



Quick Guide for Teachers on Remote Proctoring Features

Remote proctoring features are now available for use by teachers and students.

Camera and Chat are Optional

Important: The new camera and chat features for interim tests within the test delivery system are **OPTIONAL** remote proctoring features. These features are available as testing options if students are off-site and not in the classroom. If teachers designate these features as available options in a test session, students can use their camera and have a chat feature between themselves and the teacher in both the Student Secure Browser and the Student Public Browser.

Camera and Chat Issues do NOT Affect the Students' Ability to Complete an Interim Test

Factors such as Internet availability, strength, and connectivity may cause some students, and some teachers, to have real-time technical issues that prevent or interrupt the camera and chat features while students are in a test session. If the camera or chat quit working at any point during a test session, students should not spend unnecessary time trying to reconnect their camera or chat. Students should know that they can still complete their interim test without the camera and chat as long as they can see their interim test questions and their Internet connectivity holds. The test delivery system autosaves the students' answers as they progress through the interim test.

Have a Communication Plan around Camera and Chat Issues Prior to Testing

It is very important that teachers explain to students prior to using the camera and chat features that their camera could quit working and/or the chat feature could stop working. Students should understand that this does not impact their ability to take the interim test the teacher has assigned. The students can complete their interim test without the camera and chat. Once the interim is completed, the students and teacher can then use TEAMs, Zoom, email, and/or whatever school-provided online platform to discuss the technology issues with the camera and/or chat.

Optional: Practice Camera and Chat by Using a Practice Test

Teachers may want to practice using the camera and chat remote proctoring features by assigning a Practice Test. Remember, Practice Tests allow students to practice the features and tools available in the Student Secure Browser and the Student Public Browser. They do NOT save the students' answers and the Practice Tests do NOT report student performance data.

What are the Remote Proctoring Features?

They are a live-streaming video and a real-time chat between a student and the teacher. Additionally, the teacher can see each student in the test session on the active sessions screen as a live-streaming icon in the teacher's device. Students can NOT see other students or chat other students.

Important: The video and chat are not saved or recorded.

Why Use the Remote Proctoring Camera and Chat Features?

When students use the Student Secure Browser, their testing device is locked down to create a secure, online testing experience. Traditionally, students and their teacher were in the classroom taking the interim tests. Now, however, students may be off-site and not in the classroom. For these students, the only way they can communicate with their teacher while taking an interim test is by using their school's online learning platform. If teachers turn on the camera and chat features, the students' browser (both Secure and Public) allow the camera and chat to work between the students and their teacher. They no longer need to leave the test session to communicate.

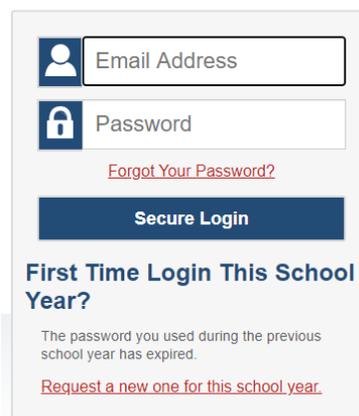
How to Log in to the Test Administration Site

1. On the West Virginia Assessment Portal (wv.portal.cambiumast.com), select the **Test Administrator** icon. The **Test Administrators** page appears. Select the **TIDE** card. The log in page appears.



2. Enter your username and password and select **Secure Login**. If this is your first time logging in this school year, you will need to select **Request a new one for this school year** in order to reset your password. The TIDE site appears.

