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Superintendent of Public Instruction

DEPARTMENT OF EDUCATION

Working Together for Student Success

TO: Corporation Test Coordinators (CTCs), Superintendents, School Leaders
FROM: Dr. Charity Flores, Director of Student Assessment
DATE: October 5, 2020
RE: Remote Testing Guidance and Test Administration Considerations Requests

The Indiana Department of Education (IDOE) recently hosted a webinar delineating guidance for remote proctoring effective throughout the 2020-2021 school year to accommodate a variety of school attendance models (e.g., virtual, in-person). The [recording](#), [presentation](#), [infographic](#), and [additional supplement](#) reflect the most common testing scenarios and corresponding protocols based on a given state assessment. All corporations and schools should review this guidance to determine appropriate next steps for students participating in state assessments.

IDOE recognizes that some schools may experience unique circumstances not addressed by IDOE's remote testing guidance. In such cases, CTCs must complete and submit [this form](#). CTCs must respond fully to every question within the Test Administration Considerations Request form, clearly describing any extenuating circumstance(s) and articulating any question(s) not already addressed by the existing guidance. Only forms submitted by CTCs officially designated in DOE Online will be reviewed.

IDOE expects completed forms for known challenges to be submitted prior to the start of the applicable test window(s). Urgent issues should be 1) submitted via the form, and 2) noted via email to INassessments@doe.in.gov for timely follow up by the Department. IDOE will review and respond to requests within two weeks of submission, and prioritize those for an upcoming assessment window.

Please contact the Office of Student Assessment with any questions:
INassessments@doe.in.gov