



Quick Guide for Students to Take Tests at Home – Preparing for Testing

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Introduction

The same online testing system that teachers and students use to administer tests in the classroom has been upgraded to allow students to take tests at home or another remote location. This guide outlines the steps you and your student can take to prepare for testing.

How to Prepare Before the Day of the Test

- To ensure students can take tests from home, there are a number of things that need to be completed before the day of the test. The checklist below is designed to help you complete these tasks in advance

Task	Status
Make sure the student's testing device has a supported web browser installed. In most cases, students should use Idaho's Secure Browser. If students are using a computer loaned to them by their school or school district, this application may have already been installed. If students are using personal computers or school-issued devices that do not already have the Secure Browser, school or district personnel may be able to assist you in installing the Secure Browser. If it is not possible to install the Secure Browser, students can still access the test site using a conventional web browser like Chrome or Firefox. Microsoft Internet Explorer and Edge are not supported.	
Make sure the student's testing device has a built-in or plug-in webcam, microphone, and speaker. This allows the student and teacher to see each other and communicate while the student is taking the test at home.	
Make sure the student has access to any necessary assistive technology.	
Use the diagnostic checker to make sure the student's webcam, microphone, and speaker are working properly.	
Make sure the student is ready to take a test by accessing Idaho's practice test site. Teachers and technology coordinators can help students access this site so they can take a practice test to ensure they are ready to take a real test.	

How to Prepare a Student's Computer to Take a Test at Home

To prepare the student's computer to take a test while the student is at home, students should have the proper hardware and software and a strong internet connection. The following sections describe these requirements in detail and explain how to verify that your student's computer meets them prior to testing.

What technology do students need?

The technology requirements to take a test at home are almost exactly the same as those used to take a test in a classroom, except students will also need a webcam, microphone, speaker, and any necessary assistive technology.

If you do not have access to a computer or other accessories that meet the requirements listed in the table below, contact your child’s teacher to determine how best to proceed.

The chart below describes the hardware and software requirements for the student’s machine.

Hardware Requirements for Students

Type of Hardware	Required Hardware
Desktop, laptop, or iPad	Students can take tests using any supported desktop, laptop, or iPad running any supported version of Windows, macOS, iPadOS, or Chrome OS. For a list of supported desktops, laptops, iPads, and operating systems, see Idaho’s assessment program portal.
Webcam (Camera)	Most students need a webcam that is built into their computer or one that plugs into their computer. If remote video is enabled, this will allow the student’s teacher to see the student while the student is testing and during one-on-one video conference sessions.
Microphone	To take a test while at home, most students also need a microphone that is built into their computer or one that plugs into the computer. This will allow the student to speak to their teacher during one-on-one video conference sessions, if applicable.
Speaker	To take a test while at home, students also need a speaker that is built into their computer or one that plugs into the computer. This will allow the student to hear their teacher during one-on-one conversations or video conference sessions, if applicable.
Assistive Technology	Students in need of assistive technology like text-to-speech software or screen readers need this as well. See the section How to use Accommodations When you Complete your Test for more information.

Software Requirements for Students

Whether students are testing in a classroom or at home, they need to use a web browser to access the testing website to take a test. To access the site, each student’s computer needs a compatible web browser.

Computers loaned to the student by their school district may already have the Secure Browser installed on them. If the Secure Browser is not already installed, school or district personnel may assist you in installing this software on a school-provided or personal device. The Secure Browser is a customized web browser that locks down the student’s computer during the test so the student cannot access anything except the testing website. For computers with the Secure Browser installed, a shortcut for the Secure Browser appears on the desktop. Students double-click this shortcut to launch the Secure Browser and are then taken right to the testing website where they sign in to take a test.

Here is an example of what the Secure Browser desktop icon looks like on a computer with the browser installed:



If the Secure Browser is not installed, students using desktops or laptops running Windows, macOS, or Chrome OS should also be able to access the test site using Chrome or Firefox web browsers. Students without the Secure Browser should download these browsers if one is not already installed on the computer. Do not use Microsoft Internet Explorer or Edge web browsers to access the testing site. Those web browsers are not supported. Technology coordinators from a student's school can help with this if necessary. Students taking a remote test without video conferencing can use either the Secure Browser or Safari. **Students testing on iPads must use the pre-installed Safari web browser.** The Secure Browser is not supported for video conferencing on iPads.

