



Dear Louisiana Local Education Leaders:

Caveon is pleased to offer a variety of professional services to Louisiana Local Education Agencies to enhance the integrity of state assessments administered in your schools in accordance with Caveon's contract with the Louisiana State Department of Education ("LDOE"). Caveon's services, which have been reviewed and approved by LDOE, include on-site monitoring of state assessment administrations, test security training and investigative services.

This email is intended to provide you with some basic information about Caveon's on-site monitoring services. To ensure that Caveon can fulfill the demand for its services throughout the state of Louisiana this Spring, it is important to act quickly if you would like Caveon to provide monitoring services at your schools for Spring 2021 state assessment administrations.

Real-Time Monitoring

Caveon will provide Real-Time, on-site monitoring of state assessment administrations at schools designated by the LEA to ensure compliance with Bulletin 118 and all applicable assessment policies and procedures required by the LDOE during state assessment testing windows in the Spring, 2020 ("Real-Time Monitoring").

For each school designated by the LEA, Real-Time Monitoring is a one-day event that includes two (2) Caveon-trained, professional assessment administration monitors ("Caveon Monitors") who will monitor assessment administrations at the school from the time the school building is opened for the day until the completion of scheduled, general education assessment administrations, for the day. Caveon Monitors will conduct a brief interview of the School Test Coordinator, review designated test security compliance documents, observe the storage, distribution and collection of secure assessment materials, and observe assessment administration practices in multiple testing rooms in each school.

Caveon will utilize monitoring protocols developed in collaboration with the LDOE to ensure fair, careful, consistent monitoring of state assessment administrations. Caveon Monitors will document all observed deviations from assessment policies and procedures using LDOE-approved checklists and narrative descriptions of all significant deviations from policies observed during monitoring.

Caveon will provide Real Time Monitoring using Caveon Core™, Caveon's proprietary cloud-based test security management platform. Caveon Core enables monitors to electronically enter and archive observation findings during and after each monitoring event on handheld electronic devices that are connected to Caveon Core via a secure, wireless Internet connection, helping to ensure timely, accurate, and consistent submission of important data elements critical to successful assessment administration monitoring. LDOE has approved Caveon's use of mobile electronic devices in the testing environment for the purpose of conducting state assessment administration monitoring. Caveon Core is a secure tool that provides multiple views, permission-based roles and system access, resource management, analytics, secure file sharing, and external reporting. The LEA District Test Coordinator ("DTC") will have the

capability to view monitoring data in real time on Caveon Core as it is collected and uploaded each day by Caveon Monitors, and quickly sort through the data to identify testing irregularities and other specific issues of concern detected by Caveon Monitors. Finally, the LEA will receive Monitoring Reports electronically via Caveon Core.

Pricing for Real-Time Monitoring:

- \$2,800 per school per day of monitoring

If you represent an LEA that would like to purchase services from Caveon, you must first complete an online form that includes all the essential information that will enable Caveon to provide the LEA with the required contract documents that specify the requested services and ensure Caveon's capacity to staff the services that you have requested.

You may access the LEA Client Form by clicking on the following link:

<https://core.caveon.com/base/submit/WzUxLDU3MCwyMTY1XQ.MuXCslL-9e4UejDIVHEgxxr7H8>

After you have submitted the required information in the LEA Client Form, Caveon will create and deliver the following documents for your review:

1. Caveon Professional Services Agreement and Statement of Work (for all professional services to be provided)
2. Caveon Technology and Internet-Based Services Subscriber Agreement and Order Form for Caveon Core (for all Internet-based technology services to be provided)

After you receive the above documents, please sign and return them promptly to Caveon as instructed. Upon receiving signed copies of the above documents, Caveon will email countersigned copies for your records within 3 business days.

To ensure its capacity to meet all LEA needs in Louisiana for state assessment administrations in the Spring, 2021, Caveon must finalize its contracts with all LEAs for the above described services no later than February 5, 2021.

As noted at the top of this email, Caveon also offers Test Security Training Modules and Investigative Services for LEAs. If you are interested in training or investigative services, please contact Caveon Senior Test Security Investigator Joe Kamell at the email address provided below.

Thank you again for your interest in Caveon's services. If you have any questions about the services or the contracting process, please contact Joe Kamell at joe.kamell@caveon.com and Joe or another Caveon staff member will reply to your email or call you as soon as possible.

Sincerely,

Marc. J Weinstein

Vice President, Caveon Investigative Services