

Academic Assessment Services (AAS) will provide schools with the opportunity to complete online testing for their students. Usually, testing would be completed on campus under the supervision of authorised staff.

Online testing can be completed in a student's home, if adequate security measures can be assured and guaranteed by the parent / or guardian of the student.

In order to provide secure online testing, specific steps must be taken to guarantee the integrity of the results.

As part of the process, the parent/s of the student will need to sign and submit an agreement online to:

- confirm both validity of the test data and the confidentiality of the test materials and processes; and
- consent to the collection of personal information on behalf of the student.

This is designed to ensure that

- The test taker's identity is confirmed
- No assistance will be / was provided throughout the examination session
- No copies of test questions in any form will be made, stored or conveyed to third parties.

The examination will be provided through a **locked-down browser** that does not allow access to other websites, applications or aids such as spell checkers etc.

- Students must use a computer with a camera that will allow the transmission of their photograph and the recording of the testing examination session/s.

By agreeing to the above, parents agree to such recording as a condition of undertaking the examination. Without this agreement, testing cannot proceed. Please refer to the summary of the [AAS Privacy Policy](#) on our website for further information regarding the collection of personal information.

AAS staff guarantee that recordings taken during the testing will be deleted as soon as they have been used to cross check the identity of the student undertaking the examination. No images of any child will be used for any purpose other than ensuring the validity of the online examination.

Supervising Parent Responsibilities on the Examination day

1. One parent must be available to assist the child with the set-up of the initial test session, supervise the scheduled break and re-engagement with the test immediately after this break.

Note: The parents must leave the test room as soon as their child has successfully logged on to the platform.

2. Each child must be provided with an appropriate private space within their home where they can work undisturbed for the duration of the testing **without access to any web enabled device** such as a smart watch or mobile phone or any other aids or resources, including a calculator, dictionary or any other electronic device or book.
3. The child will be required to upload **photographic proof of their identity** when they log on to the program to test the system and as part of the log on procedures for the examination session, such as:
 - Passport (including a passport that has expired recently)
 - Student/Library card with photo
 - Front page of School report with the student's photo
 - Snapshot of the student's account from the 'Compass' portal
 - Most recent School photo of the student
4. The parent must ensure that the child has one sheet of blank paper, a pencil and an eraser. *The paper may be used for rough working or planning of responses during the examination, **but must be destroyed on camera, at the end of the session.***

On the Test Day

The parent should assist their child to log on to the website 15 minutes prior to the exam commencing time to check that they have logged on successfully.

Students will undertake two sessions:

- Session One: will include General Ability, Reading Comprehension and Spelling (Spelling is not tested for Scholarship examinations). A recess break will follow (20 minutes).
- Session Two: will include Mathematics and Written Expression.

All assessments are multiple choice, and the Written Expression is to be typed.

Students must undertake the tests at the scheduled time. Additional time will not be permitted. Once the testing begins, students will need to follow the prompts to complete each section.

Collection of Personal Information by AAS for Applicants

In order for students to participate in online examinations provided by AAS, personal information will need to be collected from all applicants.

[Click here](#) to view the collection notice.