

Remote Assessment Parent/Guardian Agreement

TACHS Exam

August 24, 2020

Dear Parents/Guardians,

Assessments are the most effective way to demonstrate what students have learned. Through testing we can identify students' strengths and weaknesses, gaining insights into students' academic achievement and abilities.

As we enter into a new future of teaching and learning we have decided the best way to assess the learning needs of students and maintain student safety is to establish a remote testing protocol. Working with our testing partner we will now be administering tests remotely in students' homes. Your student is registering to take the TACHS Exam for Admission into Catholic High School in early November 2020.

To administer the Test and ensure its integrity, the Diocese of Brooklyn, the Diocese of Rockville Centre (Long Island), and the Archdiocese of New York have selected Riverside Insights®, a leading provider of K-12 assessments. When administering remote assessments, Riverside Insights uses automated proctoring services, and adheres to strict confidentiality and privacy obligations with respect to student data. The automated proctoring service will monitor students while they are taking their online assessment. The tool will use the built-in webcam and microphone of your student's computer to monitor and record students' progress while taking this assessment.

To be effective, remote testing requires that parents and students adhere to a strict code of conduct. Prior to student testing we ask that you please read and sign the following.

As your student's adult supervisor, you are responsible for ensuring the following:

- A quiet and distraction free testing environment for your student. Remove all text books, calculators, mobile devices, and other educational materials.
- Tests are only to be taken by the assigned student.
- Students are not to receive assistance on tests from any individual or resource (textbook, internet site, cell phone texting, etc.) while testing.

The test content provided to your student must be treated as secure and confidential.

- We ask that only the student have visual access to the assessment given.
- Photographs, photocopies, screen captures, verbal discussions, written comments, or other reproduction of any portion of the assessment are NOT permitted – before, during or after testing. Each of the foregoing is considered a breach of copyright and will be treated as such.

Students' scores may be excluded from totals and won't be provided to their High School choices if there are concerns and/or indicators of impermissible conduct, including but not limited to:

- The student did not follow recommended procedures.
- The student may have been assisted during the assessment in a manner that was not specifically permitted.
- The results may not have been the student's own work.
- The student shared test content with other students and/or tutors.

The determination of whether a student's test scores are excluded is at the sole discretion of the proctor and/or Diocese administration.

Confirmation of Agreement

My signature below confirms that:

- I am the parent or legal guardian of the student.
- I consent to my student participating in the remote administration of the assessment using the platforms and processes specified by the testing administration.
- I have fully read, understand, and agree to abide by the test security and testing practices found online in the Riverside Insights [Policy Regarding Test Disclosure](#) and understand that they apply to my student and to myself.
- I understand and agree to follow all policies and procedures specified for this assessment.
- I further acknowledge that checking the consent box before beginning the registration process or verbally agreeing for a telephone representative to consent for me, constitutes my consent to this Agreement and is legally binding.