KAP Summative Assessment

**Parent/Guardian Remote Testing Agreement**

Students are required to take the following state assessments in 2025:

* Grades 3-8 and 10 take English language arts (ELA) and math assessments
* Grades 5, 8 and 11 take science assessments

As the parent of a child attending a virtual school full time, your child may choose to take the required Kansas state assessments remotely (at home) or in-person (school or other designated building), whichever best meets the educational needs of your student.

To take a state assessment virtually, there are several requirements that must be met. Please read the following requirements before indicating your testing option.

You must notify your school by \_\_\_\_\_\_\_\_\_\_ if you would like to have your child take the assessment virtually. If you do not notify the school by the deadline, your child may be assigned to take the state assessments in person at a designated location proctored by a school employee. The in-person testing window is March 24 to April 25, 2025.

**Remote Testing Requirements**

* Student must be available to test during the remote testing window: **April 28 – May 9, 2025**.
* The student must test during typical school hours: **7:00 a.m. – 4:00 p.m., Monday – Friday**.
* A staff member from the virtual school will schedule a designated date and time for the student to take the required assessments.
* If the student has a valid photo ID, they should be prepared to show it at the beginning of the testing session. If the student does not have a valid photo ID, a screenshot of the student will be taken to validate the student’s identity.
* The **parent/guardian or other adult must be present at the beginning of each test session** to ensure all technology is working, all unapproved material has been cleared from the testing session, including items on the walls, and the area is quiet and ready for testing**. However, once the testing session has begun, the parent/guardian or other adult must vacate the room to ensure a secure testing environment.**
* The student must have access to **two testing devices** – one on which to take the assessment and another that has a functioning camera and microphone for monitoring. The student will be monitored during the entire assessment session with the second device. The microphone on the second device must be unmuted throughout the exam.
* The remote testing location must have a quiet space for the student to test with a table/desk and chair, a stable internet connection with at least a 100mb connection, a WPA2 enabled Wi-Fi network or ethernet cable connection, and the Google Meet app downloaded onto the second device with a functioning camera and microphone. The device must be able to receive an email containing a testing link from a Gmail account.
* The student and student’s parent/guardian must agree to abide by KSDE Security and Ethics protocol. This includes, but is not limited to, not helping or offering unallowed support to the student during testing, not reading any part of the test to the student, not sharing test items, and not recording any part of the assessment in any manner.
* The parent/guardian must work with the virtual school staff to ensure Kite Student Portal is downloaded on the student’s testing device. This must be done prior to testing or testing will not be allowed at the scheduled time.
* The student must arrive on time for the scheduled virtual testing session. Late arrivals will not be allowed into the testing session.
* Students should be fully dressed. Hats, hoodies, sunglasses, watches, and headphones are not allowed.
* Before testing begins, the testing proctor will require that the camera scan the entire room to make sure it is secure and does not contain any inappropriate testing materials. If at any time the connection is disconnected or the student is no longer in view, the session will be terminated.

**Testing Location Selection**

Please indicate the testing option you would like and return this form to your school no later than \_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_ I would like my child to take the state assessments **virtually**. I understand I am responsible for each requirement listed above. Further, I acknowledge that I will follow the KSDE Test Security and Ethics protocol.

\_\_\_\_\_ I would like my child to take the state assessments **in person**. I understand it is my responsibility to have my child present at the designated testing site at the assigned time given to me by the virtual school.

Child’s Name Parent Name

(please print) (please print)

Parent Signature Date