

This checklist provides steps to complete to ensure a successful *pre*LAS Remote Testing experience.

If technology issues happen during the assessment, notify your test administrator or follow instructions provided by your school.

Prior to Testing

Refer to the email you received from your test administrator with details about the remote test session.

Verify Technology Components

- Contact your test administrator or school for technology requirements for the remote assessment.
- Work with your test administrator to verify that your testing device is set up prior to the day of testing.
- Work with your test administrator to verify the web cam, microphone, and headset are working. Ensure the audio is loud enough for your child to adequately hear the directions during the assessment.
- Check for a strong, secure Wi-Fi connection. You may use your personal, secure Wi-Fi or your school sponsored Wi-Fi only; other Wi-Fi connections are not permitted.
- Close all background applications/processes running on the testing device.
- Ensure the testing device and other devices on the same network are not streaming audio or video.
- Select a quiet, well-lit location that provides privacy and is free of distractions.
- A parent/guardian must be present during the assessment to assist only with technical setup and issues.
- Review and agree to the DRC Parent/Guardian Remote Testing Agreement if provided by your child's school.
- Attend a practice session with your child and test administrator to familiarize yourself with the process.

Web Meeting Setup

- Log into the web meeting using the process provided in the email sent to you by the test administrator.
- Listen to the test administration instructions provided by the test administrator.

Taking the Assessment

- Your child will need to have a blank piece of paper on their table or desk when taking the assessment.
- When instructed by the test administrator, your child will begin the assessment.
- The test administrator will ask your child a series of questions. Your child should remain clearly in view of the test administrator and should answer as best as he/she can.
- If your child needs a break, notify the test administrator.
- Alert the test administrator if your child is unable to hear the test administrator and/or the test audio clearly and/or if your child is unable to see the pictures that the test administrator is showing to your child.

Assisting Your Child

- Encourage your child to try their best.
- You can help your child if there are difficulties logging in to the web meeting.
- Once the test begins, you should only observe as your child takes the test.
- You cannot give clues to help your child respond. If you attempt to assist your child with the test items, your test administrator will determine if the assessment should be stopped and the results invalidated.

NOTE: If technology issues happen or an error message appears during the test, notify your test administrator.