

---

**VIRTUAL PROCTORING POLICY**

Excel Academy Charter Schools (“EACS” or “Charter School”) adopt this Virtual Proctoring Policy to apply to students enrolled in EACS.

Decision to Proctor Local/Internal Assessments Virtually (EACS assessments to include but are not limited to: i-Ready Diagnostic Benchmark Assessments proctored by the ToR, alternative assessments administered by the ToR/EACS Staff, additional assessments provided by the ToR) and state assessments (if permitted due to the COVID-19 pandemic to include but are not limited to: CAASPP: SBAC, CAST, and alternate assessments, and Initial and Summative ELPAC administered by EACS staff).

\*\*\*This policy does not apply to assessments being completed for the purpose of special education evaluations.

The teacher will take the following into consideration when deciding whether to proctor an assessment virtually in lieu of an in-person meeting

1. Student/parent/guardian comfort level and ability to complete a virtual session successfully
2. Student/parent/guardian technological capabilities
3. Student/parent/guardian has a computer with a camera, microphone, and access to a strong reliable WiFi signal.
  - a. Note that i-Ready won’t function properly on a tablet, therefore, a computer must be used.
4. Whether the student will need more than one session to successfully complete the assessment
5. Whether the student has any i-Ready supports/accommodations written into an Individual Education Plan (IEP) or 504 Plan (504) that will need to be provided
  - a. If so, the teacher will clearly communicate the appropriate accommodations/supports to the parent/guardian before the scheduled appointment to virtually proctor

**Prior to Assessment**

Teacher will create link to the Zoom Meeting and share with parent/guardian.

**During the Assessment**

1. Teacher will ensure that the student and immediate surroundings are visible on camera during the entire assessment

---

**VIRTUAL PROCTORING POLICY**

2. Teacher will ensure volume is turned on so that everything can be heard throughout the assessment
3. Parent/guardian must be present in home/testing location, but may not assist with assessment other than to help with technology
4. Teacher must actively monitor entire assessment
5. Student may not receive any outside assistance on assessment including reading of questions, help with sounding out words, etc.
6. Student may take breaks as needed
7. Teacher will begin session by saying the following
  - a. “Make sure any other browsers are closed and you have your desk cleared. Make sure you don’t have a calculator or any other electronic devices out. Do you have a pencil and a blank sheet of paper ready to go?”
8. Student may not use a cell phone or other electronic device during assessment
9. In the event that a family does not adhere to these guidelines, an in person proctoring session will need to be scheduled to allow enough time for the test(s) to be completed within the local assessment window