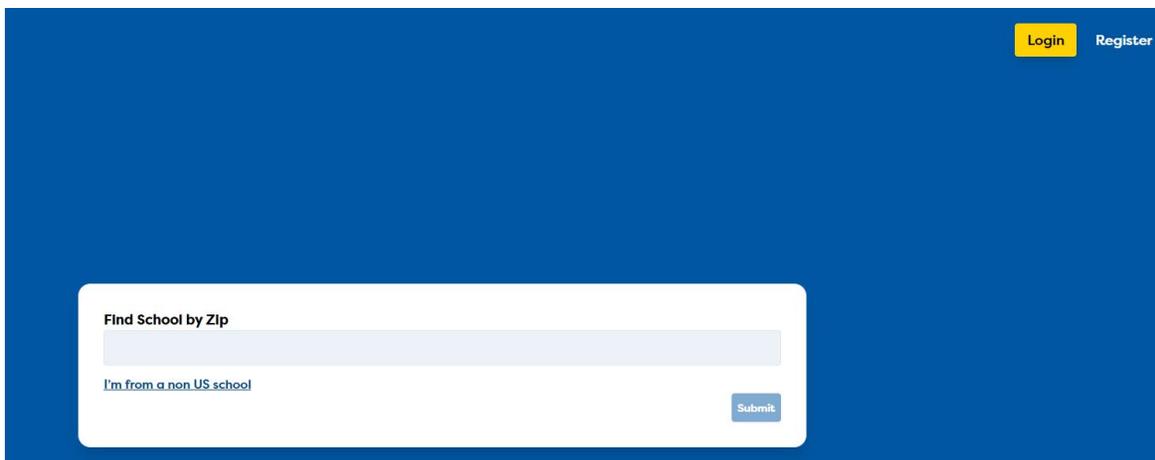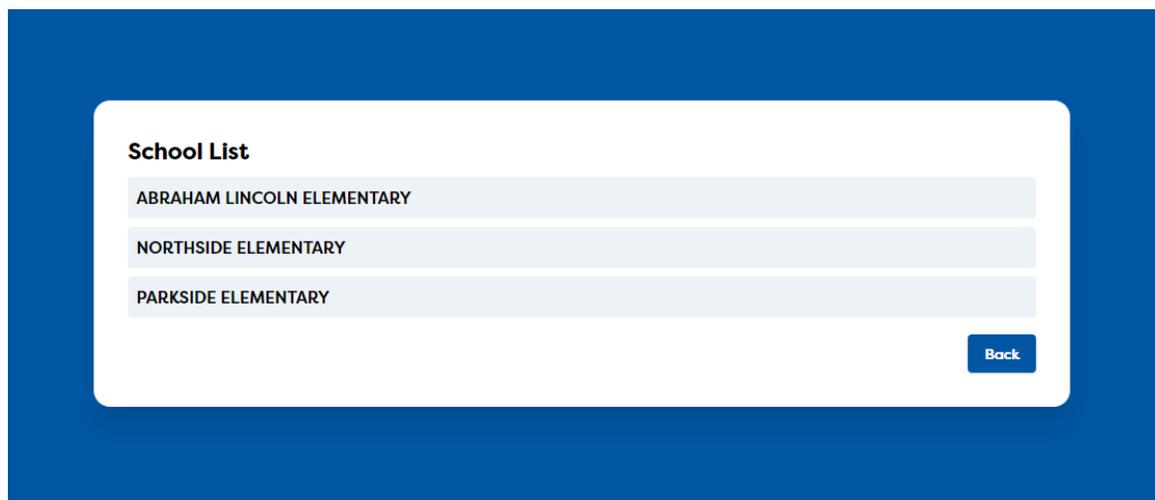# Online Testing Platform Instructions for Parents

This guide is for Parents of students whose schools will use the Scripps National Spelling Bee's Online Testing Platform as part of their school spelling bee program. Please follow the steps below to create your child's account in the Online Testing Platform.

For the best experience, we recommend students take their test on a desktop or tablet. The Online Testing Platform is supported on the following browsers: Chrome, Firefox and Microsoft Edge. *The Platform will NOT work on Safari for desktop or Internet Explorer.*

STEP ONE: Visit https://online-test.spellingbee.com and select the **Register** button in the upper-right corner of the page. You should see the screen below.

STEP TWO: Enter your school's zip code in the field labeled **Find School by Zip** and click the **Submit** button. A list of schools that are enrolled in the Bee within that zip code will display on the screen. **Select your child's school by clicking on it.**

Online Testing Platform Instructions for Parents

STEP THREE: Complete the registration form that displays. Verify that the school listed in the upper-left corner of the form is correct. If you accidentally selected the wrong school, select the **Back** button at the bottom of the form to return to the prior screen and select the correct school. When you have completed the form below, select the **Register** button.

