



## Remote Administration of Spring 2022 Summative ISAT Assessments

### Introduction

Use this checklist to complete the tasks necessary to prepare for remote administration of the spring 2022 ELA/L, Mathematics, and Science summative assessments.

The italicized text includes added details for specific tasks. Spaces for who you assign the task to and checking off completed tasks are also included.

[Contact information](#) for Cambium Assessment, Inc. (our testing vendor) and the Idaho SDE Assessment & Accountability Department are on the last page of this document.

### Checklist

Step #	Task	Assigned to	Done?
1	<p><b>Send electronic or paper copy of Parent Confidentiality and Video Agreement to parents/guardians to fill out, sign, and return.</b></p> <ul style="list-style-type: none"> <li><i>One agreement per student that will be testing remotely.</i></li> <li><i>Check this box only AFTER all agreements are returned.</i></li> </ul>		
2	<p><b>Access TIDE and set "Parental Consent for Remote A/V Monitoring" for students that will be remotely testing.</b></p> <ul style="list-style-type: none"> <li><i>Only students that are remotely testing need this attribute set.</i></li> <li><i>DA, and DC user roles can upload a template to mass update. SC, TE, and TA user roles can only update individual students.</i></li> </ul>		
3	<p><b>Take and pass the Remote Test Administrator Certification Course.</b></p> <ul style="list-style-type: none"> <li><i>This is an additional and separate certification course for TAs that will administer a remote test session.</i></li> </ul>		
4	<p><b>Access and review the Remote Administration resources for Test Administrator, Teachers and Technology Coordinators on the Idaho Portal.</b></p> <p><i>e.g., Remote Summative Assessment Administration Policies and Procedures, Assessment Integrity Guide, Infographics, Training Vignettes, Quick Guides, FAQ.</i></p>		

Step #	Task	Assigned to	Done?
5	<p><b>Access, and review the Remote Administration resources for Parents &amp; Students on the Idaho Portal. Send to Parents/Students as needed.</b></p> <ul style="list-style-type: none"> <li><i>e.g., Videos for Parents, Quick Guides, FAQ.</i></li> </ul>		
6	<p><b>Verify the machines (desktop, laptop, or iPad) that TAs will use to access the Test Administration site have an up-to-date conventional web browser (Chrome, Firefox, Safari) installed.</b></p> <ul style="list-style-type: none"> <li><i>The TA site for starting remote test sessions will be available on the Idaho Portal.</i></li> <li><i>The same TA site will be used to start remote test sessions and in-person test sessions.</i></li> <li><i>See the Quick Guides for Technology Coordinators and/or Test Proctors for more details.</i></li> </ul>		
7	<p><b>Verify that TAs will have access to built-in or plug-in webcam, microphone, and speaker for remote test administration.</b></p> <ul style="list-style-type: none"> <li><i>The TA will use these devices to communicate with students taking a test remotely.</i></li> <li><i>See the Quick Guides for Technology Coordinators and/or Test Proctors for more details.</i></li> </ul>		
8	<p><b>Verify that the network (internet speed), webcam, microphone, and speaker TAs will use for remote test sessions, are in operating order and meet the minimum requirements necessary for remote testing.</b></p> <ul style="list-style-type: none"> <li><i>Use the Diagnostic Checker on the Idaho Portal to check internet speed.</i></li> <li><i>See the Quick Guide for Technology Coordinators and/or Test Proctors for more details.</i></li> </ul>		
9	<p><b>Verify the machines (desktop, laptop, or iPad) that students will use to access the testing website have the Idaho Secure Browser installed.</b></p> <ul style="list-style-type: none"> <li><i>The student can use a school's device with the Idaho Secure Browser installed.</i></li> <li><i>The student can use their own personal machine with the Idaho Secure Browser installed.</i></li> <li><i>See the Quick Guide for Technology Coordinators and/or Test Proctors for more details.</i></li> </ul>		
10	<p><b>Verify students will have access to built-in or plug-in webcam, microphone, and speaker for remote test administration.</b></p> <ul style="list-style-type: none"> <li><i>The student will use these devices to communicate with TA while taking a test remotely.</i></li> <li><i>See the Quick Guide for Technology Coordinators and/or Test Proctors for more details.</i></li> </ul>		

Step #	Task	Assigned to	Done?
11	<p><b>Verify that the network (internet speed), webcam, microphone, and speaker students will use for remote test sessions, are in operating order and meet the minimum requirements necessary for remote testing.</b></p> <ul style="list-style-type: none"> <li>• <i>Use the Diagnostic Checker on the Idaho Portal to check internet speed.</i></li> <li>• <i>See the Quick Guide for Technology Coordinators and/or Test Proctors for more details.</i></li> </ul>		
12	<p><b>Verify that the students will have access to necessary assistive technology, that it is in operating order, and meet the minimum requirements necessary for remote testing.</b></p> <ul style="list-style-type: none"> <li>• <i>See the Assistive Technology Manual on the Idaho Portal.</i></li> </ul>		
13	<p><b>Develop a specific and secure method to communicate test ticket information (student's first name as it appears in TIDE, and EDUID) and the test session ID to students to take the remote test.</b></p> <ul style="list-style-type: none"> <li>• <i>This information should NOT be shared over unsecured communication channel like personal email or text messages.</i></li> <li>• <i>SDE recommends communicating this information to students using a secure method such as a classroom management system (e.g., PowerSchool).</i></li> <li>• <i>Keep in mind that when the student opens the Idaho Secure Browser that they will not be able to access other programs while it is open.</i></li> <li>• <i>Communicate to parents and students the method of communication.</i></li> </ul>		
14	<p><b>Use the Test Administrator app to schedule a remote test session.</b></p> <ul style="list-style-type: none"> <li>• <i>The TA app will allow the scheduling of remote test sessions in advance. That way, the test session number can be shared with the student prior to.</i></li> <li>• <i>Only the TA who scheduled the test session can administer the test session.</i></li> </ul>		
15	<p><b>Contact parents/ students to check if they have made all preparations needed for remote testing.</b></p> <ul style="list-style-type: none"> <li>• <i>e.g., Does the student have a dedicated workstation to sit at and take the test?</i></li> <li>• <i>e.g., Have all diagnostic checks on students' hardware and software been completed?</i></li> <li>• <i>e.g., Does the student know when to log in and what test they will be taking?</i></li> <li>• <i>e.g., Does the student have their First Name, EDUID, and the correct Test Session #?</i></li> </ul>		
16	<p><b>Have the student practice taking an English Language Arts/ Literacy (ELA/L), Mathematics, and Science Practice and/or Training Test.</b></p> <ul style="list-style-type: none"> <li>• <i>Access the Practice/ Training Tests on the Idaho Portal</i></li> </ul>		

## Contact Information

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#### Assessment & Accountability

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