To download the Chrome web browser, go here: <https://www.google.com/chrome/>

To download the Firefox web browser, go here: <https://www.mozilla.org/en-US/firefox/new/>

Students should also have access to any necessary assistive technologies they need to take a test. For more information, see the section [How to use Accommodations When you Complete your Test.](#)

Before Testing Day: How to Check your Technology Prior to Testing

To ensure the student's internet speed, webcam, microphone, and speaker meet the minimum requirements necessary for remote testing, students and their families should work with the student's teacher or school's technology coordinator to run the diagnostic checker available at https://demo.tds.cambiumast.com/systemdiagnostic/pages/default.aspx?c=Idaho_PT.

From this site, students and their families can test their internet speed to make sure it meets the minimum recommended speed for taking a test from home. Internet speed is measured in two ways: download and upload. Download speed is the speed in which data is transferred from the internet to your computer. Upload speed is the speed in which data is transferred from your computer to the internet. The recommended minimum download and upload speeds are 1.8 megabits per second (Mbps).

Students can ensure their internet speed meets the minimum requirement for taking a test from home by following the steps below:

1. In the Bandwidth Diagnostic section, click the radio button for *"I am a student who will be taking a test remotely."*
2. Answer *"Will your webcam be enabled?"*.

3. Click **Run Test**.

Network Diagnostics

Your Operating System: Windows 10 Your Browser Version: Chrome v88

Secure Browser: false

Bandwidth Diagnostic

There are variety of tests that can be conducted to determine if you have the adequate network bandwidth available. Please choose the appropriate test below for your unique situation and follow the steps.

I work for the school or district and I'd like to know how many students I can expect to test concurrently at my location.

I am a student who will be taking a test remotely.

I am a test administrator who will be proctoring an exam remotely.

Will your webcam be enabled?

Yes

No

Run Test

4. The speed test will indicate if your internet speed is fast enough to take the test from home. If your speed is not fast enough, notify your teacher before the day of the test.

Bandwidth Diagnostic

There are variety of tests that can be conducted to determine if you have the adequate network bandwidth available. Please choose the appropriate test below for your unique situation and follow the steps.

I work for the school or district and I'd like to know how many students I can expect to test concurrently at my location.

I am a student who will be taking a test remotely.

I am a test administrator who will be proctoring an exam remotely.

Will your webcam be enabled?

Yes

No

Download Speed: 64.000 Mbps Upload Speed: 15.844 Mbps

Given the current network conditions, your available bandwidth meets or exceeds the necessary requirements. (Please note: The throughput estimates include the encryption/decryption overhead for data transfer. Throughput estimates change as the network conditions change and can vary from run to run.)

Run Test

From the diagnostic site, students and their families can also test their webcam, microphone, and speaker to make sure they are working properly. To test your webcam, microphone, and speaker, select **Audio and Video Checks** to access audio and video checks for your device.

Network Diagnostics

Your Operating System: Windows 10 Your Browser Version: Chrome v88

Secure Browser: false

Bandwidth Diagnostic

There are variety of tests that can be conducted to determine if you have the adequate network bandwidth available. Please choose the appropriate test below for your unique situation and follow the steps.

I work for the school or district and I'd like to know how many students I can expect to test concurrently at my location.

I am a student who will be taking a test remotely.

I am a test administrator who will be proctoring an exam remotely.

Run Test

Return to Login **Audio and Video Checks** TTS Check Remote Connectivity Check

Students can ensure their webcam is working properly by following the steps below:

1. In the *Camera Check* field, mark the **I agree to grant the browser permission to access the camera.** checkbox.
2. Select the **Camera** icon (.
3. A pop-up window appears in your web browser, requesting access to your camera. Select **Allow**. If you do not select Allow, the online testing system will not be able to access your camera and you may be unable to proceed.
4. Do one of the following:
 - If live video from your webcam appears, select **I see myself**. A checkmark appears in the upper right corner of the *Camera Check* field. Your camera works.
 - If live video from your webcam does not appear, select **I cannot see myself** and contact your teacher to troubleshoot the problem, if you have agreed to enable remote video for your student during the assessment.

