

# Assessment Section Office Hours

## Remote Test Administration

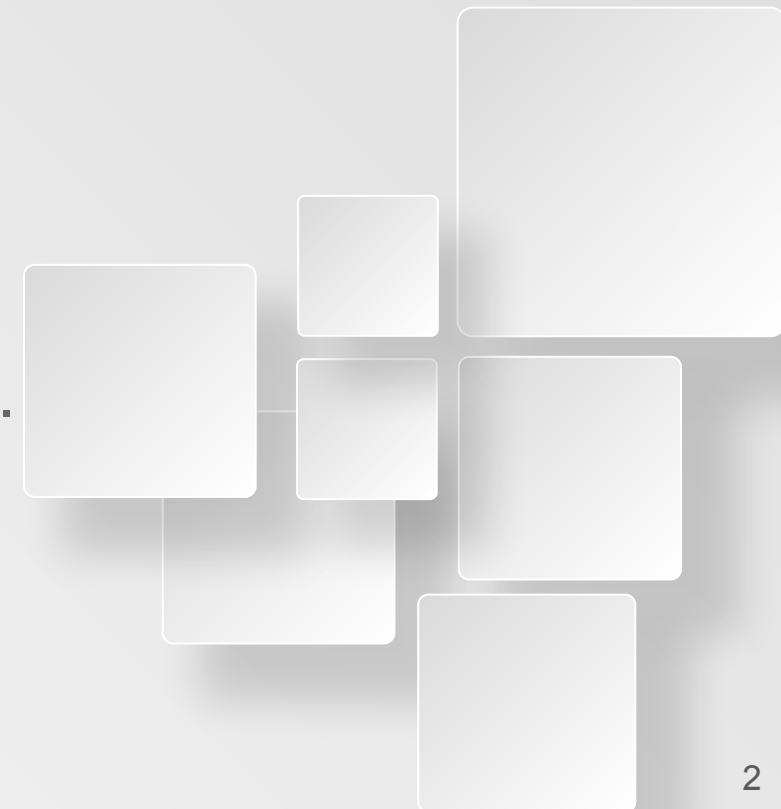
### Presenters:

- Brian Reiter, Paul Dumas, Karen Tohinaka, and Bruce Hirotsu
  - Test Development Specialists  
HIDOE OSIP Assessment Section

- ★ Mute your microphone (for now)
- ★ Slides: <http://bit.ly/remotetestadmin>
- ★ Chat questions or wait until Q&A

# Spring 2022 Remote Test Administration

- Remote test administration is optional for the following statewide summative assessments ([DOE Memo](#)):
  - 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 Considerations

- Remote test administration requires additional planning and has many additional requirements for test coordinators, test administrators, proctors, parents, and students. These additional requirements are in place to ensure test security and the validity and reliability of the results.
- Remote test administration is intended as an option for parents or guardians who refuse to have their child tested in-person but still want their child to be administered the assessment, and who can provide and agree to all requirements for remote test administration as specified below:
- Parents/Guardians
  - Must be able to meet the conditions and requirement set forth in the [HIDOE Parent/Guardian Remote Testing Checklist](#)
  - 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.)
  - 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

# Remote Test Administration Considerations

Parent/Guardian Agrees To:

- Use of test device (1) *and* a monitoring device (2) with camera and audio turned on and connected to a power outlet during testing
- WebEx, Zoom, Google Meets, or some other webinar system recorded and shared with test security contractor
- Scan of room using monitoring device
- Ensure student monitoring device 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
- Assist during initial connection, room scan, and explanation of test administration requirements, but may not assist student with test items or answers
- 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)

# Technology Requirements

- ONE student test device that meets the current [requirements](#) for Secure Browser installation (PC Windows 10, MacOS 10.13 – 11.4, Chromebook with v. 91+, iPad v. 13.7 – 14.5, no Android)
  - At the time of this training, MacOS 12 (Monterey), Windows 11, and iPadOS 15 are not yet supported by the vendor
- ONE student monitoring device (anything with camera, microphone, webinar capabilities, and internet connection)
- Both devices should be plugged in to a power source for the duration of testing
- Stable internet connection
- Call the Cambium Help Desk if you have questions at 1-866-648-3712
  - Do not submit a ServiceNow ticket

# Before Remote Test Administration

Full requirements and [documentation](#) are in the Remote Test Administration Guidelines document (main points below)

Test Coordinator:

