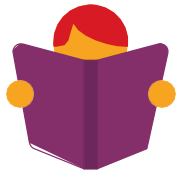# Test administration for parents for remote online assessments

The following test administration guide is designed to help you create a suitable environment for your child as they sit an assessment from GL Education from home. The test needs to be sat under controlled test conditions. As such, please follow these instructions so that your child will complete the assessment in the same way as they would in school.

In the letter you received from your school, please find the specific details about the assessment your child is sitting. Please read this before your child is scheduled to take the assessment.

Please take note of the duration of the assessment to ensure your child can complete it without interruption.

Prior to sitting the assessment, discuss with your child that it should be completed in the same manner as if they were taking it at school.

Please make sure your child has a quiet place to work, free from all distractions such as mobile phones, televisions, games consoles, etc.

Your child should be sat at a table or desk with the relevant computer equipment and paper and pencils to support their working. Ensure no other windows are open on their device and remind your child that they cannot open any other websites or apps during the test.

Although your child must complete the assessment independently, please do not leave your child unsupervised. Your child may need to be encouraged to remain focused and motivated, but you MUST NOT assist your child in answering any part of the test

Technical Considerations

To take the assessment, your child will need access to a laptop/desktop PC/Apple Mac, an internet connection, headphones and speakers. They may also like to use a mouse if required. *(Please note that Progress Tests cannot be taken on tablet)*

The website you need to visit is **www.testingforschools.com/code** and your child will need to type in their unique code, which is included in the letter you received from your school.

After your child has completed the assessment, please make sure that they click the 'End Test' button to save their work before exiting the webpage. This is critical to ensuring your child's results can be accessed by their school.

If you have any technical difficulties or queries, please see the Frequently Asked Questions below or contact the relevant member of staff at your child's school.

Frequently Asked Questions

1. **How can I support my child in taking their assessment at home?**
Our tests can be conducted online from home as long as measures are put in place to recreate a suitable testing environment, such as ensuring your child has a quiet place to take the assessment, free from distraction, and ensuring that your child takes the assessment independently.

2. **How does my child take the assessment at home?**

You will receive a letter from your school which includes the date and time of your child's assessment. The letter will also include the website link for your child's assessment as well as their individual access code. Simply visit the website and copy and paste the access code where prompted.

If your child is unable to take the assessment at the set time (due to illness, for example) you should inform your school.

3. **What does my child need to take the assessment at home?**
Your child will need access to a laptop, desktop PC or Apple Mac, an internet connection, headphones and speakers. They may also use a mouse, if required.

4. **Does my child need headphones for the tests?**
A number of our tests have audio, and this can either be heard via the speakers on your chosen device or via headphones. We would recommend the use of headphones to aid students' concentration, but their use is not compulsory.

5. **What if something goes wrong during the test? For example, technical issues or my child is interrupted.**
If your child has a technical issue, this should be reported back to the school. Where possible, the issue may be able to be resolved by your school. If not, your school will be able to contact our Technical Support team directly for assistance.

6. **Will we receive our child's result or feedback after the assessment?**
Your child's school will be able to access all results and reports after completion of the tests and it is up to their discretion which reports are shared with parents and students in the usual way.