School: PARKSIDE ELEMENTARY

Parent Info

First Name

Last Name

Email

Confirm Email

Password

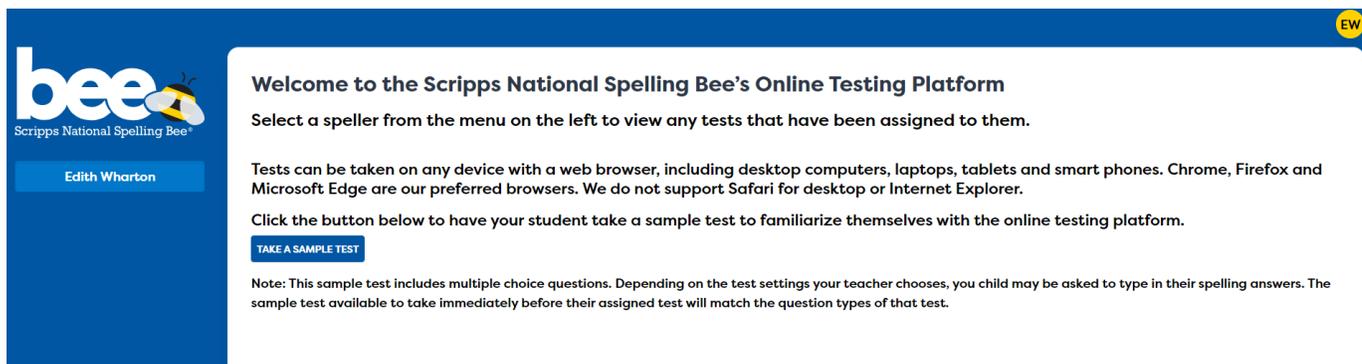Confirm Password

Student Info

First Name

Last Name

Grade Level

Select Grade

☐ I accept the Terms of Use and Privacy Policy

Cancel

Back   Register

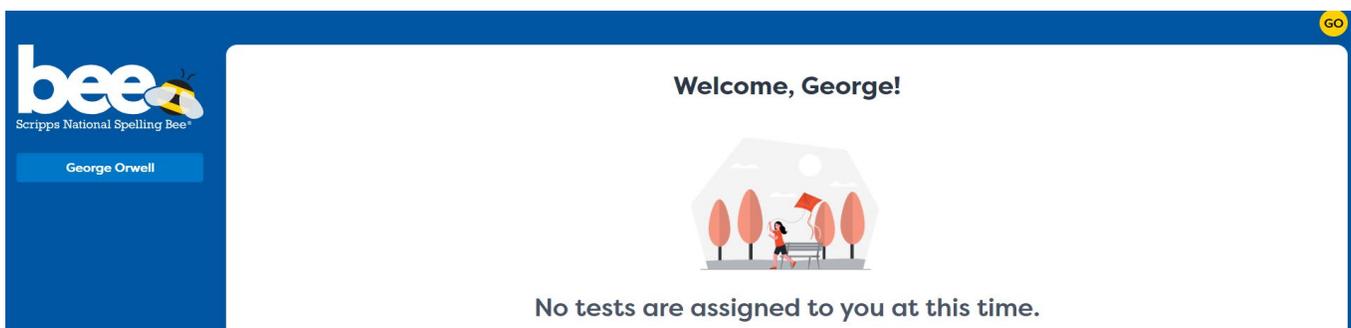# Online Testing Platform Instructions for Parents

STEP FOUR: Review the home screen.

Below is the screen you will see once you have registered your child. Your child's name will appear along the side menu on the left. In the center of the home page, select the **TAKE A SAMPLE TEST** button to familiarize yourself with how the Online Testing Platform works. You and your child may take the sample test as often as desired.

Welcome to the Scripps National Spelling Bee's Online Testing Platform

Select a speller from the menu on the left to view any tests that have been assigned to them.

Tests can be taken on any device with a web browser, including desktop computers, laptops, tablets and smart phones. Chrome, Firefox and Microsoft Edge are our preferred browsers. We do not support Safari for desktop or Internet Explorer.

Click the button below to have your student take a sample test to familiarize themselves with the online testing platform.

TAKE A SAMPLE TEST

Note: This sample test includes multiple choice questions. Depending on the test settings your teacher chooses, you child may be asked to type in their spelling answers. The sample test available to take immediately before their assigned test will match the question types of that test.

