

## **Addendum: Administering Interim Assessments During Remote Instruction**

### **Guidelines for Administering Interim Assessments in Remote Instructional Environments**

Consortium members have the flexibility to allow teachers to administer , and students may take interim assessments remotely under the following conditions:

- An authorized employee (e.g., teacher, test administrator) in a school administers the test consistent with the district or school policies for in-person interim assessment administration.
- The test administrator monitors the test activity such that tests are open only for the minimum amount of time necessary for students to complete and submit their responses.
- The test administrator uses established test administration practices to support students accessing the interim assessments; this may be a phone call or chat with a parent in advance of starting the test.
- The test administrator maintains student data privacy with student SSID and other personally identifiable information (PII), which are required to take an interim. (E.g., Do not send PII over email, chat or text or other non-secure transmission methods. Please refer to local policies regarding communicating PII.)
- The test administrator follows state and local policies regarding test security and immediately escalates to the test coordinator any suspected item security issue (e.g. posting on social media).