



Maintaining Integrity During Online Standardized Testing

from Pearson Clinical Assessments (publisher for Online Stanford 10)

- *Follow professional best practice recommendations and respective ethical codes*
- *Follow online regulations and legal requirements from federal, state and local authorities, licensing boards, professional liability insurance providers, and payors*
- *Develop competence with assessment via telepractice through activities such as practicing, studying, consulting with other professionals, and engaging in professional development.*

You should use your judgment to determine if assessment via online is appropriate for a particular examinee, referral question, and situation. There are circumstances where assessment via online is not feasible and/or is contraindicated. Documentation of all considerations, procedures, and conclusions remains a professional responsibility.

Guidelines for Remote Testing

This guidance is provided to help you deliver the SAT10 Online assessments in a non-traditional manner that yield the most reliable and valid results. **Please know that evidence supporting the equivalence of modified administration on these specific measures is not available.** Be sure to bear this in mind when interpreting results from these administrations.

To administer the SAT10 Online test in students' individual homes, Pearson recommends you ask a responsible adult in the student's home to be present during testing to help monitor the student and keep them on task during testing. This is especially important for younger students. Pearson directed delivery method options regarding the audio portion of the test.



Prior to Testing

The Administrator will go through this checklist with you when you begin the testing session (either through a web conferencing app or on your phone). This will ensure that the testing is delivered successfully to the student.

- Have you reviewed the general guidelines? Any questions?
- Is the sound clear and loud enough?
- Is the internet connection good, or is there a lag?
- Does the lighting in the room reflect off the student's screen?
- If you're using a web conferencing app, turn on the video camera. Can you see each other?
- If you're using a smartphone for the audio portion of the test, make sure the student can clearly hear the Administrator.
- Is the content displayed correctly on the screen? (full screen, etc.)
- Can the student sit comfortably in front of the screen?
- Is the student location free from distractions?

During Testing

- The administrator is to read the instructions to the students.
- When complete, be sure the student exits the test and closes the Pearson Browser

Instructions for the Remote Facilitator

A facilitator is an adult at the remote location with the person taking the test who will assist the examiner with the testing process. If you are the facilitator, the examiner will let you know how to assist. This document provides some general guidance to help you prepare ahead of time so that the testing session will be as successful as possible for the student.

The purpose of testing is for the student to show what they can do **on their own**. Please do not help the student answer the questions. For example, if you think that the student could answer better if the question were asked differently, or if they were given a hint, **DO NOT** try to help in this way. Part



of what makes testing valuable is that it is done in the *same way for all students*.

***This is necessary in maintaining the integrity of standardized scoring.**

Required Equipment / Software

A computer with

- A high-speed **internet connection** (10 Mbps or more)
- Windows 8.1 and Microsoft Edge is required. The latest version of Windows products can be downloaded from the [Microsoft Download Center](#)
- OS X 10.12 and Safari 11 or later is required. The latest version of Mac products can be downloaded from the [Mac Support Site](#)

Prepare the Space

- Find an area where the student can sit comfortably with their computer in front of them and see the screen clearly
- Choose a location without distracting sights and sounds (such as TVs or loud conversations)
- Make sure the student can clearly see the computer screen (there's no glare on the screen or items blocking the view)
- Ensure that the student does not have access to study or other materials at their location during the test.

Prepare the Technology

Work with the examiner to make sure that the technology is set up

- Make sure the student's computer is charged or is plugged into an outlet
- Download the Pearson Browser onto the computer the student will be using to test (go to [Pearson Program Workshop](#) and select "Download Secure Browser")
- If the student will be joining a web-based conferencing app for the audio
 - Connect the student's device to the internet and open a browser



- Download the conferencing app (your Administrator will provide instructions)
- Join the meeting at the appropriate time, following the instructions provided by the Administrator
- Before the test session starts, review the checklist below with the student

When ready to begin testing, the student will open the Pearson Browser and log in using either: First name, Last name, and Birthday (day and month) - OR - Student Number and First Name

Prepare the Student

- Make sure the student is well rested, has eaten, and used the restroom
- Encourage them to do their best work
- Explain that you will be assisting the examiner to make sure they do their best work. Tell them that you cannot give them answers or clues. Tell them that they will work with the examiner like they do during testing in school.

Help During Testing

Make sure that the student is seated comfortably in front of the computer

- Sit near the student, but do not obstruct the student's view of the screen
- **During the testing process, follow these directions:**

DO:

- Help manage the student's behavior with gentle prompts
- Make sure the student continues to look at the screen throughout the test
- After a test is over, tell the Administrator anything you think they should know (for example, interruptions during testing)

DON'T:

- Restate directions to the student. Only the examiner should give directions, and they will repeat if needed



- Provide answers or clues to the answers. Clues can include pointing to an answer, covering up wrong answers, giving reminders, or looking directly at the item.
- Give indications to the student whether their response is correct or incorrect (ex. nods, sounds, smiles).
- Provide feedback or questions to the Administrator during a test as this can interfere with the student's score. Wait until the test is over.

Other Considerations

Please do not copy test materials (for example, take screenshots, capture video, or take pictures). These materials are copyright protected and are to be used for testing purposes by a trained professional only.

Summary

SAT10 can all be administered in an online context. This guide serves as a framework to support the administration in this new context. In addition, educators should be sure to adhere to their national/state organization's and local education agency's recommendations regarding online testing.