- must ensure test administrators and proctors are trained and certified for remote administration
- Recommended student/TA ratio:
  - Up to 2 students: one TA
  - 3 – 10 students: one TA and one additional proctor or TA (2 people)
- must send the [HIDOE Parent/Guardian Remote Test Administration Agreement Form](#) to parents and obtain signed copy PRIOR to testing

# Before Remote Test Administration

Full requirements and [documentation](#) are in the Remote Test Administration Guidelines document (main points below)

Test Coordinator:

- MUST send the remote tested student list, test session monitoring webinar link, and Test Administrator and proctor names to the Assessment Section at least two days in advance of the test session; information to be provided using the [Remote Testing Student List Form](#)
- Ensure remote tested student(s) has been identified for remote testing in [TIDE](#) (only the school's test coordinator or principal can set the flag)

The screenshot shows the 'Test Eligibility' form in the TIDE system. The form is divided into two main sections: 'Interim Testing Grade Eligibility' and 'FieldTest'. In the 'Interim Testing Grade Eligibility' section, there are three dropdown menus for 'Mathematics' (set to 'Grade 4'), 'ELA' (set to 'Grade 4'), and 'Science' (set to 'None selected'). In the 'FieldTest' section, there are two dropdown menus for 'ELA' and 'MA', both set to '--Select--'. At the bottom right, there is a section for 'Parental Consent for Remote Administration Video Monitoring' with radio buttons for 'Yes' (selected) and 'No'. Below this, it says '(Form Required)'. At the bottom left, there is a label 'Tested Grade (for Courtesy Tested and Grade 31, 32, 33, 34 students ONLY)'.

Test Eligibility	
<b>Interim Testing Grade Eligibility</b>	<b>FieldTest</b>
Mathematics: Grade 4	ELA: --Select--
ELA: Grade 4	MA: --Select--
Science: None selected	
Parental Consent for Remote Administration Video Monitoring <input checked="" type="radio"/> Yes <input type="radio"/> No (Form Required):	
Tested Grade (for Courtesy Tested and Grade 31, 32, 33, 34 students ONLY)	



# Before Remote Test Administration

Full requirements and [documentation](#) are in the Remote Test Administration Guidelines document (main points below)

Test administrator:

- must watch the [Remote Summative Administration TA training Module](#) first - you cannot do it right before testing
- must pass the [Remote Testing Certification Course](#) AND the [Online TA Certification Course](#) prior to administering a test session
- must create remote test session in advance
  - best to do one per content area test to avoid one huge file which may not upload
- must set up webinar for monitoring/recording test session in advance
- avoid administering a remote and in-person test session simultaneously.

# During Remote Test Administration

- TA will log into [TA Live Site](#) and launch a REMOTE test session
- TA will start webinar application and start recording
- TA and proctor (if available) will assist students with login procedures
- TA and proctor should ensure audio recording is enabled during testing



# During Remote Test Administration

- TA and proctor should have student list documenting students in the test session
  - This will allow you to document students by name, identifying features such as “pink shirt” should you observe an Irregularity and submit a report
  - Sometimes the tiles with the students’ location changes - “student in the top right” may change during the webinar recording
- TA and proctor will monitor live test session, webinar (from second device) and message box for student messages (they can raise their hand for assistance in their browser)

# During Remote Test Administration


- Things to watch for when proctoring remote assessments:
  - TA and proctor should actively monitor test session webinar for students interacting with a third party off screen or accessing alternate electronic devices, resources, or notes/textbooks
  - TA and proctor should refrain from giving students assistance with test items or answers to test items
  - If any behavior is observed that constitutes a Test Irregularity, a Testing Incident Report form should be filled out and submitted to the Assessment Section
  - If a student needs a break, the TA may pause the test (will require student to login again)
    - Students may get up and leave without pausing test session

# Schedule a Test Session in Advance

## New TA Live Site Page

 Hawaii Statewide Assessment Program | [Proctor Application for the Test Delivery System](#)





 Active Sessions


 Upcoming Sessions



These are your upcoming testing sessions.

The table below shows all your upcoming sessions.

Upcoming Sessions				
Session ID	Session Info	Type	Share	Action
UAT-43CC-3T	MacGillivrayELA042221 4/22/2021 - 4/22/2021	 Remote session	 <a href="#">Share Link</a>	 Edit  Delete

  
Schedule a Session



# Select a test to administer

Select tests carefully - choose only those tests you intend to administer to prevent accidental misadministrations (be sure to select Remote)

**Live Test Selection**

Filter By:

Smarter Balanced Summative  
Choose which tests to add to your session from the tree, and then start your session.

