



RIVER RIDGE MIDDLE SCHOOL

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Angie Murphy, *Principal*

Alexander Astone, *Assistant Principal*

Kevin Kolean, *Assistant Principal*

Danielle White, *Assistant Principal*

Dear Parent/Guardian,

The purpose of this letter is to inform you that your child will be taking **at least one District Final during the week of December 14th**. District Finals will account for 10% of the student's current semester grade in the course. The letter further outlines requirements for testing remotely and instances where a test could be invalidated.

mySchool Online (MSOL) students will take District Finals remotely using a secure online proctoring service called Proctorio. Proctorio is integrated into myLearning via quizzes. A student will start a myLearning quiz that will direct them to myProgress (the district's assessment platform) to take the District Final. While they are taking the District Final, Proctorio will be monitoring the test experience via the student's camera, microphone, and monitor. While some information from the testing session will be recorded, Proctorio uses a zero-knowledge encryption method to ensure all data are safe and secure. Enrollment in the remote proctoring course is an agreement to abide by and accept all terms. If necessary, an Assessment Coordinator may approve for Zoom to be utilized for live proctoring of the assessment instead of Proctorio. If your child has IEP or 504 assessment accommodations that cannot be implemented due to the nature of the virtual platform, your child's case manager will be contacting you to discuss alternate testing arrangements.

District Finals must be taken on a computer device (not tablet or phone) and will be required to have a webcam (USB or internal) and a microphone when taking the District Final. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence must be done with the permission of any person residing in the residence. Students must ensure that any recordings do not invade any third-party privacy rights and accept all responsibility and liability for violations of any third-party privacy concerns. Setup information will be provided prior to taking the proctored exam. Students utilizing remote access to coursework or testing are subject to all applicable provision of the Student Code of Conduct and applicable provisions of School Board Policies.

Students will be provided an opportunity prior to testing to make sure their device meets the minimum requirements for the testing platform (myProgress) and Proctorio, when necessary. This opportunity will also ensure they are familiar with the myProgress platform and the tools they have available to them for the District Final.

Please review the following policies with your student before testing:

- **Electronic Devices**—If your child is found with ANY electronic devices (other than what they have been advised), including but not limited to cell phones and smartphones, at any time during testing OR during breaks (e.g., restroom, lunch), his or her test will be invalidated, which means it will not be scored.
- **Testing Rules Acknowledgment**—Prior to testing, students will be provided the testing rules, and students will show acknowledgement that they understand the testing rules by proceeding with the assessment.
- **Discussing Test Content after Testing**—As part of the testing rules provided to students before they affirm the acknowledgment states, “After the test, you may not discuss the test items with anyone. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on Facebook, Twitter, Instagram, or Snapchat. If you are found in possession of or sharing information about test items or breaking any of the above-mentioned rules, even without the intent to cheat, your test may be invalidated.” If students are found sharing information about test items, even without the intent to cheat, their tests may be invalidated.
- **Test Invalidations**—Students are responsible for doing their own work on the test and for protecting their answers. If students are caught cheating during testing, their tests may be invalidated. If you have any questions or concerns related to this test administration, you may contact Kevin Kolean at kkolean@pasco.k12.fl.us. Thank you for supporting your student as he or she prepares for testing.

Sincerely,

Angie Murphy
Principal