

A variety of web conferencing options exist that are suitable for remote testing. We have prepared this document to assist you with some of the options. No matter which web conferencing software you use, you should follow the instructions in the *LAS Links Remote Instructions for Test Administrators* available on the Connecticut Data Recognition Corporation (DRC) LAS Links Website.

Remote Testing Guidelines

The test administrator should closely follow the requirements for the remote administration of the LAS Links Online assessments.

- The test administrator must be trained on and familiar with the assessment.
- The test administrator must use a supported web conferencing platform and be familiar with the use of that platform.
 - Computer audio and webcam capabilities are required for both the test administrator and the student.
- There is a limit of five students for each web meeting when assessing Listening, Reading, and Writing.
- There is a limit of one student for each web meeting when assessing Speaking.
- All assessments must be conducted by a test administrator.

Guidelines for Selecting a Web Conferencing Service

We recommend you select a web conferencing service with the following features:

- Computer-based audio and video
 - Supports “Computer Audio Only” for web sessions. This requires students to use the microphone and speakers on their test devices.
 - Calling in by phone to a remote test session is not allowed.
- Breakout/private sessions with private chat and screen sharing capability
 - Ability to privately authenticate an individual student’s identity
 - Ability to privately distribute test login credentials to individual students
 - Ability to see/monitor student screens, while restricting view from the rest of the group
- Screen sharing by participants
 - Ability to let students share their screens with the LAS Links Online test administrator
- Private chat
 - Ability to respond to individual student inquiries privately
- Meeting login information embedded in provided link
 - Ability for all participants to access the meeting directly from the link without having to provide additional details

Remote Test Administration with One Student at a Time - 1:1

When administering the assessment one student at a time, almost any web conferencing option will work. In those instances, you are able to monitor and freely interact with the student during your web meeting.

Remote Test Administration with Multiple Students at a Time - 1:2-5

The following recommendations apply when a single test administrator is monitoring 2-5 students at a time. Multi-student test administration requires the ability to securely authenticate the identity of each student, to privately interact with individual students as needed, and to individually provide each student with their test login credentials, while still being able to maintain control of the group.

Zoom

Pro:

- Meets all remote testing guidelines
- Easy to manage participants in group or individually

Con:

- Not all organizations are allowed to use it
- Free account does not allow enough meeting time for testing

How:

- “Breakout rooms” for interacting privately with participants are accessible from within the main meeting room.
- Moving to a breakout room pulls the test administrator out of the main meeting, but the test administrator can still see the main meeting participants.
- The test administrator tells the main group to wait, then interacts privately with each student to authenticate credentials or troubleshooting issues.
- Students can share their screen or use the camera to show you their environment in the breakout room—you don’t want them to do this in the main room.
- Users may opt to have multiple test administrators in the same web meeting.

WebEx

Pro:

- Meets all remote testing guidelines
- Each user account includes a “personal room” that the test administrator can invite students to individually

Con:

- Free account does not allow enough meeting time for testing

How:

- Your personal room has a fixed URL, which you can invite students to on the fly and use as a breakout room. This works in a manner similar to Zoom, except your personal room would be under a separate tab in your browser.

Google Meet

Pro:

- Maximum meeting time of 1 hour, potential extended to 24 hours with free account
- Can host multiple simultaneous meetings, which allows you to use a second meeting as a “breakout room”

How:

- Setup a second web meeting to use as your breakout room. This works in a similar manner as Zoom, except your personal room would be under a separate tab in your browser.

GoTo Meeting

Pro:

- Suitable for 1:1 test administration, if you already have an account

Con:

- Free version does not have enough time for testing, and only allows three participants
- No functionality for running a second meeting on the same device
- Authentication would require a separate account and the test administrator(s) would need to manage two devices

Skype

- **Not recommended** for remote test administration

Con:

- Not enough features for remote administration
- Chats and reactions can't be restricted

Microsoft Teams

- **Not recommended** for remote test administration

Con:

- Integration with Microsoft tools and focus on collaboration with work colleagues rather than monitoring makes this option too cumbersome for remote testing
- Meeting participants become part of your professional network
- Uses "channels" for private interaction, which is neither easy nor intuitive to people who are not familiar with channels

Blackboard Collaborate (Integrated with Blackboard Learn)

Consider only if your organization already uses Blackboard for online learning, and your students are already familiar with the environment. Otherwise, **not recommended**.

Adobe Connect (Suite of tools for remote training, conferences, and events)

Consider only if your organization already uses Adobe Connect for classroom instruction, and your students are familiar with the Adobe training environment. Otherwise, **not recommended**.