- ☐ English Language Arts (ELA)
  - ☐ Computer Adaptive Test (CAT)
    - ☒ Grade 3 ELA CAT
    - ☐ Grade 4 ELA CAT
    - ☐ Grade 5 ELA CAT
    - ☐ Grade 6 ELA CAT
    - ☐ Grade 7 ELA CAT
    - ☐ Grade 8 ELA CAT
    - ☐ Grade 11 ELA CAT

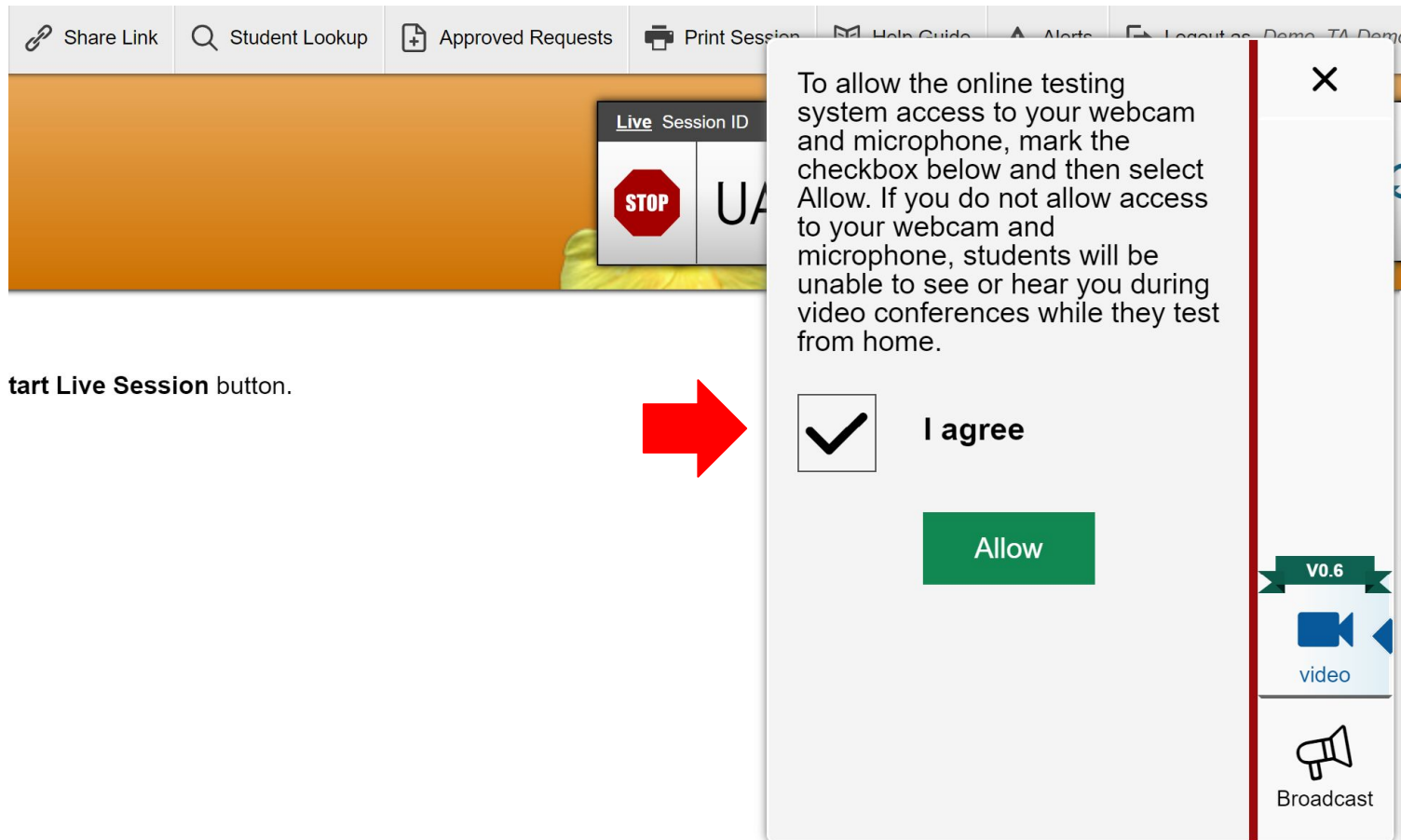
1 Tests Selected

