

## RE: Letter to Families regarding student assessments at home

Hello, TUSD families!

We hope you are doing well with all the changes needed for online learning. We understand that students and parents/guardians may have a heightened concern about students taking quizzes, surveys, and tests as part of their remote learning. The purpose of these assessments is to gain an accurate measure of your student's academic ability at that point in time and under those circumstances. We kindly ask that you collaborate with your student's teachers in encouraging your student(s) to do their best on their own without help with the test questions and readings. We greatly appreciate your support to ensure these conditions listed below are followed when testing:

- ✓ Students must answer test questions **without** the help of other devices, apps, sites, and people unless instructed otherwise.
- ✓ The Zoom camera must be **on** during testing so that the teacher can see each student.
  - If your student does not have a camera on his/her device or is having technical difficulties, please reach out to your student's teacher in advance for further guidance about testing.
- ✓ Virtual backgrounds are available for families who desire privacy and do not want their homes visible in the Zoom background.
  - Some older computers do not allow this feature, please reach out to your student's teacher for further guidance. To set up a virtual background in Zoom – click on the 'up' arrow next to the video icon at the bottom left of your Zoom screen. A menu will appear and click on 'Choose Virtual Background'.
- ✓ If a Zoom class is recorded when your student is testing, the teacher will let you know in advance.
  - The reason a Zoom class during testing may be recorded is to reduce the temptation to cheat. The teacher can review the recording if concerns are raised about test improprieties. The recordings will not be available to the public.
- ✓ If the test is timed, please make sure that your student is aware of the time allowed so that s/he does not spend too much time on one section of the assessment.
  - Only grades 6 – 12 will have timed tests.

We also understand that school activities at home, including testing, now include the added complexity of technical responsibilities. See below for ways to help your student(s) successfully complete assessments at home. Please do not hesitate to reach out for further clarification to your teacher or school or to report new concerns and challenges regarding student assessments at home.

### BEFORE Testing

- ✓ Your student should know the PURPOSE of the assessment and PROCESS (how to access and complete the assessment, and who to contact for technical assistance) before testing.
- ✓ Prepare the place, space, and device by keeping the area free of clutter and other devices.
  - Make sure the laptop is charged/plugged in.
  - Some test questions may include use of audio and/or choices that must be dragged and dropped. Please consider setting up headphones and a mouse for your student and communicate with the teacher as needed.

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- ✓ Practice testing.
  - Many programs have practice or other online assessments that can help your student become familiar with the process. Please check with your teacher about these options.
- ✓ Best practices for your student are to get a good night's sleep, eat breakfast, and use the restroom prior to testing.

**DURING Testing**

- ✓ You may **ONLY** help your student with technical troubleshooting such as logging in, locating the assessment (i.e. getting started), and navigating (i.e. how to go to the next question, how to turn in the finished test for scoring).
- ✓ You may also support your student contact the teacher or district for additional technical support.
- ✓ Encourage your student to do his/her best and to answer all questions honestly.

**AFTER Testing**

- ✓ Students will often have access to their results. Encourage them to think about this feedback:
  - Which questions were easy that I did well on?
  - Which questions were easy that I did not do well on?
  - Which questions were hard that I did well on?
  - Which questions were hard that I did not do well on?
- ✓ Help your student communicate with the teacher to discuss his/her reflection and any other available details about the assessment, as needed.
- ✓ Clean up the space, place, and device for the next scheduled activity.

If you have any further questions, please contact your school.