



# Virtual Remote Proctor Order Form

2022

# REMOTE ONLINE TESTING

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## 2022 Virtual Remote Proctor Order Form

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### PAYMENT INFORMATION

Please enclose a valid purchase order or check payable to "Riverside Insights" with all orders. If payment via credit card, mark the box below.

- ☐ Purchase Order enclosed. Number \_\_\_\_\_
- ☐ Check enclosed. Number \_\_\_\_\_
- ☐ Credit Card payment. **NOTE: An email with payment link for credit card purchases will be sent to the email provided in the "Charge to:" section.**

What country are you in? (This is where your data will be stored.) Remote proctoring test session recordings are hosted on servers in the United States by default unless otherwise indicated.

☐ New Order ☐ Renewal Order

### Charge to:

Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Shipping Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email address \_\_\_\_\_

### REQUIRED INFORMATION (YOUR ORDER WILL NOT BE PROCESSED WITHOUT THIS INFORMATION.)

\_\_\_\_\_ Initial to acknowledge Terms of Use and Privacy Policies (see below)

#### Terms of Use and Privacy Policies

All orders and services delivered hereunder are subject to the Terms of Use and Privacy Policies found at <https://www.riversideinsights.com/support/policies>. Customers placing an order on this Order Form are responsible for obtaining any consents required from parents/guardians and/or users for online test administrations via the Virtual Remote Proctor.

Please see pages 3 and 4 for a template consent letter that can be provided to parents/guardians.

#### Please describe yourself:

- ☐ System/District ☐ Diocese/Archdiocese
- ☐ Building/School CHECK ONE: ☐ Public School ☐ Catholic School ☐ Private School

Anticipated Testing Date: \_\_\_\_\_

#### System Requirements:

Do the workstations that will be used for remote online testing meet the DataManager minimum system requirements? See [datamanagerinfo.com](https://www.datamanagerinfo.com) for Virtual Remote Proctor system requirements or ask your Assessment Consultant.

☐ Yes ☐ No

### Account Holder: (Please list the primary contact who will be the test administrator owner and DataManager Account Holder.)

**Note: this person is the primary test and IT contact and implementation manager.**

Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email address\* \_\_\_\_\_

(\*REQUIRED)

Prices are valid until December 31, 2022 and are subject to change without notice.

[riversideinsights.com](https://www.riversideinsights.com)



2022 Virtual Remote Proctor Order Form, Continued

Item	Code #	# of Students	\$ per Student per Test	Total Price
<b>Virtual Remote Proctor</b> <i>DataManager Virtual Remote Proctor</i> 6 months of storage for test session recordings	2000630	_____	\$5.00	_____

**TRAINING**

Training is included—no additional fee.

**Virtual Remote Proctor Training Session**

Learn to create a new test event and test sessions, launch the proctor session, understand the student experience and interpret testing irregularity results when using automated remote proctoring.

**How to Place Your Order:**Via our online PO portal: <https://riversideinsights.info/order>Via email: [orders@service.riversideinsights.com](mailto:orders@service.riversideinsights.com)For more information, including our W-9 form, please visit our “How Can We Help” support page on our website at [https://info.riversideinsights.com/contact\\_us](https://info.riversideinsights.com/contact_us).

Product Order Subtotal	_____
State Sales Tax	_____
Order Total	_____

Prices are valid until December 31, 2022 and are subject to change without notice.

All orders will be filled at prices in effect upon receipt of your order.

To obtain the most up to date pricing, please visit us online at [www.riversideinsights.com](http://www.riversideinsights.com).

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# Remote Assessment Parent/Guardian Agreement

[Insert school/district name here]

[Insert date]

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 their academic achievement, abilities, and learning needs.

As we enter into a new era 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 administer tests remotely in students' homes. Your student is scheduled to take the [insert assessment name] for [insert testing purpose] on [insert testing date or window].

To administer the Test and ensure its integrity, [insert school/district name here] has selected Riverside Insights®, a leading provider of K-12 assessments. When administering remote assessments, Riverside Insights uses remote proctoring tools, and adheres to strict confidentiality and privacy obligations with respect to student data. The remote proctoring tools will monitor students while they are taking their online assessment. The tools will use the built-in webcam and microphone of your student's computer to monitor and record the student's progress while taking this assessment.

[District to insert any relevant accommodations required for the student to be administered this test online here.]

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. These activities are considered a breach of copyright and will be treated as such.

Students may be required to retake a test if there are concerns and/or indicators including, but not limited to:

- The student did not spend adequate time to perform the assigned task.
- 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 determination of whether a student needs to retake a test is at the sole discretion of the teacher and/or school 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 school administration.
- I have fully read, understand, and agree to abide by the test security and testing practices found online in the Riverside Insights [Test Disclosure Policy](http://riversideinsights.info/test-disclosure) at <http://riversideinsights.info/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 my signature, verbal consent, or electronic signature is legally binding.

Parent/Guardian Name (Please print):

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Student Name (Please print):

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_