Web Conferencing Options for Remote Testing

A variety of web conferencing options exist that are suitable for remote testing. This document is intended to only provide guidelines for the capabilities that should be considered when choosing a web conferencing solution for remote test administration. DRC is not and will not be recommending any solution or product over another.

In addition, this document is only providing a "moment in time," high-level assessment of various solutions' capabilities. Web conferencing tools are constantly changing. It is the districts' responsibility to evaluate the options available to them and decide on a solution for their sites. At no time is DRC endorsing or not endorsing specific solutions.

Remote Testing Guidelines

When administering a DRC INSIGHT online assessment remotely, follow as closely as possible the requirements for on-site administration.

- All assessments must have a Test Administrator.
- The Test Administrator must be trained and familiar with using the assessment.
- The Test Administrator should use a web conferencing platform that meets guidelines listed in the
- *Guidelines for Selecting a Web Conferencing Service* section below.
- The Test Administrator must be familiar with the use of the web conferencing platform.
- Computer audio and webcam capabilities are required for both Test Administrator and student.
- Recording of the web conferencing session is recommended, but optional. Refer to the Program Director to see if it is required.
- For English and Spanish language proficiency assessments:
  - There is a suggested limit of five students per web meeting when assessing Listening, Reading, and Writing.
  - There is a suggested limit of one student per web meeting when assessing Speaking.
- For other assessments, there is a suggested limit of 10–12 students per web meeting.

Guidelines for Selecting a Web Conferencing Service

DRC recommends the following features when selecting a web conferencing service:

- Computer-based Audio and Video
  - Supports "Computer Audio Only" for web sessions. This requires students to use the microphone and speakers on their test devices.
  - Calling in by phone to a remote test session is not allowed.
- Recording Capability
  - Ability to review completed web sessions to determine and/or confirm any testing irregularities
- Breakout/Private Sessions with Private Chat and Screen Sharing Capability
  - Ability to privately authenticate an individual student's identity
  - Ability to privately distribute test login credentials to individual students
  - Ability to see/monitor student screens, while restricting view from the rest of the group
- Private Screen Sharing
  - Ability to let students share their screens with the Test Administrator

- Private Chat
  - Ability to respond to individual student inquiries privately
- Meeting Login Information Embedded in Link
  - Ability for all participants to access the meeting directly from the link without having to provide additional details
- Share Audio Playback (needed only if the assessment uses audio from the Test Administrator's device)
  - Ability to share the audio from a video or PowerPoint being presented on the Test Administrator's device to one or all the students in the web meeting

Remote Test Administration with One Student at a Time (1:1 Testing)

When administering the assessment one student at a time, almost any web conferencing option will work. In those instances, you can monitor and freely interact with the student during the web meeting.

Remote Test Administration with Multiple Students at a Time (1:Many Testing)

The following considerations apply when a single Test Administrator is monitoring more than one student at a time. These sessions require the ability to securely authenticate the identity of each student, to privately interact with individual students as needed, and to individually provide or verify each student's assessment login credentials, while still being able to maintain control of the group.

Zoom

Pro:

- Easy to manage participants in group or individually
- Allows cloud recording, which can be saved locally
- Supports audio playback

Con:

- Not all organizations are allowed to use it
- Free account does not allow enough meeting time for testing

Review:

- Meets all Remote Testing Guidelines
- "Breakout rooms" for interacting privately with participants are accessible from within the main meeting room.
- Moving to a breakout room pulls the Test Administrator out of the main meeting, but the Test Administrator can still see the main meeting participants.
- The Test Administrator tells the main group to wait, then interacts privately with each student to authenticate credentials or troubleshoot issues.
- Students can share their screen or use the camera to show the Test Administrator their workspace in the breakout room.
- Users may opt to have multiple Test Administrators in the same web meeting

WebEx

Pro:

- Each user account includes a “personal room” that the Test Administrator can invite students to individually.
- Allows cloud recording, which can be saved locally
- Supports audio playback for some versions of Microsoft PowerPoint

Con:

- Free account does not allow enough meeting time for testing

Review:

- Meets all Remote Testing Guidelines
- The personal room has a fixed URL, which you can invite students to “on the fly” and use as a breakout room. This works similarly to Zoom, except your personal room is under a separate tab in your browser.

Google Meet

Pro:

- Allows for hosting multiple meetings at the same time, allowing you to use an additional meeting as a “breakout room”
- Supports audio playback

Con:

- Recording only allowed with G Suite Enterprise accounts
- Maximum meeting time of 1 hour, extended to 24 hours only through 9/30/20 with free account

Review:

- Meets minimal Remote Testing Guidelines
- Well suited for 1:1 Test Administration
- Must set up a second web meeting to use as a breakout room. The second session breakout room will be under a separate tab in the browser.

Microsoft Teams

Pro:

- Can set up a Teams meeting with up to five channels for private interaction.

Con:

- Does not support audio playback from Microsoft PowerPoint
- Integration with Microsoft tools and focus on collaboration with work colleagues makes this option cumbersome for remote testing.
- Focused more on collaboration than web meetings
- Meeting participants become part of your professional network.

Review:

- Meets minimal Remote Testing Guidelines
- Uses “channels” for private interaction, which is intuitive to people who are not familiar with channels

GoTo Meeting

Pro:

- Works for 1:1 Test Administration
- Supports audio playback

Con:

- No functionality for running a second meeting on the same device
- The free version does not allow enough time for testing, and only allows three participants.
- Authentication requires a separate account and Test Administrator would need to manage two devices.

Review:

- Best suited for 1:1 Test Administration

Skype

Pro:

- Supports audio playback

Con:

- Not enough features for remote administration
- Chats and reactions can't be restricted.
- Has been replaced by Microsoft Teams

Review:

- Does not meet the Remote Testing Guidelines

Blackboard Collaborate (Integrated with Blackboard Learn)

Consider using only if your organization already uses Blackboard for Online Learning, if it meets the guidelines for web conferencing services and if your students are already familiar with the environment.

Adobe Connect (Suite of tools for remote training, conferences, and events)

Consider using only if your organization already uses Adobe Connect for classroom instruction, if it meets the guidelines for web conferencing services and if your students are familiar with the Adobe training environment.

Learning Management Systems (LMS)

Consider using only if your organization already uses an LMS for classroom instruction, if it meets the guidelines for web conferencing services and if your students are familiar with the environment.