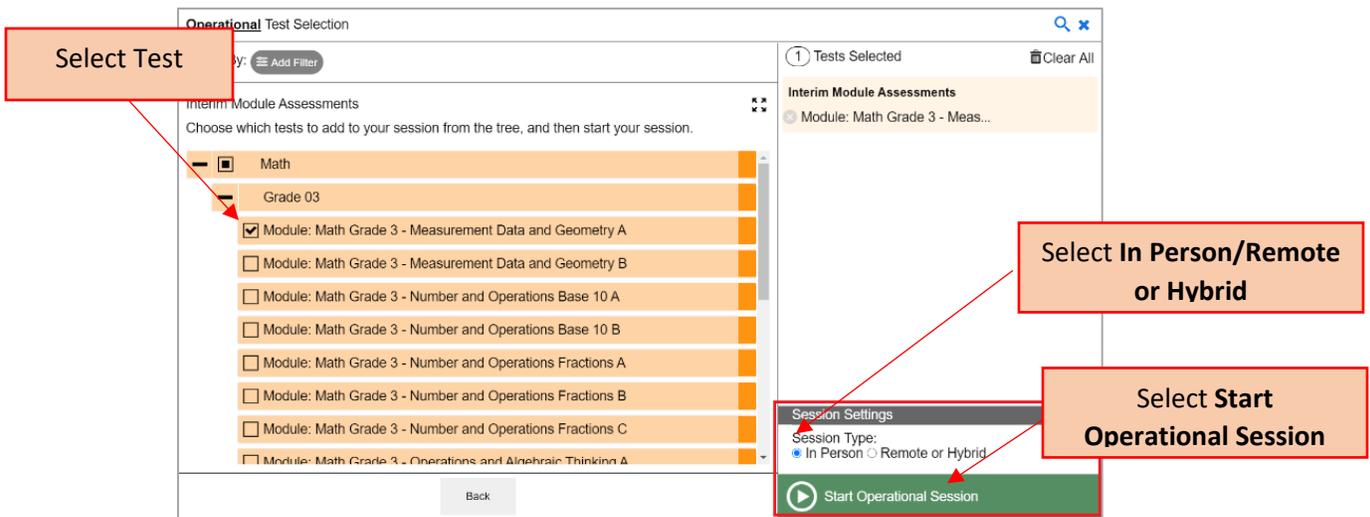
Login



A login form with the following elements:

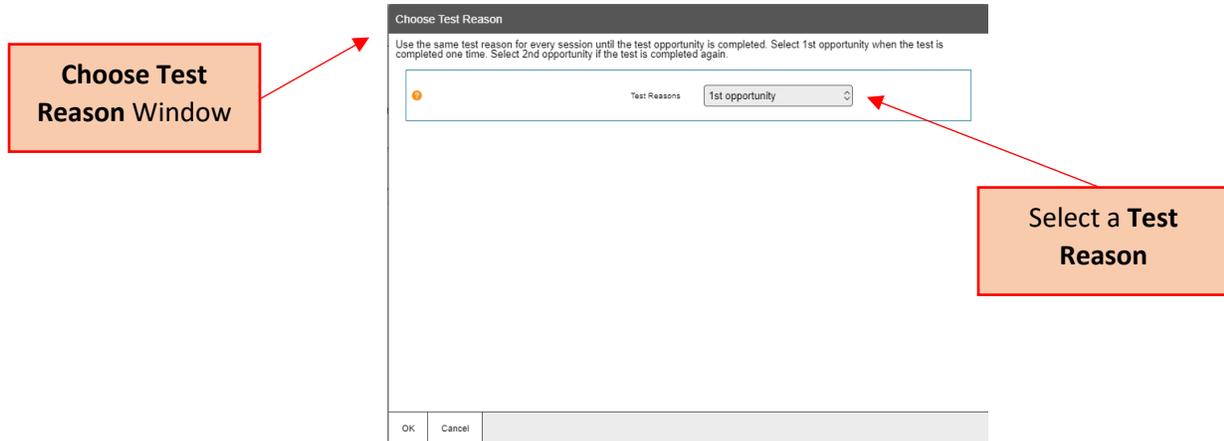
- An "Email Address" input field with a person icon.
- A "Password" input field with a lock icon.
- A red link: [Forgot Your Password?](#)
- A blue "Secure Login" button.
- A section titled "First Time Login This School Year?" with the text: "The password you used during the previous school year has expired." and a red link: [Request a new one for this school year.](#)

3. Once you have logged in, the **Test Administration** site appears displaying the *Test Selection* page. From the list of color-coded test categories, select the test category of the interim test you want to assign to your students.
4. The tests or test groups for the selected test category appear. Select a test or group of tests to add to the session. Once you have selected a test or tests to add to the session, the *Session Settings* fields appear. Do the following:
 - a. In the *Session Type* field, do one of the following:
 - i. Select **In Person** if students in the test session are on-site and in the classroom. **In Person** means there will be no camera or chat.
 - ii. Select **Remote or Hybrid** if students in the test session are **off-site** and not in the classroom or if students in the test session are a **combination of on-site and off-site**. **Remote or Hybrid** means there will be camera and chat.
 - b. Select **Start Operational Session**.



