Remote Certification Testing

In consideration of the current COVID-19 pandemic, and many schools being closed the remainder of the current school year, REC Foundation will temporarily provide the following remote or home testing opportunity through June 30, 2020.

Schools must check with their local, state, and Department of Education authorities with regards to the allowance of remote or home testing for Industry Certifications.

Note: Florida DOE already has REC Foundation Certifications approved for Remote/Home Testing.

The testing platform, as well as the Fundamentals and module tests, remain the same. We are modifying some of the proctor instructions to maintain the integrity of this certification test. This includes an additional step of sending a test reporting form (last page of this document) to certifications@roboticseducation.org.

Key Testing Notes

1. The same REC Foundation Pre-Engineering and Robotics Certifications are earned.
2. Proctors schedule a testing appointment with a student and verify their identity.
3. Exams continue to be delivered electronically via REC Foundation’s Testing platform (AnswerKey.NET).
4. Proctor required to enter or provide the tester the Voucher Code at the time of testing to unlock test access.
5. The proctor monitors the test remotely throughout the duration of the timed test. Note: Teachers may NOT proctor their own students. The original proctor guideline must still be followed including the Proctor Agreement signed by anyone proctoring REC Foundation tests.
6. Proctors complete and submit the new Remote Proctor Testing Form (last page of this document) to certifications@roboticseducation.org.

REC Foundation continues to monitor testing throughout this period for irregularities in test results. Testing scores, test question percentages and other testing statistics are tracked before and after remote testing to ensure consistency and accuracy in the testing methods. Any inconsistencies or irregularities may be subject to a certification investigation.

Note: Teachers may NOT proctor their own students. The original proctor guideline must still be followed including the Proctor Agreement signed by anyone proctoring REC Foundation tests.
Proctor Instructions for Remote/Home Testing

Teachers cannot proctor their own students. The same proctor guidelines apply including having the REC Foundation Proctor/Non-Disclosure Agreement signed.

The Proctor must have the testing link to the REC Foundation Testing Site on AnswerKey.net for their school or proctor account. The student must have their User Logon and Password to the REC Foundation Certification Site.

Before Testing
- Proctor schedules a date, time, and virtual proctor method with the student.
- Student verifies they have their REC Foundation testing username and password.

Day of Testing
- Proctor confirms student identity.
- Before testing remind student of the Exam Rules
  - The student may have a blank piece of scrap paper, a pen/pencil and a basic calculator for use during the test. No phones, smart watches, tablets or other electronic devices allowed.
  - No notes or other material may be used during the test.
  - No other websites or programs allowed open during the exam. Screen shots of any part of the test is strictly forbidden.
- Instruct student to log into the REC Foundation Certification site using the URL provided by the Proctor https://answerkey.net/recf/?=xxxxxxxxxx (where the xxxxxxxx is unique to the specific proctor/school)
- Proctor communicates voucher code to the student.
- The student remains remotely proctored during the exam. Suggestions: remote screen sharing with proctor, phone call with parent/guardian in observing student taking test, etc.
- Upon test completion, the student will communicate the test results and proctor will confirm the results.

Testing Irregularities
- Proctor sends all testing irregularities to certifications@roboticseducation.org using the attached Testing Irregularities form.
- Irregularities include unexpected test scores (high or low), testing website concerns, website errors during testing, or any other observation(s) of the Exam Rules not followed.
Remote/Home Testing Form
Complete and email this form to certifications@RoboticsEducation.org.

Proctor: 
Teacher: 
Test Date: 
School Name: 
School Address: 
Proctor/School Testing Link: (https://answerkey.net/recf/?=xxxx where the xxxx is unique to the specific proctor/school)

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Voucher Code:</th>
<th>Test Taken:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Irregularities, Issues, Concerns:
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
________________________________________________________________________