



# Parent/Guardian Remote Test Administration Agreement

Each spring, students across Oregon in grades 3rd - 8th and 11th participate in the Oregon Statewide Assessments (e.g. English Language Arts, Mathematics, and Science). Some K – 12 students will also participate in Oregon’s English Language Proficiency Assessment (ELPA). Additionally, Oregon offers students in grade 3 – 12 the opportunity to participate in the SEED Survey and provide feedback on their learning experience. Oregon primarily uses these assessments to help families, schools, districts, and the state understand and improve student academic achievement.

Most students participate in these tests at school. However, to provide additional flexibility, the Oregon Department of Education is allowing districts an option for students to participate at home or another remote testing location if needed based on a student’s regular academic instruction (e.g. virtual, or online instruction).

**(Remote test window: [Oregon Statewide Summative Test Schedule](#))**

When testing remotely, your child will have access to a test administrator who is supervising the assessment. This test administrator will be able to assist your child via chat. We also recommend, similar to online instruction, that your child have video/audio enabled. This allows the test administrator to both see and hear your student during the test and to communicate directly with your child when they need support during the test. The connection between the proctor and your student is direct and no one else will have access. Audio is recorded on the speaking domain for ELPA; video is not recorded.

To make sure the results are valid, ODE must ensure student participation is accurate and represents the student’s learning. Additionally, ODE must maintain the security and confidentiality of all test materials. If you would like your student to participate at home or another remote testing location, you have several responsibilities. By signing this agreement, you agree to the following:

- I will not take any type of picture of the test.
- I will not assist my student with answering any test questions.
- I will not write anything about the test, on paper or electronically.
- I will not disclose any secure test materials, including test questions and answers.
- I have read the Parent/Guardian Agreement and reviewed the Student Agreement on the reverse side of this document.
- I understand that parents and students who engage in inappropriate conduct with respect to Oregon’s assessments may be subject to actions including, but not limited to, a student’s test being invalidated.
- I agree that it is important that my child complete all of the activities of the assessment independently.

---

Yes, my child **will** participate in remote testing administration.  
*(Please indicate which option for remote testing)*

[ ] **Yes, with camera enabled**

[ ] **Yes, without camera enabled**

No, my child **will not** participate in remote testing administration and will instead test in person.

Student’s Name (printed) \_\_\_\_\_

Parent/Guardian Name (printed) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

## Parent/Guardian Agreement

### *Preparing for remote testing:*

- I will review the **Remote Summative Administration for Parents: How to Take a Test at Home Training Module**, available in the Remote Summative Test Administration Resources folder on the [Oregon Department of Education Test Administration website](#), and I will comply with all rules and instructions provided in the training module.
- I will review the **Parent Guardian Remote Testing Checklist**, available in the Remote Summative Test Administration Resources folder on the [Oregon Department of Education Test Administration website](#), and I will complete all tasks included in the Checklist.
- I will communicate with my child's school to help make sure that relevant technology, software, and the secure browser are working in order to allow my child to participate in remote test administration.

### *Day of testing:*

- I will provide a room for my child to test in that is quiet, private, and well-lit.
- I will encourage my child to try their best and to approach the assessment in a positive manner.
- I will not help my child answer any test questions during the assessment.
- I will not record or discuss any of the assessment content, including questions, reading passages, graphic images, and answer choices.
- I will only help my child if there are difficulties with the testing device and/or monitoring device, issues logging into the web conference, or issues logging into the assessment.
- I will emphasize that the security of the assessment content must be maintained at all times. *(None of the materials from the online test may be copied, photographed, streamed, recorded, memorized, or reconstructed in any manner.)*
- I understand that the test administrator, or proctor, is required to report any testing improprieties to the district testing coordinator which may result in an invalidation of my child's test.

### *After testing:*

- I will follow the test administrator's instructions to have my child log out of the test.

---

## Student Agreement:

### *During testing:*

- I will try my best on the test.
- I will not accept help from anyone who is trying to help me answer questions during remote testing.
- I will not ask any other person for help in answering or reading questions on this test.
- I understand that receiving answers to questions on this test from any other person is not allowed at any time during the test.
- I understand that the use of any device or material that is not allowed in the test session to obtain answers to questions is not allowed.
- I agree to not copy, screenshot, or post on social media any of the questions or answers on the test.

### *After testing:*

- I agree to not discuss or provide answers to questions on this test to anyone.

**It is important to me to be an honest person and that means that ALL ANSWERS on my test represent my own thinking and I did not get help from others for my answers.**