

Virtual Assessment Instructions



Before Administration

1. Schedule a meeting with the student using web conferencing software such as Zoom, Webex, Google Meet, etc. You may wish to record the session as well.
2. Send a message to parents with directions and expectations for the call (see attached).
3. Select the assessment(s) you plan to administer and print a copy of the directions. Be sure not to schedule too many assessments at once because this will lead to assessment fatigue.
4. Print the corresponding recording sheet(s).
5. Download the digital PDF of the assessment(s).
6. Locate headphones and several sharpened pencils.

During Administration

1. Put on your headphones and login to your scheduled meeting.
2. Greet the student and check to make sure audio and video are functional. If the student has headphones be sure they are wearing them.
3. Prepare the student for the assessment by explaining the procedures and your expectations. Ask if they have any questions before you begin.
4. Share your screen and display the digital PDF of the assessment to be administered.
5. Explain the assessment directions to the student.
6. Begin the assessment and document the student's responses on the recording sheet.
7. Click an arrow key to advance to the next slide and continue the assessment.
8. When complete, thank the student for their hard work and end the call.

After Administration

1. Score the student's responses on the recording sheet and file.
2. Prepare for the next call.
3. Later, access the recording of the call and download/save (optional).

Sample Parent Communication



Dear Parent,

I will be conducting assessments soon with your child in an online call. These assessments are an important part of getting to know your child this year.

To prepare your child for the call please do the following:

- Find a quiet place in your home free from distractions, ideally seated at a table.
- Set up a computer or tablet in front of your child and provide headphones.
- Login to the call at the designated time.
- Greet the teacher and help make sure the video and audio are functional.
- Leave your child to work independently with the teacher.

I am looking forward to working with your child and getting a better understanding of what they know and don't know. This information is extremely valuable to me as their teacher because it will help guide my instruction and set up next steps for your child's learning experience this year.

Please understand that your child must participate in these calls independently. Please do not assist or prompt your child during these calls. I expect that your child will make some mistakes, and those mistakes will give me the information I'm looking for.

Thank you for your partnership this year. I can't wait to get to know your child better!

Sincerely,

Teacher