Module 10: Remote Testing Facilitation Guide

This optional facilitation guide was designed to assist test coordinators in providing the required Remote Testing training module to test administrators and provide an opportunity to orient users to supplemental resources.

Required Module Topics	Supplemental Resource Suggestions

• **Training Overview**
• **Topics**
    o **Overview of Remote Administration Testing Window**
    o **Student Eligibility for Remote Testing Participation**
    o **Parent/Guardian Consent Requirements for Remote Testing Participation**
    o **Remote Testing Administration Guidance**
    o **Overview of Remote Testing and Infrastructure**
    o **Preparing your Computer and Other Technology: Responsibilities and Expectations**
    o **Accessing the Remote Test Administration Certification Course**
    o **Checklist and Contact Information for Technical Support**
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	• Test Administration Resources

• **Overview of Remote Administration Testing Window** •	• Current Testing Schedule
• **Student Eligibility for Remote Testing Participation** •	• District, School, and Test Administrator Remote Testing FAQ
• **Parent/Guardian Consent Requirements for Remote Testing Participation** •	• Parent/Guardian Remote Test Administration Agreement Permission Form
• **Remote Testing Administration Guidance**	• District, School, and Test Administrator Remote Testing FAQ

Required Module Topics	Supplemental Resource Suggestions
Overview of Remote Testing and Infrastructure **Preparing your Computer and Other Technology: Responsibilities and Expectations** **Accessing the Remote Test Administration Certification Course**	Remote Testing User Guide
Checklist and Contact Information for Technical Support	- ODE Test Administration website - ODE Assessment Help webpage. - OSAS Help Desk osashelpdesk@cambiumassessment.com - Customer Support Phone: 1 - (866) 509 - 6257 - Customer Support Fax: 1 - (877) 218 - 7663