



REC Foundation

Remote Certification Testing

January 25– July 31, 2021

In consideration of the current Covid-19 pandemic and many schools being closed, remote learning, or mixed environments, the REC Foundation will temporarily provide the following remote testing opportunity through July 31, 2021.

The recommended method of testing students is still to have in person, proctored exams. Many schools and districts have had remote students come on campus in small groups, isolated from other students and staff, to test in person. Schools have setup test rooms or areas to distance students during testing or utilizing half the capacity of normal testing rooms. This minimizes student exposure and provides for larger testing numbers than the 1-on-1 Proctor/Student Remote Testing below.

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

The REC Foundation will adhere to Florida State Board of Education Rule 6A-6.0573 which defines “remote proctoring” and “virtual proctor” as outlined below:

- Remote proctoring is the process of taking an exam while the test taker is in one location and the virtual proctor is in another location.
- Virtual proctor is a live human who remotely watches the test taker during the exam.
This person must see the test candidate and the exam synchronously, as well as the environment in which the test is taken.

The testing platform as well as the Fundamentals and module tests remain the same. We are modifying the proctor instructions to maintain the integrity of this certification test and a new testing reporting form to be emailed to certifications@roboticseducation.org.

Key Testing Notes:

1. The same REC Foundation Pre-Engineering and Robotics Certifications will be earned.
2. Remote Testing will be a 1-on-1 Zoom Session between the Proctor and the Student. Proctors may not proctor multiple students simultaneously.
3. Proctors will schedule a testing appointment with a student and verify their identity. RECF will verify student identity through their unique User Login and Password to the testing platform.
4. Exams will continue to be delivered electronically via REC Foundation’s Testing platform AnswerKey.NET and require the Proctor to enter or provide the tester the Voucher Code at the time of testing to unlock test access.
5. The proctor will monitor the test remotely via a Zoom Session throughout the duration of the timed test. Note that teachers may NOT proctor their own students, the same proctor guidelines must be followed including having the Proctor Agreement signed for anyone proctoring our tests.
6. Proctors will complete and submit the new Remote Proctor Testing Form to certifications@roboticseducation.org making note of testers Name, Date, Time of Test, Voucher Code, Score, and note any irregularities in the testing.

The REC Foundation will monitor testing throughout the period we allow Remote Testing, for irregularities in test results. Testing scores, test question percentages and other testing statistics will be tracked pre-remote testing and post remote testing to insure consistency and accuracy in the testing methods. **Inconsistencies may lead to revocation of certifications and/or proctor agreements.**

Proctor Instructions for Remote/Home Testing:

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

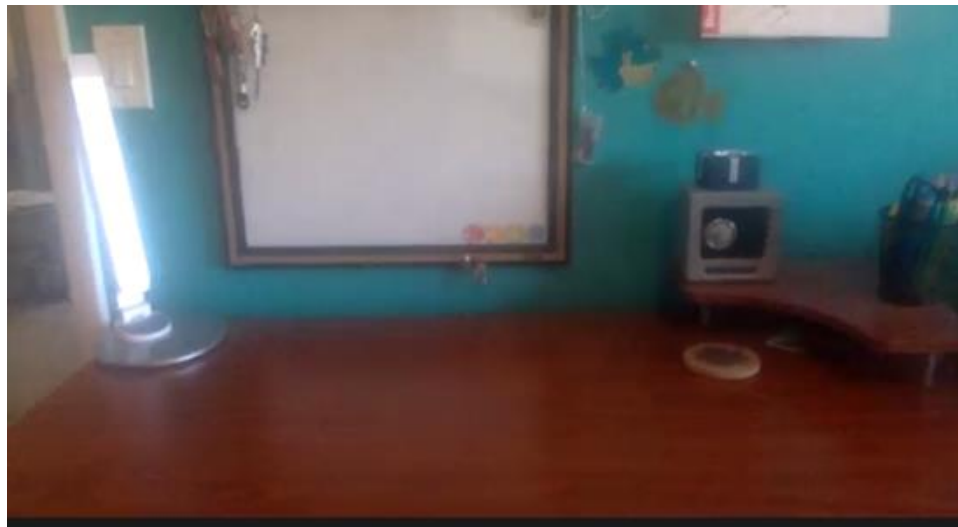
The Proctor must have the testing link to the REC Foundation Testing Site on AnswerKey.net for their school or proctor account. The student must have their User Logon and Password to the REC Foundation Certification Site.

