



## **TestNav Remote Delivery - Parent/Guardian Guide**

## TestNav Remote Delivery Overview

Welcome! Through testing, your students help us understand how schools can best support them. We're excited to find out what they learned this year! We want to help them be as successful as possible. TestNav remote delivery provides the key to that success, and many students will use it for testing this year.

TestNav remote delivery allows students to take their tests online—from home or anywhere! Your student won't see a difference between taking a TestNav online test at school or taking a TestNav online test using TestNav remote delivery at home. Questions are answered in the same way, and students have the same available options and tools.

Your school and teachers will help you and your student(s) understand the details surrounding testing this year. Your school may provide students with practice tests and other materials to help them prepare. Their teachers will also clearly explain the entire testing process before they are scheduled to take a test.

## How to Prepare for Your Test

### Accommodations and Tools for Students

Students receive the same accommodations and use the same tools with TestNav remote delivery as they do when taking their tests using TestNav in the classroom.

If this is your student's first time using TestNav, or if they would like to review how to use TestNav, let your teacher know well ahead of their scheduled test time. Your teacher will be more than happy to provide your student with resources to help them review and familiarize themselves with TestNav.

### How to Access TestNav Remote Delivery

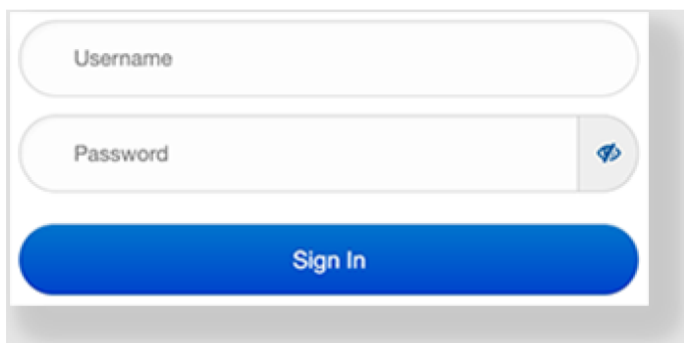
You access TestNav remote delivery through a URL in a web browser on your computer or device. Your student's teacher will give students the URL before testing starts.

### Sign-In Credentials

Teachers will electronically provide your student with sign-in credentials to the test. Students should get both a unique username and password. How they receive them depends on their school and teacher.

Some teachers may provide student sign-in credentials directly in an email (along with the URL used for testing). If this happens, your student(s) should expect two emails. One email will contain the student's username; the other will include their password. Two emails are used instead of one for extra security.

The image below shows the page where students will sign in to the test.



The image shows a sign-in form with two input fields: 'Username' and 'Password'. The 'Password' field has a small eye icon on the right side, indicating a toggle for visibility. Below the input fields is a blue button labeled 'Sign In'.

## TestNav New Feature

A recent TestNav update includes a feature that help students test more seamlessly—a **Battery Indicator**. On their testing window, students will see the amount of battery power remaining on their computer or device.

Students should keep an eye on this battery indicator during their test. If the battery indicator changes color or gets to the “Warning” state, be sure that your student informs the teacher and plugs the device in, if possible! If they need to change devices or lose power, don’t worry; they’ll be able to resume the test at the place they left off.

## Security

For security, while using TestNav remote delivery, the teacher will:

- Use an application to have video and audio/chat contact with your student, monitor the test session, and respond to any student questions or concerns as they take a test.
- Require that your student shut down other applications on the computer or device during a remote testing session.

## Before Testing

Before testing starts, follow these directions from your teacher:

- Plug in the device your student will use for testing well ahead of test time and always have the charger accessible to your student.
- When the teacher communicates information about the test and expectations for the test session, make notes for your student. Feel free to ask any questions that you have before your student’s testing time.

- Review with your student the teacher’s tips and recommendations for the:
  - Testing environment
  - Testing schedules
  - Testing resources
  - Test materials
- Discuss and agree on a plan (between the teacher and your student) for when and how students will interact with their teacher during testing.
- Parents/guardians should receive and review the *Parent/Guardian and Student Remote Testing Setup Guide* so they can verify their devices are supported.
- If your teacher provides it, encourage your student to participate in a pretest session. This will include information on what to expect about internet bandwidth requirements during their test.
- Communicate with your teacher and plan for your student to meet with their teacher using their normal instructional meeting platform (for example, Zoom). Teachers may use this meeting to read the verbal directions for the test, or they may copy and paste the verbal directions into an email for you and your student to review. Teachers may also use this meeting to provide any other information for the test (for example, materials students can or cannot have and use during testing).
- The teacher should also remind students that they need to wait until testing is scheduled before they use their sign-in credentials to get into and start their test.

## **During Testing**

Right before testing and during testing, follow these directions from your teacher.

- If possible, keep your device/computer plugged in during the entire test.
- Have your student test your device's audio and video. Let the teacher know that your student is ready to sign in.
- If your student cannot sign in, let the teacher know so that they can help you and your student troubleshoot the problem.
- Let your teacher know if you think your student is not seeing the right test after signing in.
- Let your teacher know about any internet connection issues during your test. Your teacher will work with you to resume your student's test as soon as possible.
- Be aware that your teacher may be monitoring and supporting students during testing using video and/or chat.
- Have your student review their answers before submitting their test.

## **After Testing**

After the testing session, follow these directions from your teacher.

- Follow up with your teacher if your student needs to resume testing later.
- If the teacher planned multiple days of testing, pay attention to what the teacher communicates about the next testing time. Make a note of the date and time.