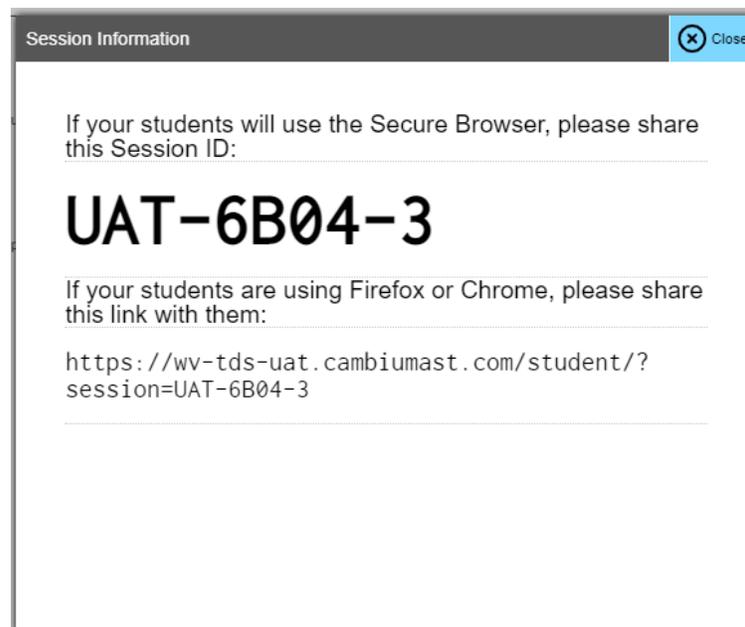
The screenshot shows the 'Operational Test Selection' interface. On the left, a tree view under 'Math' is expanded to 'Grade 03', where the first module, 'Module: Math Grade 3 - Measurement Data and Geometry A', is selected with a checkmark. A callout box labeled 'Select Test' points to this selection. On the right, the 'Tests Selected' panel shows the selected module. Below this, the 'Session Settings' panel is visible, with the 'Session Type' set to 'In Person' (indicated by a blue dot). A callout box labeled 'Select In Person/Remote or Hybrid' points to this radio button. At the bottom right, a green button with a play icon and the text 'Start Operational Session' is highlighted, with a callout box labeled 'Select Start Operational Session' pointing to it.

5. The **Test Administration** site appears, displaying the **Choose Test Reason** pop-up window. From the **Test Reason** drop-down list, select a test reason, and then select **OK**.

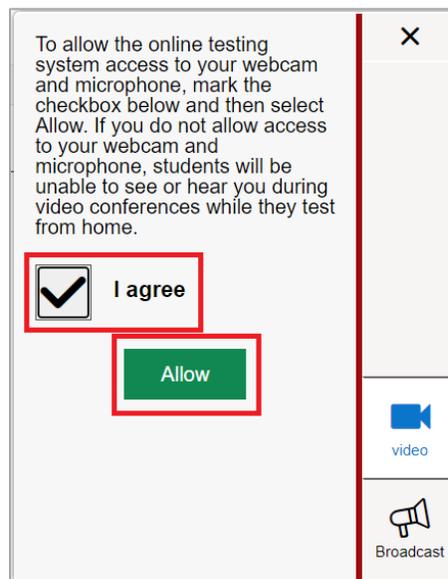


Remote or Hybrid Session Type

6. If the session is **Remote or Hybrid**, the **Session Information** pop-up window appears. Teachers may share the Session ID with students using the Secure Browser or the link for students using a public browser.



7. If the session is **Remote or Hybrid**, teachers will need to allow access to the webcam and microphone by doing the following:
 - a. A pop-up window appears in the online testing system, requesting access to your webcam and microphone. Mark the **I agree** checkbox and then select **Allow**. If you do not select Allow, students taking the test from home will be unable to see or hear you during video conferences.



- b. After you allow access to your webcam and microphone to the online testing system, you also need to allow it to your web browser. A pop-up window appears in your web browser, requesting access to your webcam and microphone. Select **Allow**. If you do not select Allow, students taking the test from home will be unable to see or hear you during video conferences.
8. The *Test Administration* site appears. The session has started. The session ID appears at the top of the page. Once students have been approved to join the session, they can begin taking the test.

How to Interact with Students using Video and Chat Features

Teachers can start a one-on-one video conference with one student at a time through the test administration site. During a video conference, teachers can see and hear the student and, if the teacher allows, the student can see and hear the teacher.

