

# Adult Education and Literacy: Virtual Test Proctoring Procedures for Continuity of Learning

## Purpose

This guidance outlines how Adult Education and Literacy (AEL) providers may administer remote testing that meets Vermont Agency of Education (AOE) and U.S. Department of Education - Office of Career Technical Adult Education (OCTAE) requirements.

## Introduction

OCTAE Program Memorandum 2-3 states that:

*States may choose to develop procedures to implement virtual test proctoring. States that choose to use this flexibility must have procedures to ensure that (1) the student who is testing can be properly identified, (2) any approved test (i.e., any test determined suitable for use in the NRS) that is used is properly secured, and (3) the virtual proctor can properly administer the test.*

## Required General Procedures

### Identification

- Follow the [AOE's Student Privacy During COVID-19](#) guidance (resources from this guidance are included below for your convenience).
- Video conferencing is required to identify and visually monitor students during the test, if recording is allowed by the Publisher. Pre-screening to verify student identity is required.
  - Students may identify themselves by verifying their name and date of birth.
- Students shall not be required to show an ID card. Therefore, it is incumbent upon AEL provider staff to provide assurances as to their students' identities.

### Security of Tests

- Video or audio recordings of proctored test sessions may only be used for purposes of ensuring integrity of the assessments and for providing documentation in cases when sessions are ended before completion due to suspected cheating, connectivity problems or other reasons. The recording should not begin until the student is ready to begin the test, per publisher guidelines. The provider must have a procedure for the destruction of the recordings.

### Contact Information:

If you have questions about this document or would like additional information please contact:  
Sharon Parker, Student Pathways Division, at [Sharon.Parker@vermont.gov](mailto:Sharon.Parker@vermont.gov).

- The AEL provider must obtain documented agreement to virtual testing and recording, as below:
  - A written agreement is signed by the student or parent/guardian if student is under age 18 (pen and ink or electronic signatures are permissible on the agreement), or
  - The student, and parent/guardian if student is under age 18, provides recorded permission at the beginning of the virtual test proctoring session.
- BEST Plus 2.0 tests may not be recorded, per publisher’s guidance.
- AEL providers must ensure that video conferencing platforms are secure and protected from intrusion by others.
- The test should be completed in quiet, private locations for both proctor and student without background noise or interruptions.
- Private links for video conferencing and testing must be sent to students per the publisher’s recommendations/policies.
- Results of the tests must be secured per publisher’s guidelines and kept confidential per Family Educational Rights and Privacy Act (FERPA).
- Video conferences must focus the camera on the users’ faces and confidential information must be removed from the camera’s view (exception is at the beginning when the virtual proctor must view the student’s surroundings per publisher’s guidelines).
- To mitigate the stress of being observed, it is permitted upon request for the proctor to turn off their camera while the student is taking the test.

### **Virtual Proctors**

- Only those AEL provider staff trained and certified to administer the specific NRS-approved assessment may proctor, per Vermont’s assessment policy. Virtual proctoring of assessments is no exception to this requirement.
- In addition, virtual proctors must have received training in the publisher’s specific requirements to remotely proctor.
  - Local AEL provider sites must document and maintain a list of those assessment administrators who have received training in virtual proctoring.
- Virtual proctors need to be familiar with the specific videoconferencing platform being used during testing and must take all steps to ensure security of virtual test administration (some resources are below).

### **Assessment-Specific Requirements**

#### **TABE 11/12 Online Assessment**

Data Recognition Corporation (DRC) has published [Remote Proctoring Guidance](#) for how the TABE 11/12 is remotely proctored.

The TABE Locator will be available on the DRC INSIGHT platform as an unlocked, easy-to-use assessment. If for any reason a student is unable to take the content area assessments, the Locator may be used as a starting point to design curriculum and/or place students in classes. The Locator will be available for use through Google Chrome *browser* (as distinct from the Google Chromebook). Students could begin distance learning at levels indicated by the Locator but the Locator will not establish Education Function Levels (EFLs). DRC will release a crosswalk of TABE skills for each level (E, M, D, A) to support instruction.

**Frequently Asked Questions about Remote Proctoring of the TABE 11/12**

***How do I make sure that my students have equal testing opportunities if they are all using different devices (i.e., whatever device they have at home)?***

Computers and other devices such as an iPad or Chromebook may be used, but cell phones *cannot* be used for remote testing. Students will also need a webcam and speakers or headphones.

