

Remote ImPACT Testing Guidelines

Testing Process:

1. Athlete first and last name, DOB, and parent/guardian e-mail addresses are collected by the team's organizer and provided to the testing coordinator prior to test scheduling.
2. Once the testing coordinator and your team's organizer have confirmed the testing date(s) and time(s), athletes (*or parents, if athletes are under age 13*) will receive an e-mail with a link to a Microsoft Teams meeting for the testing date(s) and time(s). The exam will be proctored remotely using Teams.
3. Each participant (*or parent, if athletes are under age 13*) will receive an individual ImPACT log-in code. The e-mail's subject line is "You've Been Assigned an ImPACT Test."
4. These two e-mails should be saved and ready to click on prior to your testing window. Remember, one e-mail will be from the testing coordinator with the Teams link, and the second e-mail will be from ImPACT with a link to your individual test.

Please make sure the participant has access to the following prior to the testing date:

- Quiet space free of distractions
- Laptop/desktop computer, or tablet with a trackpad like the Microsoft Surface or Chromebook
 - **Phones and tablets that are touch-screen only are not compatible with this test. Phones and other distractions are not permitted in testing area.**
- Computer mouse is optional; trackpads are compatible, but touch-screen only devices like iPads are not
- Please allocate 60 minutes for prep and test time
- Download Google Chrome browser to take test (<https://www.google.com/chrome/>)
 - Internet Explorer/Microsoft Edge often block the pop-ups and connection
- Turn off pop-up blockers (*see Step 2 under "Testing Day"*)
- Athlete must be at least 13 years old to take a remote ImPACT test independently. (*Athletes under 13 years old will have everything communicated and scheduled w/ a parent or guardian's e-mail address. Athletes under age 13 should have a parent close by to supervise.*)
- Parents are allowed to help the athlete set up and may listen to the proctor review the test instructions, as well as ask any questions or communicate any technical difficulties. However, parents are not allowed to assist with the exam itself.

Testing Day:

Step 1: Remove all phones and other distractions from the testing area. Use the restroom if needed prior to testing, since the test modules are timed.

Step 2: Download Google Chrome (<https://www.google.com/chrome/>).

Step 3: Turn off pop-up blockers. Instructions are below if needed:

- *On your computer, open Google Chrome browser*

- At the top right, click “More,” then click “Settings”
- Under “Privacy and security,” click “Site settings”
- Click “Pop-ups and redirects”
- At the top, turn the setting to from “Blocked” to “Allowed”

Step 4: Open the e-mail containing the link to your Teams meeting and click on the link to join the meeting. You may see a message that says you are “waiting in lobby.” This message will be displayed until the test proctor arrives and admits the participants.

- Teams can be opened on a phone, tablet (touch screen or trackpad), or laptop/computer. You can have the meeting open on the same device you are using for the test, or you can have the meeting on a separate device.
- You can search for the “Teams” app in your app library, or if you are on a computer, you can join from your Internet browser.
- Please make sure your camera is on and the participant is visible, and that microphone is muted

Step 5: Open the e-mail from ImpACT with your individual testing link and click the link to open the test.

- Note: if you are having trouble finding your e-mail, the e-mail subject line is “You’ve Been Assigned an ImpACT Test”

Step 6: After clicking your link, you’ll be taken to the testing page and see your code in the box. Click “Validate.” On the next page, click “Skip Validation,” and you will be directed to your exam. Do not click anything after this point and do not proceed with the exam until the proctor says to continue; wait for further instructions.

Step 7: Once you have completed all steps, give the proctor a thumbs up, indicating you are ready to go. Wait for further instructions from the Northside Sports Medicine exam proctor. The proctor will also assist with any questions or technical issues during this time. Once you begin your test, please minimize your Teams meeting turn your volume off on the device running the Teams meeting. The proctor will be available during the test for any questions or technical issues, so you may turn the volume back up if you have any questions.

Step 8: Once exam is completed, the test will ask for the athlete’s or parent’s e-mail address. Please enter the e-mail address and click “Submit.” During remote testing, the athlete may exit out of ImpACT after completing this page, and they may also leave the Teams meeting. **The recipient will receive an e-mail from ImpACT with the athlete’s Passport ID. This ID can be provided to any healthcare providers who utilize ImpACT and allow that provider to view your child’s baseline.**

Questions During Exam:

For any questions during the exam, please use the Chat box in the Teams meeting to direct a private message to the test proctor, or you may raise your hand to ask a question verbally. *(The proctor will remind students to turn their device volume off before they begin the test to prevent distractions from questions.)*

- Parents can assist with submitting questions.
- Parents are not eligible to assist with any other facets of the test other than communication and profile completion.

Troubleshooting:

- If your screen freezes, hold Ctrl button + R to reset to last page.
- Any retests due to computer program complications will be retested at no extra charge.
- All invalid tests will be reviewed by our concussion program to conclude if a retest is necessary. A practitioner will follow up via e-mail directly with the patient’s parents.

For any questions or concerns, please contact brian.finn@sourcelanta.com