Teachers can start a one-on-one video conference with one student at a time by following the steps below:

1. From the list of students in the test session, select the **Student Video** icon () for the student with whom you wish to start a one-on-one video conference.

Select **Student Video** Icon

Operational Test Session						
0 students awaiting approval		0 print requests		1 active tests		Interim Module Assessment
Tests without issue						
Student Information	Opp #	Test	Progress	Status	Test Settings	Actions
 Smith, Andrew Student ID: 999999999	1	Module: Math Grade 3: Measurement Data and Geometry A	0 / 11 answered	Started	Started	 

2. The *Video Conference* pop-up window opens, displaying high resolution video of the student. Select the **Call** icon () to call the student.

Select **Call** Icon



The call is placed. On your device, the *Video Conference* pop-up window displays a split-screen view of you and the student. On the student's device, the *Video Conference* pop-up window displays automatically, displaying the same split-screen view of you and the student.

To turn your webcam or microphone off or on, do the following:

- To turn your webcam off, select the **Webcam** icon () . To turn it back on, select the icon again. With your webcam off, students are unable to see you.
- To turn your microphone off, select the **Microphone** icon () . To turn it back on, select the icon again. With your microphone off, students are unable to hear you.

To disconnect the call, select the **Disconnect Call** icon () .

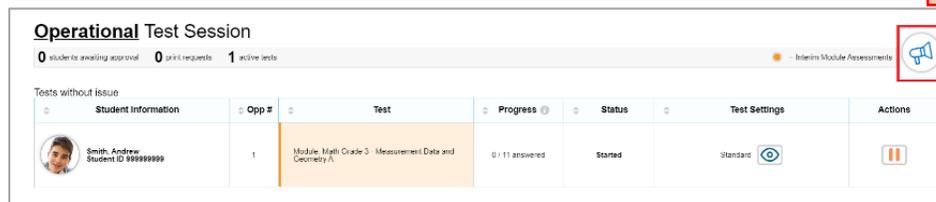
Once a remote test session has started and students have joined, teachers can communicate with all students at once through a broadcast feature on the test administration site.

- Broadcasted messages to students pop up automatically as announcements on each student's screen. Students do not need to do anything for these messages to appear.
- Students can respond to teachers through this communication method. Chat messages sent from students to teachers appear only on the teacher's screen and not on the screens of other students in the session.

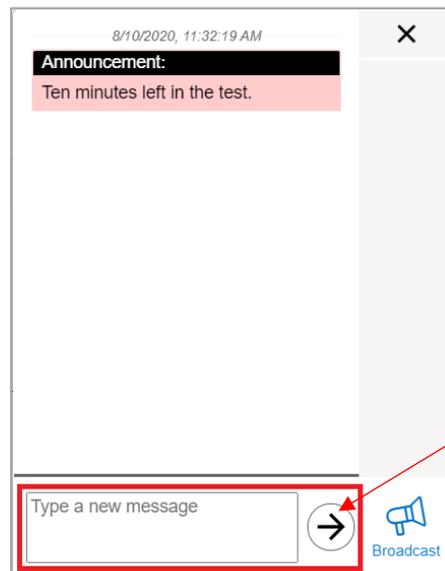
Teachers can communicate with all students in a remote test session by following the steps below:

1. From the test administration site, select the **Megaphone** icon ().

Select
Megaphone Icon

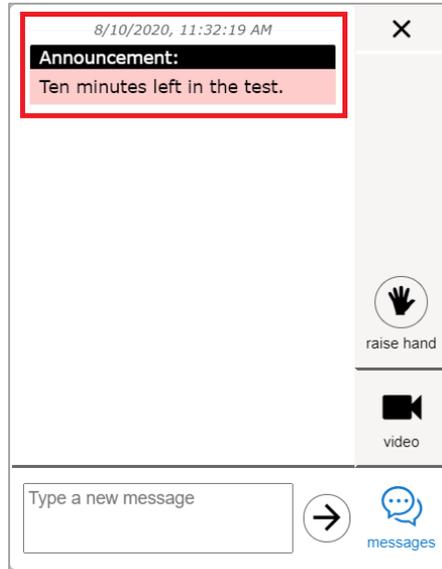


2. The *Broadcast* pop-up window opens. In the *Type a new message* field, type your message and then select the **Send** icon ().



