



## CCS Remote Admission Testing Instructions

We are happy to provide prospective students a remote admission testing option during our COVID-19 school closure. In order to ensure testing integrity, we have set up a specific process. Please read the following instructions to ensure a successful experience for all!

### Prior to Testing

1. Since you now have testing scheduled, our testing proctor will reach out to you via telephone. During this call, the **testing process will be explained**. A video communication tool such as FaceTime, Skype, Google Duo, Facebook Messenger, or Zoom will be agreed upon between parent and proctor. The purpose of this tool is to allow the proctor a “window in” on the testing location, **assuring test-taking integrity and a method for communication during the testing process**.
2. The testing proctor will email a link to our Web-based testing tool. **Prior to the testing appointment**, please open this web page in the **Chrome browser** of your device and bookmark it. Also ensure that the pop-up blocker is disabled for this page.
3. Please provide the student with **scratch paper and a pencil**. No other tools are allowed.
4. About 15 minutes before the testing appointment, **the proctor will connect with the parent via the agreed-upon video communication tool**. During this time, the proctor and student will **meet on-screen, test-taking instructions and login information will be given, and any technical troubleshooting will be addressed**.

## During Testing

5. At testing time, the proctor will place a **video call to the parent**. Please ensure that your device is fully charged or plugged in during the test.
6. **The proctor will launch the test remotely and monitor it.**
7. The device being used to stream the video feed to the proctor should be set up to show a wide-angled **view of the student at the testing area**. A side view or rear view will work also (see picture above).
8. During testing, a **parent is encouraged to be in the room, but asked to remain silent**. Students are asked to do their best on the test. It is okay if students do not know all the answers. Sometimes a best guess is required. **Parent and proctor help is strictly prohibited.**
9. Students are encouraged to use **scratch paper and a pencil during the test**, but other tools (such as calculator, dictionary, all web-based tools) are not allowed.
10. When the first screening test is complete, the proctor will **set up for the next test**. Students are encouraged to take a **stretch break** at this time.
11. After the short break, the proctor will **administer the second test**. Again, students are encouraged to take their time and do their best independent work.
12. When the final screening test is complete, **the proctor will ensure that the test results have been received, address final questions, and sign off the video call.**

## After Testing

13. Test results will be uploaded and available to the principal by the end of the following business day. The school office or campus enrollment manager will continue walking you through the enrollment process.

## Testing Questions?

Please contact Leeanne Needham with any remote testing questions you may have:

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