



Technical Requirements & Overview for QUILS and QUILS: ES

Technical details for system requirements, privacy policy, and security features of the Quick Interactive Language Screener™ (QUILS™) (my.quilscreener.com) and Quick Interactive Language Screener™: English–Spanish (QUILS™: ES) (es.quilscreener.com).

About QUILS & QUILS: ES

QUILS are two web-based screening tools, hosted on Brookes Publishing Co.'s servers in Lansing, MI with a Tier-1 Managed Hosting Company. QUILS and QUILS: ES are two WordPress-based applications, using a MySQL Server database.

Technical Requirements

QUILS and QUILS: ES are web-based screeners with animations and videos.

Tablets

Your tablet should meet our minimum requirements for the screener to operate smoothly:

- Apple iPads should be running iOS 12 or higher and have at least 2 GB of RAM. Users must use the Safari browser.
- Android tablets should be running OS 8 (Oreo) or higher, have at least 2 GB of RAM, and have a screen size of 8" or larger. Users must use the Chrome browser.

Laptops/desktop computers

A touchscreen is highly recommended. Your laptop or desktop should meet the following minimum system requirements.

Windows:

- Processor: Intel Core2 Duo 2.0GHz (minimum)
- Memory: At least 8 GB RAM
- Operating System: Windows 7 (using Chrome only), Windows 8, or Windows 10 (with the latest patches and updates)

Mac:

- Memory: At least 6 GB RAM
- Operating System: Should support macOS Big Sur (Version 11) or higher



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Chromebook:

- Memory: At least 4 GB RAM
- Chrome OS updated with the latest patches

If you are unsure about the compatibility of your device, please feel free to contact us directly at quilscreener@brookespublishing.com.

Web Browsers

Specific web browsers must be used for each device. Always use the latest version of your browser. Be sure to clear your cached data in your browser before using the screener for the first time; if you are unsure how to do this, please refer to the Technical Specs page linked on the Home page of the QUILS and QUILS: ES websites. Internet Explorer (IE) is not supported.

Supported browsers are:

- iPad Tablets: Only Apple Safari is supported
- Android Tablets: Only Google Chrome is supported
- Windows-based laptops and desktops: Google Chrome and Mozilla Firefox are supported
- Mac laptops and desktops: Google Chrome, Apple Safari, and Mozilla Firefox are supported

Additional browser requirements are as follows:

- Browser must be configured to accept cookies and pop-ups.
- Browser must have JavaScript enabled.
- Browser must have the “print graphics and colors” option checked in order to download and print reports correctly.
- To download reports and other documents, the free Adobe Acrobat Reader® (<http://get.adobe.com/reader>) is required.

Internet Speed

An internet connection with at least 10–15 Mbps download speed and at least 5 Mbps upload speed is required. If you are unsure of your internet speed, you can check with either of the following quick speed tests: <http://speedtest.xfinity.com> or <http://beta.speedtest.net>.



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Account Security

Security Overview

Brookes Publishing Co. is committed to keeping your data safe, secure, and private. Our Tier 1 hosting company, Liquid Web Inc., has received its SSAE-16 (formally SAS 70) certification, one of the most widely recognized auditing standards for service companies. Liquid Web, Inc. servers are protected via ServerSecure™, an exclusive Liquid Web offering security and reliability for the QUILS and QUILS: ES operations. Liquid Web protects your information with industry standard Internet security measures and has the appropriate physical and technical safeguards in place. When you use our secure online services, we protect your data in a secure, restricted-access environment. Your account information or specific screening data remains yours and cannot be shared with any third party without your prior approval.

Network Security

Browser-level encryption protects all of your confidential data and information. QUILS and QUILS: ES use 256-bit Secure Sockets Layer (SSL) encryption, which is implemented for sensitive and important data such as financial, military, or government-owned data to ensure that data are secure from interception during transmission. To authorize and certify access, the QUILS and QUILS: ES used Trustwave, an advanced security solution designed to provide secure communications and transactions over the Internet and private networks. SSL prevents unauthorized access to your data and the dynamic security site seal gives you confidence in the site's identity.

Access Security

Our servers are protected by industry standard firewall technology. Only authorized traffic and requests from legitimate sources are allowed through our firewalls to ensure the safety of both user's data and our server equipment.

Data Security

Brookes Publishing Co. takes precautions to protect the confidentiality and security of the data collected and stored in the QUILS and QUILS: ES databases by using industry-recognized security safeguards such as firewalls, coupled with carefully developed security procedures to protect your information from loss, misuse, or unauthorized alteration. Our managed hosting company's Guardian Backup & Recovery regularly creates backups of the site and all data and is designed to recover data quickly in the event of a hardware or disk failure. All data are backed up in full both locally and remotely on a daily basis. Backed-up data are stored at a secure site for a period of 90 days.



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Physical Security

Our databases and the servers on which we store site information are kept in a secure Tier 1 data center that includes physical security, conditioned power, environmental controls, uninterruptible power supplies, diesel generator, and fire suppression technologies. Our databases and customer service systems are protected by employee-specific passwords. Furthermore, all employees and outside contractors are kept up-to-date on our security and privacy practices. Each year, as well as any time policies are added or modified, our employees are notified and/or reminded about the importance we place on privacy and what they can do to ensure that our customers' information is protected.

Password Security

Users may only gain access to the QUILS and QUILS: ES web sites' content and services by providing a valid user name and password combination, which is encrypted during transmission via SSL, the industry standard security protocol. Secure pages can be recognized by the lock icon in the URL bar. Access to the personal information—not just the sensitive information—that you provide during the registration process or put on the QUILS or QUILS: ES web site (with the exception of information on the survey, which you voluntarily submit at your own risk) is restricted to only staff of Brookes Publishing Co., and any outside contractor who need the information to perform a specific job. No access is allowed to the site without a valid username and password combination. A username must be unique across the entire QUILS system or the entire QUILS: ES system.

FERPA Compliance

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. In addition to the security services and tools we employ to protect your data, the QUILS and QUILS: ES also offer blinded reports and data exports to ensure that the privacy of the student is preserved.

If this law applies to your organization and you are a QUILS and/or QUILS: ES user, you must be aware of your obligations under, and respect the terms of, this law. For more information on FERPA, follow this link: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.



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