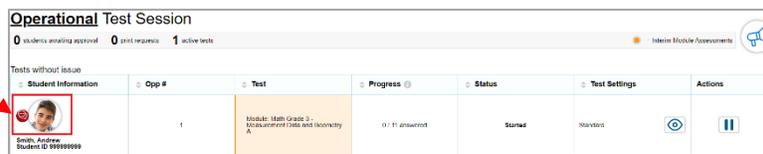
Select **Send Icon**

Your message automatically appears on the testing device of each student in the session. Students do not need to do anything for this message to appear.



Students can respond to messages by typing a message in the *Type a new message* field and selecting the **Send** icon (→) on their devices. When a student sends a message, a **Message Waiting** icon (🗨️) appears beside their image on the test administration site. To see the student's message, select their image.

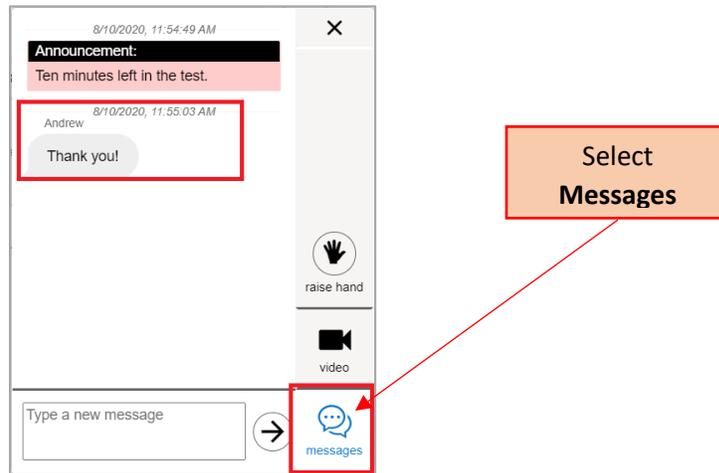
Select Student
Video Icon



The screenshot shows the "Operational Test Session" interface. At the top, it displays "0 students awaiting approval", "0 print requests", and "1 active tests". Below this is a table with columns: Student Information, Cpp #, Test, Progress, Status, Test Settings, and Actions. The first row shows a student with a "Message Waiting" icon (🗨️) next to their profile picture. A red box highlights the student's profile picture, and a red arrow points from the text "Select Student Video Icon" to it.

Student Information	Cpp #	Test	Progress	Status	Test Settings	Actions
 Sarah, Acacia Student ID 999999999	1	Module: Math Grade 3 - Assessment Data and Economy A	0 / 11 answered	Started	Standard	 

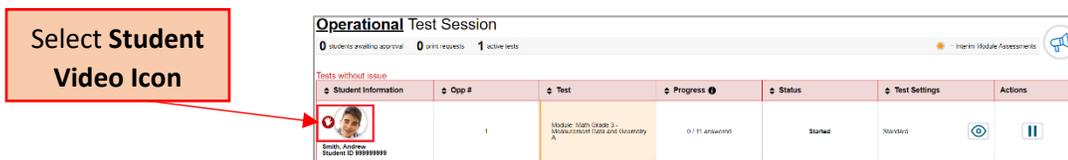
The *Chat* pop-up window opens. Select the **Messages** icon () to view the message sent by the student.



Select **X** to close the *Chat* pop-up window. The test administration site appears.

Students who need assistance can request it from their teacher by virtually “raising their hand” while taking a remote test. When students virtually raise their hand, teachers can respond by sending a chat message or, if the state has enabled the video feature, by starting a one-on-one video conference with the student.

Students who need assistance will appear with a **Hand Raised** icon () next to their name on the list of students on the test administration site.



Teachers can respond to student requests for assistance by following the steps below:

- From the list of students in the test session, select the **Student Video** icon () for the student to whom you wish to respond.
- The *Video Conference* pop-up window appears, displaying high resolution video of the student. Do one of the following:
 - To send the student a chat message, select **Messages**, enter your message in the *Type a new message* field and select the **Send** icon (). Your message appears automatically

on the student's screen. Students can respond to your message with a chat message of their own.

- To start a one-on-one video conference with the student, select the **Call** icon (). The student appears in a split-screen. You and the student can see and hear each other.
- To lower the student's hand, select the **Lower Hand** icon ().
- To close the *Video Conference* pop-up window, select **X**. The list of students in the session appears.

