



# How to Conduct Remote Assessments

This school year, like others, brings numerous challenges when conducting remote assessments. We have compiled guidance about three key logistics to consider as you prepare to assess your students remotely.

Logistical considerations for remote assessment include management of materials required to conduct the assessment, scheduling the meeting time, and understanding and communicating roles of people involved in the assessment process.



## Materials needed for remote testing with paper/pencil may include:

- Assessment booklets and scoring booklets
- Timer
- Pen or pencil
- Computer with camera and speaker for video conferencing
- District-approved virtual meeting software



## Materials needed for remote testing online include:

- Computer or tablet with administration and scoring software
- Computer with camera and speaker for video conferencing
- District-approved virtual meeting software

Teachers should create a schedule for assessment meeting times. Consider offering parents/caregivers at least three possible times to choose. Once a time is determined, send a meeting invitation with a link to the online meeting.

Everyone involved has a role to play. Specifying and communicating the expectations for those roles will help ensure an optimal experience for everyone. Schools/districts should attempt to standardize their approach within the school or district; the roles of each participant are described below.

### **School Personnel/Assessor Role**

School personnel should provide information and notification about remote assessment to parents/caregivers before conducting the assessment. Consider sending home a letter explaining the parent/caregiver role in assessment. Ask parents/caregivers to provide a space with minimal distractions for the student, and to have the computer or tablet device ready along with a phone.

Before starting the assessment, ensure the student has any necessary assessment materials. Materials should be placed in a sealed envelope marked that it should not be opened before the assessment. Materials may be sent home via mail or delivered to families via school-based pick up. If screen sharing, check that the format of the document will fit the available screen. Keep in mind that while the student materials may be made available digitally/electronically, the assessor needs to have either paper/pencil scoring booklets or a tablet for scoring purposes. Finally, when entering data, note if the assessment was completed in person or remotely.

### **Parent/Caregiver Role**

An adult in the home may need to assist with set up. A quiet, distraction-free space for the student to complete assessment tasks without interruption is best. Families should plan for 15 minutes per student. Many assessments include the support of a proctor, an adult helper—someone to assist with all technology issues and help the student do their best. The person who serves as the adult helper during the assessment must understand the limits of support they may provide (e.g., they are not allowed to provide extra prompts).

### **Child Role**

We want students to do their best during the assessment. During remote assessment, students must let the assessor know if they cannot clearly hear and/or see during the assessment, just like during an in-person assessment.

Configurations for remote scoring may vary by the assessment (see assessment-specific guidance) but may include:

- Scoring on one device while using another computer device for the meeting to see the student and to screen share.
- Scoring with paper/pencil while using a computer device for the meeting to see the student and to screen share.
- Either of the above plus a phone for audio. If using a phone, it is ideal for both the assessor and student to be hands free. The child should not need to hold the phone but rather use the speakerphone option or earbuds/headphones.

**For more guidance about assessing your students, please read our  
Guidance for Assessment at [voyagersopris.com/remote-learning](https://voyagersopris.com/remote-learning).**



Learn more at [voyagersopris.com/product/assessment](https://voyagersopris.com/product/assessment)