

# Student Information for Remote Testing Kansas State Assessments Spring 2024



## Before the exam:

Students will need to test their mobile phone/webcam to make sure that it can connect to the service. We use Google Meet as the primary video connection. If you're testing on a Windows or Mac computer, you will use your computer webcam as well as an external device. If you're testing on a Chromebook, you will need an external device to use as your video like a cell phone, tablet or second computer.

Read and follow all instructions on the <https://monitoredu.com/faq>

- 1.) Test your device for internet speed.
- 2.) If you're using a cell phone, download Google Meet Original. If you're using a webcam, no download is necessary.



- 3.) Test your connection with Google Meet.
- 4.) Watch the videos: **Proctoring 101** and **How to Set Up Your Room**.

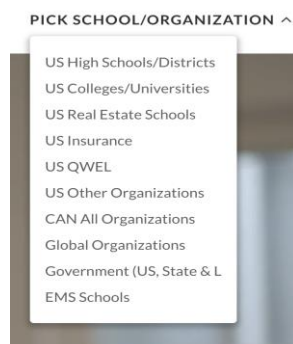
## On Day/Time of Exam

### Be on time for your testing session.

Step 1: On your computer, go to [takemytest.live](https://takemytest.live) (Make sure you are in full screen mode to see the full drop-down menu).

Step 2: Choose the "Pick School/Organization" dropdown found at the top of the screen.

Step 3: Choose "US High Schools/Districts" (Choose this option regardless of what grade you are in).

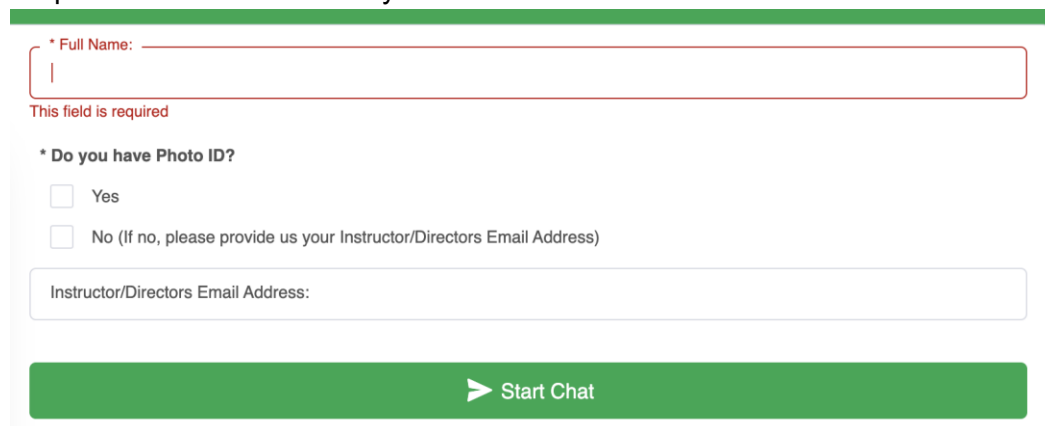


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Step 4: Choose Kansas State Department of Education (KSDE)

Step 5: Click on “New Conversation”

Step 6: Fill out the form with your information and click “start chat”



The screenshot shows a web form with the following elements:

- A text input field for "Full Name" with a red border and a red asterisk. Below it, the text "This field is required" is displayed in red.
- A question: "\* Do you have Photo ID?"
- Two radio button options:
  - Yes
  - No (If no, please provide us your Instructor/Directors Email Address)
- A text input field for "Instructor/Directors Email Address:".
- A green button with a white right-pointing arrow and the text "Start Chat".

Step 7: You must provide your Instructor/Director’s email address even if you have a photo ID.

Once you’re connected on video with your proctor, the proctor will get you set up and started with your exam.