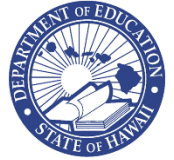


HAWAII DEPARTMENT OF EDUCATION

HSA-Alt Parent/Guardian Remote Testing Checklist



This **checklist for parents of HSA-Alt students** provides steps to ensure a successful Remote Testing experience. This assessment is a secure assessment, which means 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. Remember that your child's communication system and accessibility supports will need to be provided as documented in their IEP. Parents must communicate with their student's teacher prior to remote testing to ensure that all allowable supports are known and prepared to be readied for use during the assessment.

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 throughout the assessment.
- 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 you to assist you in ending the assessment and exiting the web meeting session.

Taking the Assessment

When instructed by the Test Administrator, you may help your child start the assessment.

- When prompted, assist your child by entering your student's legal first name, student identification number, and the test session ID. This information will be provided to you by the Test Administrator.
- Click **Begin Test Now** in order to advance to the first question.
- After the child has entered their answer for each question, press the **Next** button to advance to the next question.
- Other navigation steps, tools, and processes will be provided to you by the Test Administrator who is assisting with your child's test session from a remote location. Your child's Test Administrator will be there to support you with all steps of the test delivery and has been trained to answer any questions that you may have.
- Your child is not permitted to use a smartphone 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 to click **End Test** and **Submit** to complete and exit the assessment.

Assisting Your Child

- Remember that you are expected to help your child with logging in to the

assessment, navigating through the assessment, assisting your child in listening to each part of each question, and entering the student's response for them if they are physically unable.

- You and your child's teacher should have discussed all supports that the child needs before testing and it is your responsibility to ensure that these supports are made available during testing. Examples of the types of supports that a student with significant cognitive disability may need during testing include the use of a communication system device, concrete materials, re-reading test items in a human voice following the script presented via text-to-speech for each item. All supports that a student receives must be documented within the student's IEP in advance of testing.
- Although you will be in the room and intrinsically involved in the test process, remember that you cannot give clues to help your child respond. Any answers that you enter on behalf of your child must be the child's answers not yours.
- Encourage your child to do their best.