Before Testing:

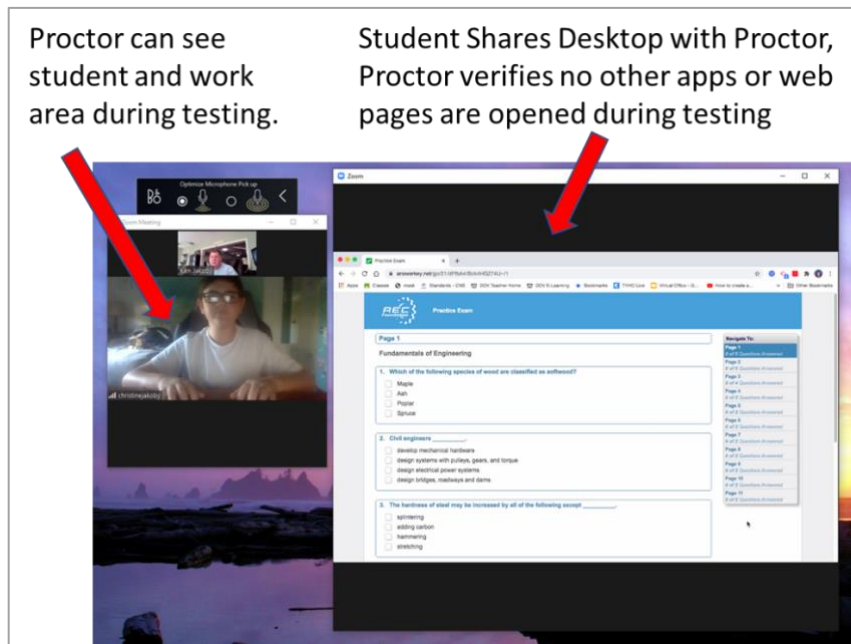
- Proctor schedules a date, time, and virtual Zoom Session information with the student.
- Student verifies they have their REC Foundation testing username and password

Day of Testing:

- Proctor begins Zoom Session with Student. 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 watch, tablets or other electronic devices)
 - No notes, copy of the test or other material may be used during the exam
 - No other websites or other programs are allowed to be open or run during the exam, no screen shots taken of test questions
- Proctor checks the testing environment...clear work area, no notes or other material.



- The student will share their desktop with the proctor showing all open applications. Only the REC Foundation test website may be open. The proctor must view the student, the work environment, AND the test, simultaneously, during the entire testing process.



- Instruct student to log into the REC Foundation Certification site using the URL provided by the Proctor <https://answerkey.net/recf/?=xxxxxxxx> (where the xxxxxxxx is unique to the specific proctor/school)
- Proctor communicates voucher code to the student.
- Upon test completion the student will communicate the test results, proctor will confirm the results.

Testing Irregularities

- Proctor sends all testing irregularities to certifications@roboticseducation.org using the attached Testing Irregularities form.
- OR**
- Proctor completes and sends the Remote/Home Testing Form to certifications@roboticseducation.org
- Irregularities include unexpected high or low test score, testing website concerns or errors during testing, any observation of the Exam Rules not being adhered to.

Remote Testing Form:

Complete and email this form for each test that is proctored remotely. Email to certifications@roboticseducation.org.

Proctor: _____

Teacher: _____

Test Date: _____

School Name: _____

Address: _____

Proctor/School Testing Link: _____

(<https://answerkey.net/recf/?=xxxx> (where the xxxx is unique to the specific proctor/school))

Student Name: _____

Voucher Code: _____

Test Taken: _____

Score: _____

Certification Earned: _____

(No, Pre-Eng or Robotics)

Irregularities, Issues, Concerns:

