



Your child will be taking an online assessment remotely. 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.

## Testing Device Setup

For the best remote testing experience, we recommend that you spend a couple of minutes verifying that the device your child will be using to take the assessment meets the necessary system criteria.

Enter the [www.DRCdevicecheck.com](http://www.DRCdevicecheck.com) URL in the Google Chrome browser on your child's testing device to run a system scan. This scan assesses key technology characteristics of the device, including the operating system, browser, processor, memory, screen resolution, power supply, network speed, and network connectivity.

In addition, both audio and microphone capabilities are required using a **Speaker (internal or external), Headset, or Earbuds.**

If there are any issues, parents or guardians are asked to contact your child's teacher, the school's technology staff and/or the school office for technical support.

## Technical Support

If technical issues arise and/or an error message displays during the assessment, contact your child's teacher, the school's technology staff, and/or the school office for technical support. If additional support is required, a school or district representative will reach out to DRC to determine a resolution. Do not attempt to contact DRC customer service directly for support. Any issue related to your home's technology configurations must first be relayed to your child's school and they will contact DRC if necessary.

## Installing the Google Chrome Browser

The Google Chrome browser is required for remote testing. The test software may not function properly using any other Internet browser. If the Google Chrome browser is not installed, follow the step-by-step instructions for downloading and installing the current version of the Chrome browser at [www.google.com/chrome](http://www.google.com/chrome). The Chrome browser is free and, ideally, should be the default browser on the testing device.

## Installing the DRC INSIGHT Secure Extension for the Google Chrome Browser

The DRC INSIGHT Secure Extension for the Google Chrome browser is required for remote testing. The assessment cannot be taken without this extension. To verify the extension is installed on your child's device, enter **chrome://extensions/** into the Google Chrome browser. If the DRC INSIGHT Secure Extension is not listed, go to the Chrome Web Store at <https://chrome.google.com/webstore/category/extensions> and search for "DRC INSIGHT Secure Extension," then select **Add to Chrome** then select **Add extension**.

## Preparing for the Assessment

Prior to the assessment, read through these instructions and become familiar with what to expect on test day. Use the Online Tools Training (OTT) to practice taking the assessment. If you have any questions, contact your child's teacher.

### *Online Tools Training – Tutorial*

1. Using the Google Chrome browser, have your child go to the URL provided by their teacher for practicing the assessment.
2. Your child will see the **Landing Page**. To practice the assessment, click on **Online Tools Training**.
3. This will open a **List of Tests**. These are practice tests that are not scored. Clicking on a test name will expand the list to select a level. Clicking the **Back** button in the lower right corner will return you to the Main Menu.
4. Click on the grade level of the test you would like to practice. Clicking the **Back** button in the lower left corner will return to the **List of Tests**.

5. Enter the login credentials shown on the **Login Page**. *Do Not* use the login credentials from the test ticket provided by your teacher in the OTT. OTTs will give your child detailed instructions for testing and will allow them to explore the tools available when taking a test. Your child can try testing in different content areas. These practice tests are like real tests. When your child is done practicing, use the **Back** button on the **List of Tests** page to return to the Main Menu.

## Assessment Security

You should remind your child that the assessment content must remain secure at all times. None of the materials from the online assessment may be copied, photographed, or recorded in any manner.

Using the Google Chrome public browser does not put the assessment in kiosk mode, so your child is not prevented from toggling between the assessment and other materials on their device and/or the Internet. For the accuracy and integrity of the assessment results, it is important for your child to stay within the test session and for the parents/guardians to monitor that your child interacts with only the test session throughout the assessment.

Both you and your child share a personal responsibility to ensure no inappropriate activities occur during the assessment and that none of the assessment material or content is compromised. You both also have a responsibility to report to the teacher or school administrators if you become aware of any inappropriate practices occurring related to the test administration. Both your state department of education and your school district rely on the personal integrity of every individual in the process to maintain the security, validity, reliability, and equity of the assessment process.

## Test Administration

*During the Assessment, Your Child Should Be Permitted to:*

- Use scratch paper.
- Highlight and make notes or comments using the features available in the online tools.

*During the Assessment, Your Child Should Not Be Permitted to:*

- Use smart phones, cell phones, hand-held computers, personal computers, personal data assistants (PDAs), dictionaries, a thesaurus, spell-checkers, or grammar-checkers when responding to any part of the assessment.

*During the Assessment, You Should:*

- Emphasize that the security of the assessment questions must always be maintained.
- Encourage your child to try their best even if they think a question is too difficult. All questions must be answered.
- Help your child approach the assessment in a positive manner.