**Smarter Balanced Summative**  
+ Grade 3 ELA CAT

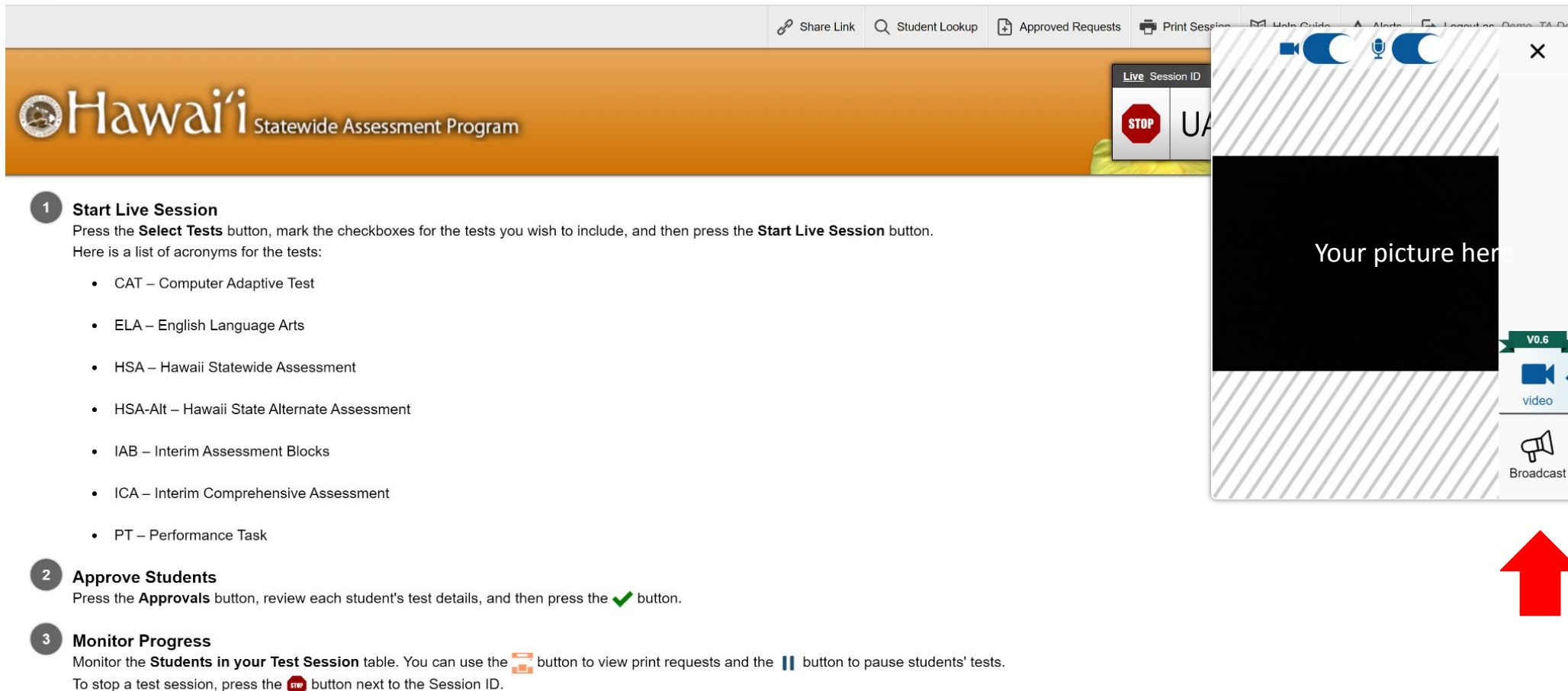
Session Settings  
Session Type: ☐ In Person ☒ Remote or Hybrid

# Allow Webcam and Microphone (TA Site)

Must be done when logging when this screen pops up or you will need to log out and restart the session to allow access to webcam.



