



Remote Testing Guidance for Acadience Math

1. For measures that require student materials (**BQD, NIF, AQD, and MNF**), the assessor does the following:
 - a. Download the appropriate student materials from [Acadience Learning](#).
 - b. Have scoring booklets ready (either purchased from [Voyager Sopris Learning](#) or downloaded from [Acadience Learning](#)).
 - c. When you are in a virtual face-to-face meeting with the student with audio and video working, pull up the appropriate student materials for that student on your computer screen.
 - d. When you have the appropriate student materials on your screen, give the standardized directions.
 - e. At the point in the directions where it says to show the form to the student, share your screen with the student.
 - f. Follow along and score on the paper/pencil scoring booklet.
2. For measures that do not require student materials (**NNF**), the assessor does the following:
 - a. Have your scoring booklets ready (either purchased from Voyager Sopris Learning or downloaded from Acadience Learning).
 - b. When you are in a virtual face-to-face meeting with the student with audio and video working, give the standardized directions
 - c. Follow along and score on the paper/pencil scoring booklet.
3. Computation and Concepts and Applications:
 - a. Conducting the paper/pencil version of the **Computation and Concepts and Applications** assessment remotely will require an adult proctor to (a) give the form to the student, (b) sit with the student while the form is being administered, and (c) take a picture of the form and text or email the picture to the assessor or return the completed form to the school in a sealed envelope provided by the school.
4. Enter data into Acadience Data Management (ADM) and indicate in the appropriate field that the assessment was administered remotely.