STEP FIVE: Select your child's name from the left menu. If no tests have been assigned to your child, you will see the first screen shown below.
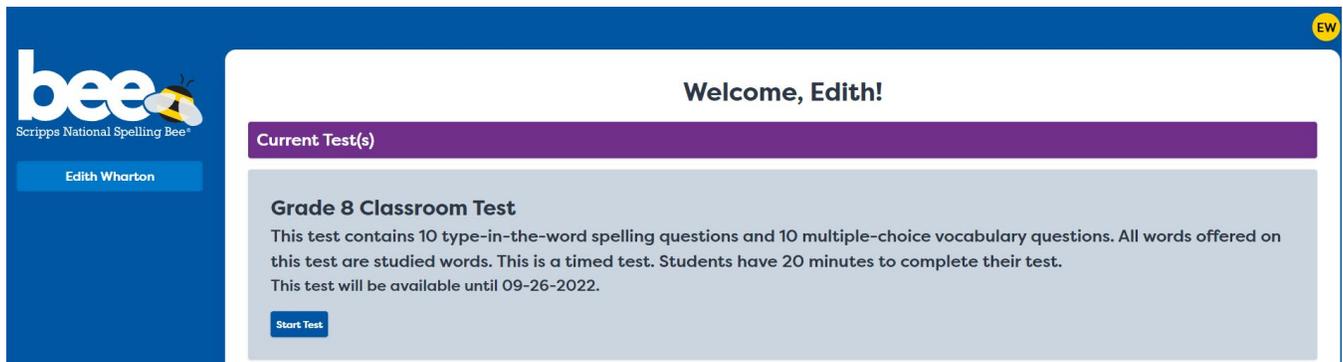

Welcome, George!

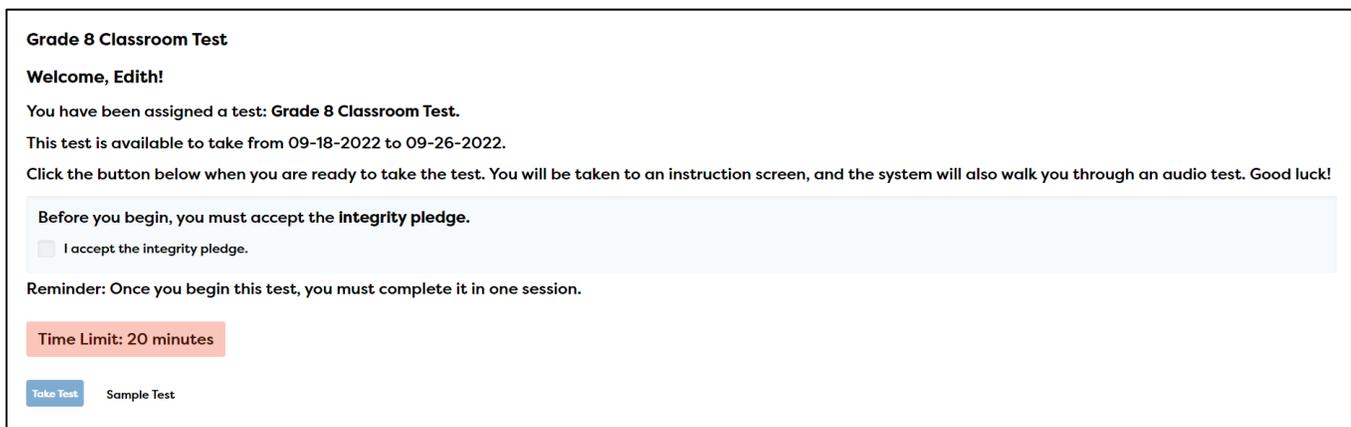**No tests are assigned to you at this time.**

When your teacher assigns a test to your child, you will receive an automated email from the Online Testing Platform notifying you that a test has been assigned.

When you receive that email, log in to your child's account by visiting https://online-test.spellingbee.com and selecting **Login** in the upper-right corner of the home page. Next, select your child's name from the left menu.

Below is an example of what your child will see once a test has been assigned to them.

When your child selects the **Start Test** button, they will see the screen below.

Before your child begins their test, they must read and acknowledge our integrity pledge. Click the words **Integrity pledge** in bold to review the pledge. To acknowledge the pledge, your child should click the box beside **I accept the integrity pledge.**

Before clicking the **Take Test** button, your child may take a **Sample Test,** if desired.

To begin taking the assigned test, your child should click the **Take Test** button. A test must be taken in one sitting.

Parents, once the test window closes – in the example above, the Grade 8 Classroom Test closes on 9-26-2022 – you may log in to the Online Testing Platform and select your child's name from the left menu to access your child's detailed score report.