# What the TA will see



The screenshot displays the 'Hawai'i Statewide Assessment Program' interface. At the top, there is a navigation bar with links: 'Share Link', 'Student Lookup', 'Approved Requests', 'Print Session', 'Help Guide', 'Alerts', and 'Logout as Demo TA User'. Below this is a header banner with the program logo. The main content area is titled '1 Start Live Session' and includes instructions: 'Press the **Select Tests** button, mark the checkboxes for the tests you wish to include, and then press the **Start Live Session** button. Here is a list of acronyms for the tests:'. A list of test acronyms follows: CAT – Computer Adaptive Test, ELA – English Language Arts, HSA – Hawaii Statewide Assessment, HSA-Alt – Hawaii State Alternate Assessment, IAB – Interim Assessment Blocks, ICA – Interim Comprehensive Assessment, and PT – Performance Task. To the right, a 'Live Session ID' box shows a 'STOP' button and a 'UA' button. A video player overlay is visible on the right side of the screen, showing a black screen with the text 'Your picture here'. The video player has a 'video' button and a 'Broadcast' button. A red arrow points to the 'Broadcast' button.

**1 Start Live Session**  
Press the **Select Tests** button, mark the checkboxes for the tests you wish to include, and then press the **Start Live Session** button.  
Here is a list of acronyms for the tests:

- CAT – Computer Adaptive Test
- ELA – English Language Arts
- HSA – Hawaii Statewide Assessment
- HSA-Alt – Hawaii State Alternate Assessment
- IAB – Interim Assessment Blocks
- ICA – Interim Comprehensive Assessment
- PT – Performance Task

**2 Approve Students**  
Press the **Approvals** button, review each student's test details, and then press the **✓** button.

**3 Monitor Progress**  
Monitor the **Students in your Test Session** table. You can use the **🖨** button to view print requests and the **⏸** button to pause students' tests.  
To stop a test session, press the **🛑** button next to the Session ID.


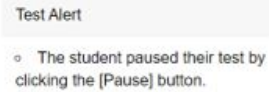




Toggle video on/off

Use to send messages to students



# Overview of Communication with Students

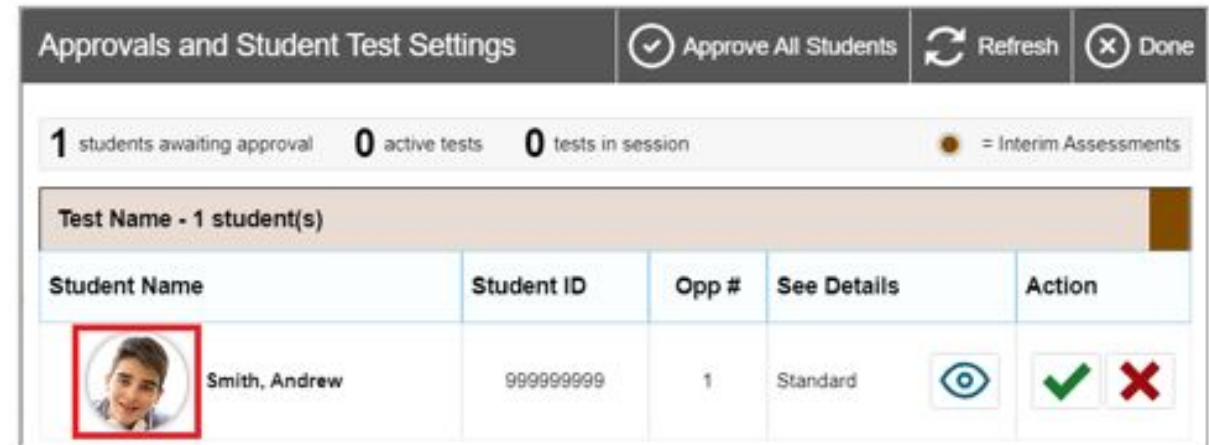
- This table lists each feature TAs can use for communication and monitoring, who initiates the communication, and how to use the feature.

Communication/ Monitoring Feature	Who initiates the communication	How to use the feature
<b>Broadcast Message</b> 	TA initiated	The TA uses this feature to send a chat message to all students at once. Students can respond by sending a chat message to the TA. See <a href="#">How to Communicate with All Students in a Remote Test Session at Once</a> .
<b>Test Alert</b> 	Student initiated	The TA will receive an alert if the testing system detects a problem with the student's test. See <a href="#">How to Respond if a Test Alert Appears for a Student</a> .
<b>Screenshare Feature</b> 	TA initiated; student must grant permission	The TA can view a student's screen after the student grants permission. See <a href="#">How to Request to View a Student's Screen from the Approvals and Student Test Settings Window</a> .
<b>Chat Message</b> 	TA or student initiated	Both the TA and student can communicate at any time, beginning when the student is waiting for the TA to approve students. For information on TA initiation, see <a href="#">How to Send a Chat Message to an Off-Site Student from the Approvals and Student Test Settings Window</a> .
<b>Video Conference</b> 	TA initiated	The TA and student can have a one-to-one video conference. See <a href="#">How to Start a One-on-One Video Conference with One Student at a Time from the Approvals and Student Test Settings Window</a> .
<b>Raise Hand Feature</b> 	Student initiated	Students can request help by virtually raising their hands. The TA can respond via chat message or video conference. For more information, see <a href="#">How to Respond to Student Requests for Assistance</a> .

