**Checklist for Your Child’s Virtual Assessment**

We are looking forward to seeing you and your child at the upcoming online assessment. To get ready for the appointment, please review the checklist below and let us know if you have any issues.

* Make sure the device(s) you selected with your provider has a working microphone and web camera. You can try it out in advance with a family member or friend outside the home (e.g., using Zoom or FaceTime). Confirm that you set up the device(s) so that your provider will be able to see your child and the surface in front of him/her, and you and your child can both speak and hear clearly. Find the setting on the video app that closes the window where your child can see themselves as this can be a source of distraction.
* Select a room for the assessment that is quiet, private, and provides enough light so the practitioner can see your child clearly (you can test the room lighting in advance). If possible, place a “do not disturb” or “quiet please” sign outside a closed door to avoid interruptions from siblings and others.
* Make sure your device is fully charged or is connected to a power source on the day of your assessment.
* It is ideal to have your child sit at a desk or table if possible. Make sure it is clear of potential distractions and your child can sit upright comfortably. Younger children may need to be supported on a caregiver’s lap depending on age.
* If you have headphones with a microphone that your child can tolerate wearing, they can improve the sound between the provider and your child. Let your child practice wearing the headphones in advance to increase his/her comfort level.
* If you will be in the room with your child as agreed upon in advance with your practitioner, the practitioner will give you advice about where you should sit, which may be behind your child outside his/her vision but within the view of the camera. Older children and teens may not need an adult present in the room, but please plan to be within earshot in case of any connection difficulties that may require your help. It is very important that your child not receive any help from others during the assessment, not even repeating what the practitioner said.
* As with any appointment, please have your child eat and use the restroom before the assessment begins to minimize the need for breaks. It can be helpful to have something to drink nearby in case your child is thirsty.
* To prepare your child for this assessment, you can let her/him know that it will be a little bit like online school. We will do some thinking tasks or “brain work” together, on the computer. Some tasks may seem easy, and others may seem challenging, but we just ask for your child’s best effort and he/she is always free to guess if he/she does not know an answer!
* Before the assessment begins, place nearby any supplies (pens, paper, toys, etc.) that your practitioner has requested (or mailed).
* Remember to turn off all other electronics (and other sounds) in the room and mute any notifications from devices before the assessment begins.
* Confirm your provider has your telephone number in case you are not present and need to be contacted during the assessment. If disconnected for any reason, the provider will contact you as soon as possible to resolve.