

# Guidelines for Optimizing an Online Testing Environment

## Using Galileo K-12 Online Technology

Before bringing students to the computer lab to administer online assessments you will first want to ensure that the lab is set up to provide a successful testing environment. In addition to these optimization guidelines, ATI offers guidelines for enhancing test environment security at <http://www.ati-online.com/pdfs/SecureTestEnvironmentGuidelines.pdf>.

### Prior to the Online Assessment

We recommend having IT personnel check all the computer labs that will be used for testing for the following:

- The computers in the lab meet *all* hardware and software requirements to run the applicable Galileo K-12 Online applications. You may consult the system requirements online at <http://www.ati-online.com/galileoK12/K12TrainingSystem.html>.
- Avoid the use of shared network profiles, particularly in Mac computer labs. Due to the use of cookies in Galileo K-12 Online, shared network profiles introduce the risk of student responses to test questions overwriting each other.
- Consider the number of individual students you will have testing at a given time and ensure that you have adequate bandwidth dedicated to the testing environment. The general recommended minimum bandwidth is 1.544 Mbps (T1 bandwidth) for every 250 students testing over the WAN link. Please note: Bandwidth throttling may result in excessive wait times and/or timeouts when students are testing.

### During the Online Assessment

Teachers and other educational staff administering the online district assessments will want to keep the following things in mind when students are taking online tests:

- A student *must* log into the Galileo K-12 Online *Student-Parent Center* with their personal Galileo K-12 Online username and password. In order to access a scheduled test after logging into the *Student-Parent Center*, the student must *first* select the class for which the test is scheduled, *then* click the “Take Test” link.
- When a student has selected the answer to a test question, he or she needs to single click the “Save My Answer” button.
- If a student encounters an error or a timeout while taking a test they will want to:
  1. Refresh the screen in their web browser. Try this once and wait a few seconds. If the error does not correct itself, refresh a second time. If the second attempt does not alleviate the problem, move on to step two.
  2. Close down the web browser, reopen it, and have the student log back into Galileo and the test. Please note: When following this step, some saved answers may be lost. Students should carefully review the assessment to make sure all questions have been answered.
- When students have finished the assessment please make sure they log off properly. They should click the “Exit Test” button to log off, and not simply close the browser.



If you have questions or encounter any issues during setup, contact ATI Tech Support at 877-358-7616 x130.