***Who will proctor and how will this be done?***

All currently certified test administrators (TA) will be able to proctor the TABE online. The TABE will continue to be administered through DRC INSIGHT. There is no change to the TA portal as far as launching the assessment. Proctors are expected to follow all DRC administration protocols. TAs must use a password when granting access to students into the test monitoring platform to ensure security. If a proctor suspects any infidelity in the administration of the test, he or she can end the testing session and must follow the publishers’ established procedures for reporting any improprieties or breaches.

Once the student enters the testing site, the assigned tests will appear. Once inside the test, the student will be able to adjust the look of the screen and use accessibility features via the top tool bar.

[More FAQs](#) from the publisher.

**Table 1: Meeting virtual test administration requirements using TABE 11/12**

<b>Requirement</b>	<b>Recommendations</b>
<b>Proper Student Identification</b> <i>(1) the student who is testing can be properly identified</i>	Verify student’s identification according to State procedures.
<b>Test Security</b> <i>(2) any approved test (i.e., any test determined suitable for use in the NRS) that is used is properly secured</i>	Follow State procedures and DRC published instructions.  Cell phones cannot be used for remote testing.

Requirement	Recommendations
	Send, via private chat, the details for the student's TABE Test Session.
<b>Proper Test Administration</b> <i>(3) the virtual proctor can properly administer the test</i>	Follow DRC published instructions including: Have the student use their web camera to show their environment. The testing area should be clear of prohibited items (The only items allowed in the testing area are computer, mouse, keyboard, pencil, and blank scratch paper).

[Tests of Adult Basic Education, Data Recognition Corporation, website](#)

View the [Remote Proctoring with TABE Webinar](#).

### Online Tools Training

Familiarize staff and examinees with DRC INSIGHT with Online Training Tools (OTT)

- **If DRC INSIGHT is installed**, open the “DRC INSIGHT Online Assessments” software from your Desktop (or other location, if another location was specified during installation).
- **If DRC INSIGHT is not installed**, OTTs can be accessed using Google Chrome [here](#). Google Chrome is required to best emulate the functionality of the DRC INSIGHT secure browser.
- Select “Online Tools Training” on the Main Page.
- Select “OTTs in English” on the Online Tools Training page.
- Select the subject of an OTT from those presented.
- Enter the Username and Password displayed on screen.
- Follow the directions on screen to take the OTT and experience TABE in DRC INSIGHT.

### BEST Plus 2.0

Only trained and certified BEST Plus 2.0 administrators may proctor this assessment in person or remotely. BEST Plus administrators must follow the recommendations provided by the Center for Applied Linguistics as posted on the [CAL website](#).

**Table 2: Meeting virtual test administration requirements using BEST Plus 2.0**

Requirement	Recommendations
<b>Proper Student Identification</b> <i>(1) the student who is testing can be properly identified</i>	Virtual administration of BEST Plus 2.0 should be conducted using a video conferencing program which allows the test administrator to identify the student using local procedures.

Requirement	Recommendations
<p><b>Test Security</b>  <i>(2) any approved test (i.e., any test determined suitable for use in the NRS) that is used is properly secured</i></p>	<p>To maintain test security, require both the test administrator and student to complete the test in a private location away from others.</p> <p>Ensure that links to video conferencing sessions are sent privately to students and not posted or shared with others.</p> <p>Do not video or audio record the test session.</p>
<p><b>Proper Test Administration</b>  <i>(3) the virtual proctor can properly administer the test</i></p>	<p>Only trained BEST Plus 2.0 test administrators should administer the test virtually. Before administering the test to students, program staff should try out technology and procedures to ensure testing works as expected.</p>

### **Resources Specific to Zoom and Videoconferencing**

[Zoom and FERPA Compliance](#)

[Zoom Security Guide](#)

[Setting Up and Securing Your School's Zoom Account](#)

[Google for Education Privacy and Security Center](#)

[Set Up Google Meet for Distance Learning](#)

[Commonsense Media How to Get Kids Ready to Video Chat for Online Classes](#)

[Cisco Webex Resources for Teachers](#)

### **US Department of Education FERPA Resources**

[Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices](#)

[FERPA and Virtual Learning](#)

[FERPA FAQ](#)

[FAQs on Photos and Videos under FERPA from the US Department of Education \(NEW\)](#)