



ENLIGHTIUM
ACADEMY

IOWA COMPLETE REMOTE TESTING CHECKLIST

BEFORE TESTING

- REQUIRED - After registering, join the Iowa Complete group on the Enlightium Parents app after registering.**
- REQUIRED - Complete the Parent Training course found on the “Iowa Complete” knowledge base;** parents who do not complete this course by the end of the day of April 30, 2024, will not receive a link for their student to take the Iowa Complete assessment.
- RECOMMENDED - Join the Spring Assessment Webinar;** details can be found in the Iowa Complete group in the Enlightium Parents app
- Ensure that the testing device is fully charged and plugged into a power source. Keep it plugged in during testing.
- Check audio sound, headphones, earbuds, and/or speakers.
- Have headphones/earbuds for the testing device.
- Confirm the use of approved devices for student testing:
 - PCs running Windows 8 or higher using the Edge or Chrome browser.
 - Macs using the Safari browser.
 - Chromebooks using the Chrome browser.
 - Do not allow phones, mini-tablets, or Android tablets (Samsung, Asus, Amazon Fire) for testing.
- Have scratch paper available, but only provide it to the student if directed by the teacher.
- Turn off other devices using the Internet, including video games and movies, to ensure minimal activity on the home network.
- Ensure the student has a working microphone and camera for monitoring student testing.



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STUDENT TESTING SPACE

- Create a comfortable testing space that includes a desk or table for the student.
- Remove distractions.
- Turn off TVs, music, and distracting noises.
- Plan for any siblings' activities to be away from the testing space.

PREPARING THE STUDENT

- Ensure that the student is rested and fed.
- Provide snacks and water.
- Plan for restroom breaks.
- Encourage students to do their best.

PREPARE FOR PROBLEMS

- Make a "Plan B" for access to the Internet.
- Silence phones and make a plan to address any outside noises, such as noises from pets.

DURING TESTING

- The teacher will provide a session code.
- The student will listen to instructions through headphones.
- Note that for timed subtests, the time remaining for the subtest is in the upper right corner of the student test screen.
- Students will turn the camera on for digital monitoring between home and school.
- If a subtest is timed, the subtest time remaining will appear in the upper right-hand corner of the student test screen.

IMPORTANT REMINDERS

- Parents may help with signing in and audio adjustments (volume, speaker, etc.).
- Parents **MAY NOT ASSIST** students on any level with answers.
- Parents should contact the school for help with any unresolved technical issues.