Camera Check

Ensure you are able to use the camera. Check the box below to grant permission to access the camera, then test the camera functionality.

I agree to grant the browser permission to access the camera.

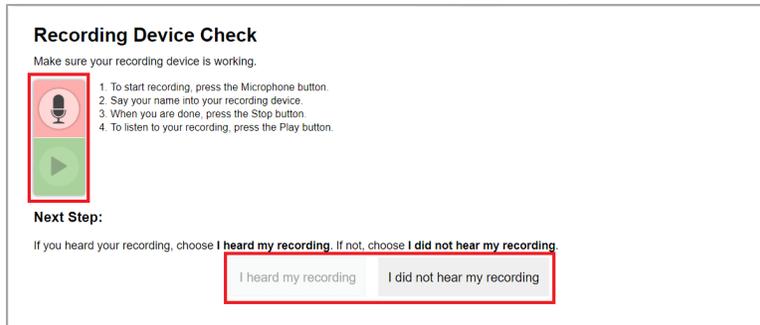


Next Step:

If you can see a live stream of your camera, choose **I see myself**. If not, choose **I cannot see myself**.

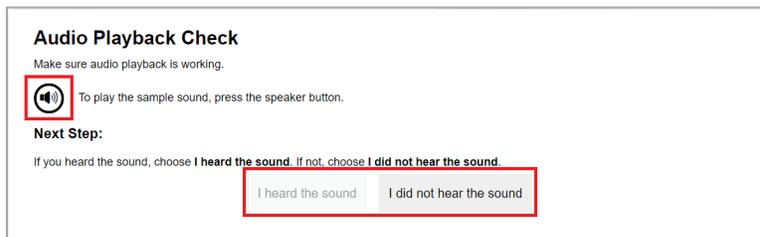
Students can ensure their microphone is working properly by following the steps below:

1. In the *Recording Device Check* field, select the **Microphone** icon ().
2. A pop-up window appears in your web browser, requesting access to your microphone. Select **Allow**. If you do not select Allow, the online testing system will not be able to access your microphone and you may be unable to proceed.
3. Speak into your microphone.
4. When you are done speaking, select the **Stop** icon () to stop recording.
5. To listen to your recording, select the **Play** icon ().
6. To stop listening to your recording, select the **Stop** icon ().
7. Do one of the following:
 - If you hear the audio you recorded from your speaker, select **I heard my recording**. A checkmark appears in the upper right corner of the *Recording Device Check* field. Your microphone works.
 - If you do not hear the audio you recorded from your speaker, check that the speakers are turned on and up. If you still do not hear the audio after checking your speakers, select **I did not hear my recording** and contact your teacher to troubleshoot the problem.



Students can ensure their speaker is working properly by following the steps below:

1. In the *Audio Playback Check* field, select the **Play Audio** icon ().
2. Do one of the following:
 - If you hear the sound from your speaker, select **I heard the sound**. A checkmark appears in the upper right corner of the *Audio Playback Check* field. Your speaker works.
 - If you do not hear the audio you recorded from your speaker, check that the speakers are turned on and up. If you still do not hear the sound from your speaker, select **I did not hear the sound** and contact your teacher to troubleshoot the problem.



How to Communicate Session-Information Securely with your Teacher

- Teachers will provide students with a link to the session or a session ID that students will use to access the test on their computers at home.
- Teachers will also provide support for students through the login process, including helping students securely find their student ID.
- *It is important that the link, session ID, and student ID are shared with students using a secure method, such as a classroom management system, as opposed to a non-secure method, such as posting in a public class site.*
- Teachers and students should use whichever classroom management system they and their school already have in place to share secure information with students. You should check with your child's teacher about how this information will be shared.

How to use Accommodations When you Complete your Test

Students who use assistive technologies during a test when that test takes place at school need access to the same assistive technologies when they take a test from home.

