

# District/School/Test Administrator FAQ for Taking the Oregon Statewide Assessment Remotely



Each spring, students across Oregon in grades 3rd - 8th and 11th participate in the Oregon Statewide Assessments (e.g. English Language Arts, Mathematics, and Science). Some K – 12 students will also participate in Oregon’s English Language Proficiency Assessment (ELPA) remotely. Additionally, Oregon offers students in grade 3 – 11 the opportunity to remotely participate in the SEED Survey and provide feedback on their learning experience. Although the Oregon Department of Education expects most students to test in-person at their schools, districts can also administer the assessments remotely, meaning that eligible students whose instructional mode is virtual/online can take their tests from home or another remote testing location. This set of frequently-asked- questions is to help you know what to expect.

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## Test Window for Remote Testing

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### When are the summative assessments scheduled for remote administration?

For most students, the test window is open from 03/08/2022 through 06/03/2022 and your child’s school will schedule test dates within that time period.

*(Remote test window: ELPA 4/19/22 – 4/29/22; OSAS ELA, Math, Science, SEED Survey 4/19/22 – 6/3/22)*

### Why is the ELPA remote testing window shorter than the other OSAS Summative Assessment?

The ELPA Summative remote window is shorter than other remote windows due to technical, policy, and score reporting limitations.

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## Student Participation in Remote Testing

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### Can any student participate in remote testing?

**No.** Most students across Oregon will test in-person. Districts and schools may assess students for the OSAS Statewide Summative Assessments in ELPA, ELA, Mathematics, Science assessments using the remote testing system for **eligible students**. Administration of the Oregon Statewide Summative Assessments should align to a school’s instructional model. The Oregon Extended Assessments are not available remotely.

- If a school predominantly offers instruction in-person instruction, students will test in-person (even individual students who may receive instruction remotely).
- If a school offers predominantly remote or online instruction, **they may offer summative assessments remotely**. Note that parents may still choose to test in person.

*Additionally ODE has made the SEED Survey and Oregon Interim Assessments available for remote administration.*

### What if a parent/guardian does not want their child to be assessed remotely?

Consent from a parent/guardian is required for a student to participate in a remotely proctored test session. ODE has provided a Parent/Guardian Remote Testing Permission Form on the [ODE Test Administration website](#). This form is required to be collected by districts/schools for remote test administration participation. Districts/schools are allowed to communicate this consent form in an alternative format (e.g., Google survey), but it must contain all of the same information, agreements and consent requirements. Please note the parent must also indicate their preference/permission for camera-enabled or camera-disabled. ODE has created both a printable and fillable versions of this form.

If the parent does not want their child testing remotely a district/school personnel should work with the student and family to schedule the tests at an alternate location (i.e., district or school site).

## What if a student starts with remote testing and a parent changes their mind and wants them to test in-person?

A parent may request to have their child test in-person even after their child has started a remote testing opportunity. The district/school should work with the family to accommodate the request.

Once a student starts a remote content area test in ELA, math, science or the SEED survey, **they must finish that content area test in the remote format using a remote testing session.**

- However, students may complete a remote assessment in any location with a secure internet connection through a remote testing session. After a student has completed the remote content area, a student may be switched to an in-person testing format through the traditional secure browser and test administrator testing session for other content area assessments.

ELPA: The in-person window is separate from the remote window, and the remote test is composed of four separate forms (unlike the in-person test). Once a student starts an ELPA Remote Test they **must complete each domain using the remote testing format and remote testing session.**

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## Remote Test Administration

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### As a DTC, STC, or TA, do I have to complete any trainings to administer summative assessments remotely?

Any educator who will be administering a state assessment or survey remotely must complete all of the requirements outlined within Table 5 of the [Test Administration Manual](#). Additionally, ODE requires all educators to complete:

- **Training Module 10: Remote Testing** ([ODE Test Administration: Training Materials web page](#))
- **Remote Test Administration Certification Course** ([OSAS Portal: Test Administrator web page](#))

### Do districts need to have all students test using the same mode of administration?

State summative assessment participation should match a school's primary instructional model (in-person/remote). Districts and schools who need to administer remote tests can assess some students in-person and some students remotely. All students must have an opportunity to participate, which requires appropriate technology and accessibility.

