser. For step-by-step instructions, go to www.google.com/chrome.
- 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, if provided by your child's school.

Taking the Assessment

When instructed by the test administrator, your child may begin the assessment.

- Your child should use the Google Chrome browser and go to the URL provided by the Test Administrator. (Do Not bookmark the URL after it is selected since the URL will have changed.)
- When prompted, your child should enter the username and password provided by their teacher.
- Your child should only use the testing application's navigation buttons during the assessment. Do not use the browser's navigation.
- Your child is not permitted to use smart phones, hand-held devices, dictionaries, a thesaurus, or spell-grammar checkers during the assessment.
- Your child should not share their screen or use chat to communicate with other students.
- If your child needs a break, press the **Pause** button. A countdown will appear on the screen indicating the time left before the system automatically exits the assessment. Try to have your child resume the assessment before the countdown expires.
- If your child exits the assessment for any reason, they can sign back in to finish it using the original login credentials provided by their teacher. They will resume at the point where they were in the assessment.
- When your child is finished, be sure that 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 only observe as your child takes the assessment.
- You cannot read any part of the assessment questions or answers.
- You cannot give clues to help your child respond.