

2021–22 Remote Proctoring TA Certification Course Supplement

Remote Proctoring is a standard feature offered to Cambium Assessment state partners for assessments such as the *Adaptive Progress Monitoring (APM)* tool. As such, each state may configure the feature to meet the unique needs of each testing program.

The *Remote Proctoring TA Certification Course* is available under Associated Resources on the APM Program page (<https://fsassessments.org/en/resources/apm/remote-proctoring-ta-certification-course>) and provides an overview to remote proctoring. **This course supplement is designed to be used in conjunction with the Remote Proctoring TA Certification Course.** Test administrators should have this document available while taking the online course, as it identifies the differences between the course and the configurations available to students and teachers (TAs) taking part in an APM assessment.

All TAs who will proctor the APM assessment remotely must complete the course.

Important Points and Major Course Differences

- In 2021-2022, students will access APM tests through the secure browser only.
- Currently, a Florida Department of Education (FDOE) state policy on remote testing is not available.
- FDOE is not requiring cameras for remote proctoring. Check with your school or district to determine if the use of web cameras is a local requirement.
- Scheduling a test session, quiz, or assignment in advance is not an available feature. As such, slides 14 and 18–21 of the *Remote Proctoring TA Certification Course* are not relevant for the APM assessments.
- Quizzes and assignments are not available features.

Slide 5: Consent to Participate in a Remote Session

- All students can participate in a remote test session. However, parent/guardian consent is required in order to enable a web camera for video sharing between the student and teacher during a remote test.

Slide 6: Overview of Remote Testing

- Teachers must create a remote session at the time of testing and are unable to do so ahead of time.
- In 2021-2022 school year, remote testing is available only in the Secure Browser. Test Administrators will share a Session ID with the students and can no longer share a link to the session.

Slide 13: How to Login to the Test Administration Site

- Test Administrators can access the test administration site on the Adaptive Progress Monitoring (APM) Program page of The Portal. From this page, Test Administrators will select “APM Test Delivery System.”

Slide 14: Viewing Your Session Dashboard

- The Session Dashboard is only available if you log back into an already opened session. When logging in for the first time, Test Administrators will see the Test Selection screen.

Note: Slide 15, Scheduling a Remote Session in Advance is not relevant to TAs administering the APM assessment. Advanced scheduling is not available for the APM assessment. The session must be set up on the day of testing.

Slide 16: Selecting a Test to Administer to Remote Students

- Filter is not an available feature.
- Entering a Session Name is not an available feature.
- Once all desired tests are selected, the Test Administrator should click “Start Operational Session” to begin the test session.

Note: Slides 19 and 20 are not relevant to TAs administering the APM assessment. Scheduling at-home assignments and creating remote test sessions in advance are not available for the APM assessment.

Slide 24: Joining the Session and Student Sign-In

- Students will log in using their first name, username, and Session ID provided by the teacher.

Slide 29: How Teachers can Broadcast a Message to all Students at Once

- When sending a Broadcast message, please keep it brief. This message is read out loud and will interrupt student testing.

Slide 34: Completing the Approval Process so Students can Begin their Test

- The Instructions and Help page is called “Before You Begin”

Slide 38: How a Remote Student Submits a Test

- The “Your Results” page is referred to as the “Test Completed” page in the APM assessment.

Slide 39: Pausing a Remote Session

- The course indicates the student may not be able to return to items after pausing. In the APM assessment, students can return the same day and complete any unanswered items after being approved back into the session.

Slide 50: Congratulations

- Refer to the *APM Administration Manual* available under Associated Resources on the APM Program page for additional information.