# Communicating with a Single Student

- The *Approvals and Student Test Settings* window provides the first opportunity for TAs to communicate with students through the test delivery system. From this window, TAs can do any of the following:
  - Observe the student through the student's webcam.
  - Start a one-on-one video conference with the student.
  - Send the student a chat message to which the student can respond.
  - View the student's screen.

On the Approvals and Student Test Settings window, select the Student Video Button



# Communicating with All Students in a Session

- From the test administration site select the megaphone button
- The Broadcast popup window opens. In the Type a new message field, type your message to the class and select the Send button.
- Your message automatically appears on the testing device of each student in the session. Students do not need to do anything for this message to appear.

The screenshot displays the 'Operational Test Session' interface. At the top, there are statistics: 0 students awaiting approval, 0 print requests, and 1 active test. A megaphone icon in the top right corner is highlighted with a red box. Below this is a table with columns: Student Information, Opp #, Test, Progress, Status, Test Settings, and Actions. The table contains one row for a student named Smith, Andrew, with Student ID 999999999, participating in 'Module: Math Grade 3: Measurement Data and Geometry A'. The progress is 0 / 11 answered, and the status is 'Started'. The 'Test Settings' column shows 'Standard' and an eye icon. The 'Actions' column has a red box icon. Below the table, a 'Broadcast' popup window is open. It has a title bar with the date and time '8/10/2020, 11:32:19 AM' and a close button 'X'. The main content area shows an 'Announcement:' header followed by the message 'Ten minutes left in the test.' At the bottom of the popup, there is a text input field labeled 'Type a new message', a 'Send' button with a right arrow, and a 'Broadcast' button with a megaphone icon. The 'Send' and 'Broadcast' buttons are highlighted with a red box.

Student Information	Opp #	Test	Progress	Status	Test Settings	Actions
Smith, Andrew Student ID 999999999	1	Module: Math Grade 3: Measurement Data and Geometry A	0 / 11 answered	Started	Standard	

8/10/2020, 11:32:19 AM

**Announcement:**

Ten minutes left in the test.

Type a new message






Broadcast

# Communicating with All Students in a Session

- Once a remote test session has started and students have joined, the TA can communicate with all students at once using a broadcast feature on the test administration site. Only students who have joined the session will receive broadcast messages. If a student has not yet joined a session, they will not receive broadcast messages sent before they joined.
- Broadcasted messages to students pop up automatically as announcements on each student's screen. Students do not need to do anything for these messages to appear.
- TAs should keep these messages brief.
- Students can respond to TAs through this communication method. Chat messages sent from students to TAs appear only on the TA's screen and not on the screens of other students in the session.

# Troubleshooting Connection Issues

- These are symbols you may encounter
- These may also occur on student screens

Icon	What it means	What to do about it
	The online testing system recognizes the student joined the test session, but a video connection between the student and the TA cannot be made.	Students can sign out of the test session and complete the sign-in process again. TAs can also refresh the test administration site, but this will kick students out of the session, and they will need to reconnect.
	Connection between student and TA has failed.	TA can reset the connection. The reset connection button (  ) only appears when the connection between the student and TA has failed.
	Connection is being made.	Wait until connection is made. This should not take longer than one minute. If this icon appears longer than one minute, TAs can refresh the test administration site, but this will kick students out of the session, and they will need to reconnect.
	Another application on the device is already using the camera.	Have the TA or student close any other applications on the device using the camera and refresh the page. Note that when a TA refreshes the page, students are kicked out of the session and need to reconnect.

