

# Guidelines for Remote Testing Facilitators

A facilitator is an adult at the remote location (that is, with the student taking the test) who assists the examiner with the testing process. If you are the facilitator, the examiner will let you know how to assist. This document provides some general guidance to help you prepare ahead of time so that the testing session will be as successful as possible for the student.

The purpose of testing is for the student to show what they can do on their own and also to see what they need to learn. Please do not help the student answer the questions. For example, if you think that the student could answer better if the question were asked differently, or if they were given a hint, DO NOT try to help in this way. Part of what makes testing valuable is that it is done in the same way for all students. If the student asks if they were right or wrong, it is acceptable to say things like “Nice work!” or “You worked hard on that!”.

## Required equipment

- A computer or tablet (such as iPad) that has a camera and audio (speaker and microphone). Minimum screen size of 8 inches diagonal.
- An internet connection, and a web browser such as Chrome, Firefox, or Safari.
- If possible, a smartphone that can connect to the internet. The camera on the smartphone (connected to the teleconference platform) can be helpful during administration, such as by letting the examiner see what the student’s computer screen as they point to items.

## Prepare the space

- Find an area where the student can sit comfortably with their computer/device in front of them and see the screen clearly.
- Choose a location without distracting sights and sounds (such as TVs or loud conversations).
- Make sure that the lighting does not create a glare on the computer screen.

## Prepare the technology

- Work with the examiner to make sure that technology is set up.
  - Make sure the student’s computer is charged or is plugged into an outlet.
  - Connect the student’s device to the internet and open a browser (ex. Google Chrome).
  - Turn off notifications that may pop up and distract the student.
  - Join the meeting at the appropriate time, following the instructions provided by the examiner.

- Go through a checklist with the examiner before the test session starts. A sample of the checklist is provided at the end of this document. The student can be doing something else during this time.

### Prepare the student

- Make sure the student is well rested, has eaten, and gone to the bathroom. Encourage them to do their best work.
- Explain to the student that you will be assisting the examiner to make sure that they can do their best work. Tell them that you cannot give them answers or clues. Tell them that they will work with the examiner like they do during testing in school.

### Help during testing

- Make sure that the student is seated comfortably in front of the computer/tablet.
- Sit near the student, but do not obstruct the student's view of the screen.
- **During the testing process, follow these guidelines:**
  - DO:**
    - Help manage the student's behavior with physical or verbal prompts. If necessary, tell the student to speak up and speak clearly, and to keep their hands away from their mouth.
    - Make sure that the student continues to look at the screen throughout the test.
    - Before each test begins, make sure you are clear about what you are supposed to do (if anything) during testing.
    - After a test is over, tell the examiner anything you think they should know (for example, interruptions during testing).
  - DON'T:**
    - Restate directions to the student. Only the examiner should give directions, and they will repeat if needed.
    - Provide answers or clues to the answers. Clues can include pointing to an answer, covering up wrong answers, giving reminders, or looking directly at the item.
    - Give indication to the student whether their response is correct or incorrect (ex. nods, sounds, smiles).
    - Provide feedback or questions to the examiner during a test. Many tests are timed and this will interfere with the student's score. Wait until the test is over.

### Other considerations

Please do not copy test materials (for example, take screenshots, capture video, or take pictures). These materials are copyright protected and are to be used for testing purposes by a trained professional only.

# Pre-Assessment Checklist

The examiner will go through this checklist with you before testing the student. This will happen in the teleconference platform. You can use this checklist as a reference to prepare ahead of time.

- Has the facilitator reviewed the general guidelines?
- Is the sound clear and loud enough?
- Is the internet connection good, or is there a lag?
- Is the computer charged or plugged in?
- Does the lighting reflect off the screen?
- Are notifications turned off on both the examiner and student's computers?
- Share a screen. Can it be seen on the student computer?
- Test the examiner mouse. Can it be clearly seen on the student computer?
- Share video camera through the computers. Can you see each other?
- Join a smartphone, if available, to the teleconference platform to use as a second camera. Practice taking a view of the student and a view of the screen with the smartphone.
- Is the content displayed correctly on the screen? (full screen, etc.)
- Can the student sit in front of the screen?
- Is the student location free from major distractions?