

● ● ● Web Conferencing Options for Remote Testing

A variety of web conferencing options exist that are suitable for remote testing. This document provides guidance for the various and most common web conferencing solutions available for administering an assessment remotely. No matter which web conferencing software is used, follow the instructions in the CSDE LAS Links Digital Placement and *preLAS for Connecticut Test Administrator Instructions for Remote Testing*.

Remote Testing Guidelines

When administering a DRC INSIGHT assessment remotely, follow, as closely as possible the requirements for onsite administration.

- All assessments must have a Test Administrator.
- The Test Administrator must be trained and familiar with using the assessment.
- The Test Administrator should use a web conferencing platform that meets specifications listed in the *Guidelines for Selecting a Web Conferencing Service* section below.
- The Test Administrator must be familiar with the use of the web conferencing platform.
- Computer audio and webcam capabilities are required for both Test Administrator and student.
- For Connecticut English Learner Assessments:
 - There is a limit of one student per Web Meeting when assessing any domain.

Guidelines for Selecting a Web Conferencing Service

DRC recommends the following features when selecting a web conferencing service:

- Computer-based Audio and Video
 - Supports “Computer Audio Only” or has a “Share Computer Audio” for web sessions. This requires students to use the microphone and speakers on their test devices.
 - Calling in by phone to a remote test session is not recommended.
- Share Audio Playback
 - Ability to share the audio from a video or PowerPoint being presented on the Test Administrator’s device to the student in the web meeting. This ability is necessary for the remote administration of the LAS Links Digital Placement Test.
- Private Chat
 - Ability to respond to individual student inquiries privately with or without parental assistance.
- Meeting Login Information Embedded in Link
 - Ability for all participants to access the meeting directly from the link without having to provide additional details.

Zoom

- Pro:
- Easy to manage participants in group or individually.
 - Allows cloud recording, which can be saved locally.
- Con:
- Not all organizations are allowed to use it.
 - Free account does not allow enough meeting time for testing.
- Review:
- Meets all Remote Testing Guidelines, including ability to share Microsoft PowerPoint with Audio for LAS Links Digital Placement Remote Test Administration.

WebEx

- Pro:
- Each user account includes a “personal room” that the Test Administrator can invite students to individually.
 - Allows cloud recording, which can be saved locally.
- Con:
- Free account does not allow enough meeting time for testing.
- Review:
- Meets all Remote Testing Guidelines, including ability to share Microsoft PowerPoint with Audio for LAS Links Digital Placement Test Administration depending on which version of Microsoft Office the Test Administrator has installed. This option should be trialed with device prior to administration of the LAS Links Digital Placement Test Administration but is acceptable for *preLAS* Remote Test Administration.

Google Meet

- Pro:
- Allows for hosting multiple meetings at the same time.
- Con:
- Recording only allowed with G Suite Enterprise accounts.
 - Maximum meeting time of 1 hour, extended to 24 hours only through 9/30/20 with free account.
- Review:
- Meets minimal Remote Testing Guidelines, including ability to share Microsoft PowerPoint with Audio for LAS Links Digital Placement Test Administration.
 - Well suited for 1:1 Test Administration.

Microsoft Teams

- Pro:
- Can set up a Teams meeting with up to five channels for private interaction.
- Con:
- Does not support audio playback from Microsoft PowerPoint
 - Integration with Microsoft tools and focus on collaboration with work colleagues makes this option cumbersome for remote testing.
 - Focused more on collaboration than web meetings.
 - Meeting participants become part of your professional network.
- Review:
- Meets minimal Remote Testing Guidelines for *preLAS* Remote Test Administration. Does not support LAS Links Digital Placement Test Administration because TEAMS does not support Microsoft PowerPoint with Audio.

GoTo Meeting

Pro:

- Works for 1:1 Test Administration.

Con:

- Free version does not have enough time for testing, and only allows three participants
- Authentication requires a separate account and Test Administrator would need to manage two devices

Review:

- Best suited for 1:1 Test Administration.
- May meet minimal Remote Testing Guidelines for *preLAS* and LAS Links Digital Placement Remote Test Administration.

Skype

Pro:

- None

Con:

- Not enough features for remote administration.
- Chats and reactions can't be restricted.
- Has been replaced by Microsoft Teams.

Review:

- Does not meet the Remote Testing Guidelines. Should not be used to administrator *preLAS* or Digital Placement Remote Test Administration.
- Not recommended for remote test administration.

Blackboard Collaborate (Integrated with Blackboard Learn)

Consider using only if your organization already uses Blackboard for Online Learning and your students are already familiar with the environment. Otherwise, not recommended.

Adobe Connect (Suite of tools for remote training, conferences and events)

Consider using only if your organization already uses Adobe Connect for classroom instruction and your students are familiar with the Adobe training environment. Otherwise, not recommended.

Learning Management Systems (LMS)

Consider using only if your organization already uses an LMS for classroom instruction and your students are familiar with the environment. Otherwise, not recommended.