# After Remote Test Administration

- TA to ensure all student tests are ended at the end of the test session
- TA to end webinar recording (if asked by the application, save as mp4 file)
  - Don't forget to stop recording or you may get a huge file with a lot of empty space
  - Large files may take a while to upload
  - You may want to break up test sessions by content (i.e., one session for ELA, one session for Math instead of just opening one session and letting it run for the whole day) or you may run into file transfer size limitations
- Any Testing Incident reports should be submitted to the Assessment Section using the Testing Incident Report Form ([Appendix P in the TAM](#))



# After Remote Test Administration

- Test Administrator or Test Coordinator uploads webinar recording to [core.caveon.com](http://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](http://hidoe.webex.com) site); webinar recording to include test session ID in the title
- List of students should also be uploaded to [core.caveon.com](http://core.caveon.com)
- Include School name, test session ID and content area in file names
  - With multiple schools testing, “3<sup>rd</sup> Grade English” doesn’t have enough information for us to identify schools
- Once the mp4 file has been uploaded, the Test Administrator must delete the webinar recording from the monitoring computer and from webinar platform

# Lessons Learned from Spring 2021

- Identify TAs and Proctors early (keeping in mind staffing requirements) and have them complete the Remote Administration training and certification course early to familiarize themselves with the platform



- Ensure devices used for student testing have the proper Secure Browser and configuration (i.e., Mac OS may need to disable Hotkeys, Chrome OS needs to be at least v.91, etc...)
- TAs and Proctors need to be monitoring the webinar window as students are often observed typing on a device in their laps out of camera or talking to someone out of frame and pointing to their screens or notes (this is a Test Irregularity)
- TAs should ensure that audio is enabled on the webinar to capture student conversations with third parties out of frame
- File names should contain sufficient information to identify school, test session ID, and content area (if a single content area is being tested)



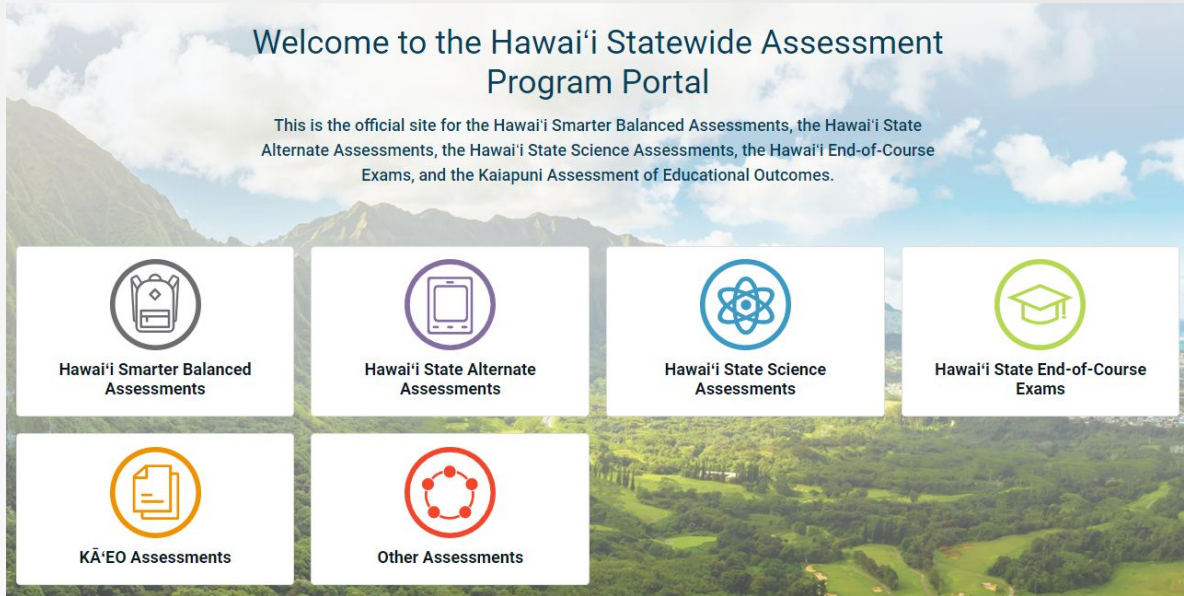
# Remote Test Administration Resources

- [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](#)

# Questions?

Please feel free to type questions in the chat box or unmute yourself.

# Demonstration



Start at the TA Live Site  
([www.alohahsap.org](http://www.alohahsap.org))



USER

## Test Coordinators and Administrators

Access systems used before, during and after testing and review key resources.



SYSTEM



## TA Live Site

Create and manage operational and interim test sessions from any web browser.



SYSTEM



## Online TA Certification Course

Complete required training on using the TA Interface and administering tests.