

## Overview

This document provides an overview for districts needing to deliver DRC INSIGHT assessments in locations other than the traditional school building setting (e.g., community center or library). These assessments will continue to require students to use the DRC INSIGHT Secure Application on their testing device to create a more secure testing experience and requires an in-person test administrator to monitor students as they take the assessment.

All testing sites should follow federal, state, and local guidelines for social distancing, number of students allowed to be together at one time, and other CDC compliant safeguards for in-person gathering.

There are two scenarios that will be reviewed - one if the alternate site is on the district's wide area network (WAN) and one if the alternate site is not able to access the district's network.

## Sites on the District Network

If the alternate site is on the district's network and shares the same access to servers and network infrastructure as the schools in the district, there should be no changes needed.

- If testing devices already have the DRC INSIGHT Secure Application installed and configured to a COS Configuration, they will be able to access the COS Service Devices in that configuration.
- If testing devices do not have DRC INSIGHT Secure Application installed, they should be configured to use existing COS Configurations (Org Unit ID).

Districts should use DRC's *Site Technology Readiness Checklist*, located in the DRC INSIGHT Portal on the Documents tab under the General Information option, in advance of testing at the site to verify both readiness for online testing and the fact that the network connection to the district supports the projected number of concurrent testers.

It is strongly recommended that the "Day of Testing" activities from the checklist are performed at the site before students arrive for testing. It is particularly valuable to perform a System Readiness Check from at least one device.

## Sites Not on the District Network

If the alternate site is not on the district's network and cannot share the same access to servers and network infrastructure as the schools in the district, there are some changes that will need to be made to the COS Configurations. Because this site will not have access to the COS Service Devices in the COS Configuration, the configuration needs to be updated so students receive test content (including accommodated test content) from DRC servers rather than from the COS Service Devices in the COS Configuration.

Test content coming from DRC servers over the Internet may result in slower response times for students as they navigate between questions during the assessment, especially for students with accommodations. It is advised that students be informed of this possibility before assessment begins to help manage expectations.

### **Testing Devices**

Districts should not need to make changes to testing devices outside of installing the DRC INSIGHT Secure Application if it is not already installed on the device.

- If testing devices already have the DRC INSIGHT Secure Application installed and configured to a COS Configuration, students can continue to use these devices without making any changes to them.
- If testing devices do not have the DRC INSIGHT Secure Application installed, the DRC INSIGHT Secure Application should be registered to an appropriate COS Configuration (Org Unit ID).

### ***COS Configuration***

All existing COS Configurations that have testing devices at the alternative site will need to be modified. This will be accomplished via the DRC INSIGHT Portal -- no testing devices need to be physically “touched” or changed by the district technology staff.

- If a COS Configuration includes only testing devices being used from a site that is not on the network, the COS Configuration will need to be updated to turn off Content Hosting. To turn off Content Hosting, from the Central Office Services Dashboard in the DRC INSIGHT Portal, select each COS Configuration, navigate to the Content Hosting tab, and toggle **Enable Content Hosting** to **off**.
- If a COS Configuration has testing devices that are a mix - some on the network and some off the network, rather than turning Content Hosting off for all devices it is recommended that a new COS Configuration be created for the off-network site and that all testing devices at this site be moved to the new COS Configuration. This will allow test devices that are on the network to continue to take advantage of the COS Service Devices in their COS Configuration.

To create a new COS Configuration in the DRC INSIGHT Portal, do the following:

1. Select **Central Office Services** from the **My Applications** dropdown.
2. Select **+Add Configuration** and create a new COS Configuration for the appropriate Testing Program and Site.
3. Name the new COS Configuration.
4. Select a Testing Program from the Testing Program dropdown.
5. Click **Select a Site** and type the name of your site in the search field.
6. Click **Select** for the site you want to select.
7. Click **Add Site**.
8. Click **Add**.
9. Note and record the Org Unit ID for this new COS Configuration (you will need this for step 12).
10. Confirm Content Hosting is off by navigating to the Content Hosting tab.
11. Navigate to the Testing Device tab, select the off-network testing devices, and select **Move**.
12. Enter the Org Unit ID for the new COS Configuration and select **Move**.

### ***Site Technology Readiness***

Districts should use the DRC’s *Site Technology Readiness Checklist*, located in the DRC INSIGHT Portal on the Documents tab of the General Information option, in advance of testing to prepare the alternative site for readiness for online testing. Pay particular attention to the *Consolidating Students Attending Virtual/Online Schools or From Multiple District Sites* section of the checklist. This section includes activities specifically related to setting up technology at alternate testing sites, including verifying that all required DRC URLs are allowed on the network and using DRC’s Testing Site Capacity Estimator tool to estimate the testing experience for students taking assessments from the site. This tool is located in the DRC INSIGHT Portal on the Downloads tab under the General Information option.