*During the Assessment, You Can:*

- Help if there are difficulties with the testing device.
- Assist with any issues logging in to the assessment.
- Answer questions or provide clarification about test directions.
- Help your child understand how to mark answers and how to complete the assessment.

*During the Assessment, You Can Not:*

- Give information that provides clues concerning assessment questions or answer options.
- Read the assessment questions or answer choices aloud.



### *Preparing for the Assessment*

- Your child should have received information from their teacher with details, including a date and time of the assessment.
- Use your personal secure Wi-Fi or your school-sponsored Wi-Fi only. Other Wi-Fi connections are not recommended since they may not be secure and may have restrictions affecting the assessment experience.
- You must be present during testing to assist with any technology setup and issues.
- If possible, select a location that provides privacy, is quiet, and offers no distractions including music, TV, or background noise.
- Make sure there are no unnecessary background processes running on testing devices during the assessment.
- Make sure that the testing device and other devices sharing the same network are not currently streaming audio or video (e.g., Pandora, YouTube). That will conflict with the common network connection and bandwidth.
- Consider using a headset or earbuds with microphone for better audio experience, to allow the Test Administrator to hear your child more clearly, and to enable additional privacy.
- Make sure the Google Chrome browser has the proper permissions enabled to access the microphone.
- Make sure the testing device audio is not muted and the volume is turned up.
- If using a headset, make sure the headset is set as the preferred audio device on the testing device.
- Make sure the webcam is set as the preferred video device on the testing device.
- Make sure your child is in a well-lit area, so their face and workspace are clearly visible.

### *Starting the Assessment*

When instructed by your child's teacher, you should use these steps to take your assessment.

1. Assist your child to log in to the web conferencing session provided by your child's teacher.
2. Verify that the camera setting in the web conferencing service is not set to show an alternate background or is set to blur. The camera setting in the web conferencing service should not be set to show an alternate background or set to blur. The Test Administrator will need to see your child and their workspace during the assessment.
3. Once in the web meeting, your child will be invited to a private meeting room with the Test Administrator where they will be provided the username and password for the assessment and be asked to click a URL link that will start the assessment.
4. Confirm that your child is seeing the assessment login window in the Google Chrome browser.
5. When directed by the Test Administrator, your child should enter the login username and password from the test ticket provided to them in the private meeting room.
6. After your child has successfully logged in, on the next page your child should verify their name, as well as the Test Name, their School Name and any Accommodations they have been assigned.
  - Your child's Test Administrator may also provide your child a Monitoring Code in the private meeting room. If so, your child should enter and save the Monitoring Code on the page where they are confirming their assessment information.
7. Your child should then select the **Continue** button.
  - a. If your child was required to enter a Monitoring Code, they will then see a page where they will wait until the Test Administrator confirms everything is ready at which time the **Continue** button on this page is enabled. Once your child selects the **Continue** button, they will start the assessment and should follow the on-screen instructions to complete the tests.
  - b. If your child was not required to enter a Monitoring code, they will start the assessment and should follow the on-screen instructions to complete the tests.



### *Tips for the Assessment*

- Use only the testing application's navigation buttons. Avoid using the browser navigation, such as the Back, Forward, and Reload buttons.
- If your child sees the message box with the title "Connection Retry is in Process," it means that their testing device has lost its network connection. The testing application will continue to try to reconnect for up to 5 minutes, or until either the device successfully reconnects to the network or your child selects **Exit the Test**.
- **Note:** If this or any other interruption occurs, all of your child's work and responses up to that point will have been recorded and saved.
- If your child experiences issues during the assessment, refer to the *Parent/Guardian Remote Testing Frequently Asked Questions* document you received from your child's teacher.
- When your child is finished with the assessment, make sure they select **End Test** and **Submit** to end the assessment.

### *Pausing the Assessment*

If your child needs a short break during the assessment (such as a bathroom break), notify the Test Administrator for instructions prior to clicking on the **Pause** button. A countdown appears on the screen indicating the time left before the system automatically exits the assessment.

If the session is not resumed before the countdown completes, the assessment is automatically exited. Your child can sign back in to finish the assessment using the original login credentials provided by their teacher. Your child will resume where they paused the assessment and their prior responses will have been recorded and saved.

### *Exiting the Assessment*

If your child starts an assessment but needs to complete it at another time, notify the Test Administrator for instructions prior to clicking the **Pause** button and then clicking **Exit**. This feature allows you child to complete the assessment another day. Your child will resume where they were when they exited the assessment and all of their prior responses will have been recorded and saved.