- Some accessibility features and accommodations (such as print on demand, word prediction, read-aloud, scribe, or use of assistive technology) may necessitate that a student test in-person rather than remotely.
- Districts using remote administration will still need to have a plan for assessing students for whom testing remotely is not supportable (i.e. technology limitations, or participating in an assessment not supported remotely such as braille or the Oregon Extended Assessment)

### When will remote testing features become available?

The Test Administrator Remote Test setting is already available in TIDE. Once an educator has completed the Remote Test Administration Certification Course their TIDE account will automatically be set to the remote testing setting be activated.

#### The following settings and functions will be available starting January 31, 2021:

- Access to the Remote Proctoring Test Administrator Certification Course for test administrators
- Student remote settings will be added to TIDE and will include a setting for
  - a parent/guardian permission; Remote Tester setting
  - camera-enabled permission; Parental Consent setting
- Test Administrator – TA Practice Site Remote Access with use of webcam and screen sharing features: (*pending completion of Remote Test Administration Certification Course*)
- Remote Access to [OSAS Portal: Students and Families – Sample & Training Test Sessions](#) (*pending return of Parent/Guardian Remote Testing Permission Form and updating TIDE student settings as indicated in form*)

**ALL** Remote Summative Tests and Surveys will be available starting **April, 19, 2022**

## How can I help students and families prepare for remote testing?

Prior to testing, work with your students and their families to make sure they understand the plan for remote testing and the technology required; such as a computer with a microphone, speakers, a webcam, an internet connection, and access to the OSAS Secure Browser.

You should take advantage of the opportunity to have students [practice testing from home](#) using the remote proctoring system, so you both know what to expect and how to use the tools available to you. Ensure students practice and are familiar with using any accessibility features or accommodations well before test day.

## How will I be able to communicate with students who are testing remotely?

Students can request a one-to-one conversation with you through the remote testing system by virtually “raising their hand.” You will be able to see that the student needs assistance and can use the online chat feature or have a direct video conversation, if their families have agreed to remote camera-enabled. More information about the communication features is included in [Training Module 10: Remote Testing](#) and the [Remote Test Administration Certification Course](#).

## How will students access the remote testing site?

To start, the TA will begin a test session via the TA Interface on the OSAS Portal and select a remote testing session. You can schedule these sessions in advance. When you start a session, the site will provide you with a session ID or a hyperlink to the site that you will share with students. Please be aware the hyperlink is only available for the SEED survey or Oregon Interim Assessments and cannot be used for the Oregon Summative Assessments.

For Summative ELA, Math, Science, and ELPA tests, students will log into a remote testing session the same way they would for an in-person session using the OSAS Secure Browsers. Please be aware that students will need their state student ID (SSID) to access the test and you must have a way to share this information securely with them if they do not know this information. Additionally, students will need to know the Session ID for the summative assessment they will be taking during the test session. More information about activating a test session and the log in process is included in [Training Module 10: Remote Testing](#) and the [Remote Test Administration Certification Course](#).

## What topics are covered in Training Module 10: Remote Testing and the Remote Test Administrator Certification Course?

- **Training Module 10: Remote Testing focuses on administration guidance and includes:** Overview of Remote Administration Testing Window, Student Eligibility for Remote Testing Participation, Parent/Guardian Consent Requirements for Remote Testing Participation, Remote Testing Administration Guidance, Overview of Remote Testing and Infrastructure, Preparing your Computer and Other Technology: Responsibilities and Expectations, Accessing the Remote Proctoring Test Administrator Certification Course, and a remote Checklist and Contact Information for Technical Support
- **Remote Test Administrator Certification Course focuses on the technical functionality of the remote testing platform and includes:** How to Prepare your computer before administration, Access the remote proctoring administration site from home, Scheduling a remote session or modify a scheduled remote session, Convey remote session information to students, Join and begin a remote session that was scheduled in advance, Communicate with and assist students during a test session, and how to Pause and Stop a remote test session.

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## Remote Test Administrations Resources and Support

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### Where can I go to get remote testing resources and support?

- If you need additional information or have questions, please consult the resources posted on the [ODE Test Administration website](#) under the Remote Testing Resource section or contact your District Testing Coordinator.
- For Content Specific Support or Questions, please refer to the [ODE Assessment Help webpage](#).
- If you need technical assistance with the remote testing platform, you can contact the OSAS Help Desk: Customer Support Phone: 1 - (866) 509 – 6257 or Email [osashelpdesk@cambiumassessment.com](mailto:osashelpdesk@cambiumassessment.com)