



## Requirements for AnswerWrite Online Testing

**DLG's Responsibilities** are listed in the document "AnswerWrite Online Testing Security Features." Please refer the Security Features document for more detail.

### **Transferring of Exam(s) to DLG Servers**

**Responsible Party:** National Organization

Following are policies that we require regarding the transfer of exams to DLG Enterprises, Inc.

1. The exam(s) can be imported at the source (AnswerWrite) (District, State or National), and therefore would not require DLG Enterprises, Inc. involvement. This method is the most secure method.
2. If it is preferred that DLG Enterprises, Inc. import the exam(s), the person transferring the exam files to DLG is required to have experience with encryption technology and is responsible for encrypting the files.

Transmission must be accomplished using one of the following secure methods:

- Encrypted, password protected .zip file attached to an email
- Drop Box link provided to DLG

### **Administrator Requirements**

**Responsible Party:** State or Area/District/Regional Advisor or person or persons that the state advisor has delegated to perform this function.

1. If using the Division Student Password Method, the system administrator is responsible for the testing in their state (either the State or Area/District/Regional advisor) is required to change the login password every three (3) hours or even more frequently. If using the Random Student Password Method, the above three (3) hour method is not required.
2. Login password must conform to a strongly structured password using a mixture of letters, numbers, and symbols.
3. We require that the transfer of the login information (student login IDs and passwords) be performed in a secure manner.
4. Testing schedules must be set up to restrict the opening and closing times, to give as small a window as possible.

## **Preparing School's Network Before Testing**

**Responsible Party:** Schools Network Administrator and a proctor

1. Well before scheduled testing occurs, the school's firewall and network settings are required to be set and tested to allow port 80 and port 443 for [www.answerwrite.com](http://www.answerwrite.com) to pass through to the location where testing will occur. We require that the designated proctor at the site be responsible for this task because they will be entrusted with the link, user name and password, and therefore they are qualified and responsible to test the connection. We also require that the user name and password for testing is **not** given out to network technicians or anyone else responsible for network settings or for testing the access to the network
2. We recommend using the latest version of Chrome as your Web Browser for Online Testing. We support Google Chrome, Firefox, Safari and Microsoft Edge.
3. We require the use of the SSL (https://) option that is available to encrypt the connection between the school and the DLG servers.

## **Proctor Requirements**

**Responsible Party:** Proctor

Following is a list of policies we require to be followed regarding the taking of the exam(s). If these policies are not followed, we reserve the right to shut testing down for a group until the issue is rectified:

1. Proctors are required to watch students during testing to ensure that media devices (phones, cameras, etc) are not used to reproduce the exam(s).
2. Proctors are required to make sure that all browser windows are closed once testing is completed for that day.

*These requirements are subject to change*

*Last Revision 09/14/2022*