Parents and students should work with their teacher and their school's technology coordinator to set up any necessary assistive technologies the student may need.

Most assistive technologies are built into the online testing system and work the same way at home as they do in the classroom. There are a few exceptions to this. Students taking a test at home are unable to have items printed or embossed for them. If these accommodations are necessary, students and their families should work with the student's teacher to determine other options for taking the test.

If students taking a test in a classroom use assistive technologies that are not built into the online testing system, including screen readers, magnifiers, switch devices, etc., those technologies will still work out of the box with the online testing system even if the student is taking a test at home. For the best experience with third-party assistive technologies, students should use either Idaho's Secure Browser, Chrome, or Firefox.

Students should be able to take practice tests where they can make sure that all of the necessary assistive technologies, both built in and outside of the online system, are working and that they are familiar with using them during online testing. Coordinate this step with your student's teacher.

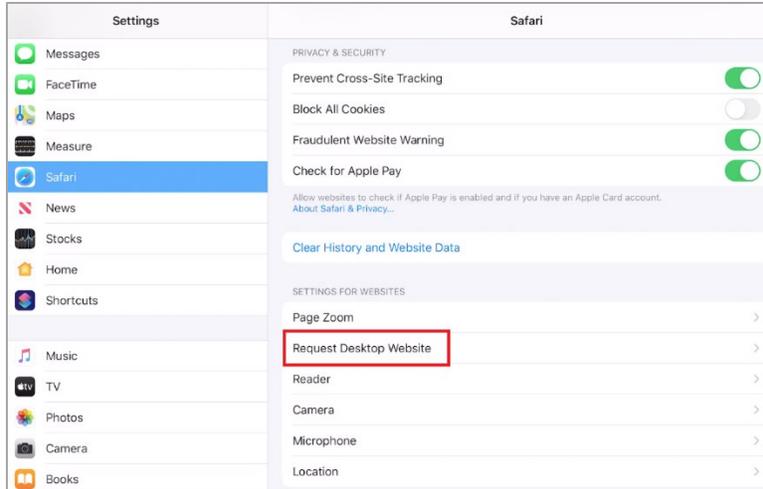
How to Prepare a Student's iPad to Take a Test at Home

If your child is using an iPad to take a test from home, the iPad will need to be configured to load the mobile version of the testing site using the instructions below. Your district's technology coordinator is responsible for making sure this configuration process is complete, but may rely on your assistance using the directions below.

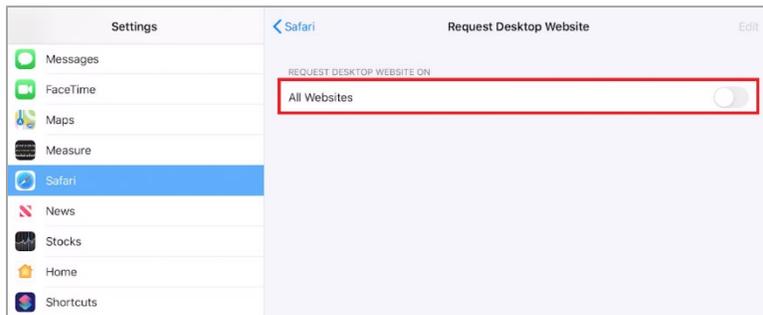
Note that if you do not load the mobile version of the testing site to the iPad, by default, the iPads will load the desktop version if Safari is used. This causes students trying to take a test on Safari to see an Unsupported OS/Browser Combination error when they try to access the testing site. To avoid this error, iPads must be configured to load the mobile version of the testing site instead of the desktop version. This only needs to be done if a student is using an iPad to take a test. If a student is using a desktop or laptop computer, this is not necessary.

Instructions for loading the mobile version of the testing site to your child's iPad:

1. On the student's iPad, open **Settings**.
2. Open **Safari** settings.
3. Select **Request Desktop Website**.



4. Turn **All Websites** off.



Frequently Asked Questions

For answers to frequently asked questions, visit <https://idaho.portal.cambiumast.com/resources/faq/>