



Comprehensive Adult Student Assessment Systems

CASAS National News and Updates Webinar on Remote Testing

June 11, 2020

Presenters:

- Pat Rickard – President
- Linda Taylor – VP Assessment Development
- Richard Ackermann – Manager Software Development
- Janice Fera – National Technical Program Specialist

Welcome to the CASAS National Webinar on Remote Testing!

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- Please post **technical difficulties about using Zoom for today's webinar** in the **Chat Box.**
- Please **post questions related to the presentation in the Q & A, not in the Chat Box.**
Include your **name and email** in the post.
 - Due to the large attendance, CASAS Staff will respond later to any unanswered questions.
- **Recording of the webinar and PPT** will be posted in the “What’s New” section in the “News and Updates Webinars” page on www.casas.org.

Before we start: Webinar Tips

- Quick tips for Zoom Webinar attendees



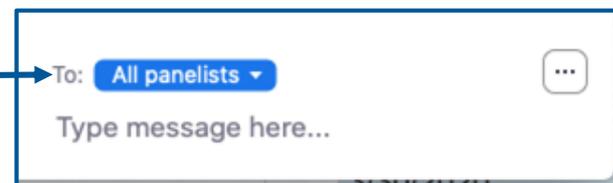
Your Audio Settings

- All attendees are muted in a webinar.
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Check Audio Settings for correct output
(headset, internal speakers, bluetooth, etc.)
- Too loud? Not loud enough?
Adjust the volume on your system
(turn your volume up or down.)



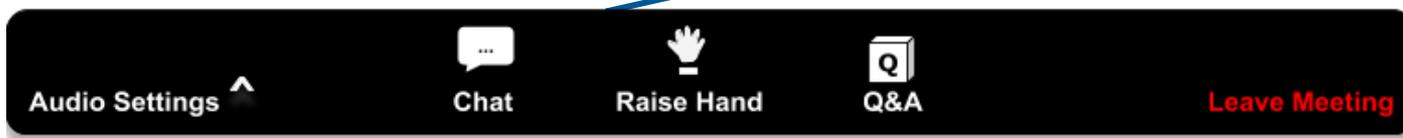
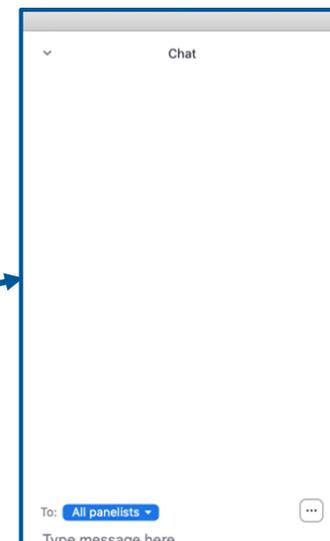
“Chat” – To Request Assistance or Share Comments

Who are you chatting with?



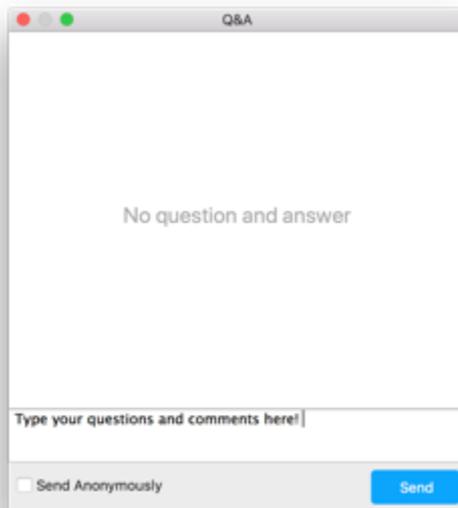
Select “Everyone” to type a message to Everyone.

Select “All Panelists” (or a specific panelist) for support.



“Q&A”: Questions for the Presenter

- Type questions directly related to the presentation
 - Will be posted on casas.org afterwards



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Agenda

- **Welcome**
- **Purpose of this webinar** – informational, not a “training”
- **Remote Testing Overview and Update**
- **Video Demonstration**
- **Delivering Remote Testing**
- **Other CASAS Updates**
- **Next Steps**
- **Questions and Comments from the Field**



CASAS Remote Testing Overview

OCTAE Guidance on Remote Testing

- OCTAE's April 17, 2020 (20-4) memo provides **testing flexibility** to states.
- States may “allow local programs to **exempt students** enrolled in distance education programs **from pre- and post-testing** if a local program is unable to conduct testing due to the widespread effect of the COVID-19 pandemic...” (Q2)
- OCTAE's latest May 29, 2020 memo (20-5)
 - Further explains testing flexibility and student testing exemptions.
 - Suggests informal assessment for provisional placement in an NRS level for Table 4.

State Policy on Remote Testing

- Each state will decide to allow – or not allow – remote testing for NRS reporting purposes.
- Each state adult education office will inform their funded agencies if remote testing is allowed for NRS reporting purposes.
- Confirm with your state office if you can implement remote testing at your agency for NRS reporting purposes.

OCTAE Guidance on Remote Testing

- OCTAE's March 27, 2020 (20-3) memo, Q7 states that remote testing with NRS-approved tests must **follow test publisher guidelines** regarding:
 - Student identification
 - Test security
 - Remote proctor training

Remote Testing Benefits

- Provide **continuation of services**
 - **Post-test** to achieve MSGs
 - **Pretest** new students
 - baseline scores for NRS reporting
 - placement information to guide distance learning instruction
 - determine eligibility for workforce training
- Add flexibility by developing the capacity to offer multiple testing options, including testing distance learners.
- Make remote testing a regular and essential part of your program.
- Remote testing is the wave of the future for distance learning.

Remote Testing Challenges

- **Equity concerns!**
 - Proctor and student **access to technology**
 - Appropriate devices
 - Low internet bandwidth – competition with others in household
 - Student **test environment** may lack:
 - Privacy and a quiet place to test without distractions
- **High staffing costs** due to limitation of test taker to proctor ratio.
 - Difficult to test large numbers at a time and still maintain test security.
- **New procedures** to learn and implement with multi-step processes for both proctors and students.

Emerging Assessment Scenarios During (and After) COVID-19 Pandemic

Remote Testing Only

- 1:1 (one proctor, one test taker)
- Multiple test takers

Onsite Testing in 1 “Room”

- 1 computer lab with social distancing
- Onsite in cars in parking lot with Wi-Fi hotspot

Hybrid – Onsite and Remote Testing

- Proctor is onsite with test takers who are all off site/at home.
- Proctor is onsite with some test takers in same room and others in different rooms/remote.

CASAS Remote Testing Phases for Pre/Post-testing

Phase 1	April	<ul style="list-style-type: none">• Clinical Tryouts and Initial Pilots
Phase 2	Started May 4th	<ul style="list-style-type: none">• Rolled out 4 Approaches to Remote Testing with Guidelines and other support materials
Phase 3	Now	<ul style="list-style-type: none">• New – Reading Level Indicator for informal placement into Federal Table 4• Listening tests on smart phones• More options with multiple test takers• More video demonstrations• Promising practices presentations• Remote testing User Groups

CASAS Remote Testing Updates

- Go to the **Remote Testing page** at www.casas.org for all CASAS remote testing resources
- Periodically check the new **“Remote Testing Updates”** document that describes the latest changes.

Remote Testing page on CASAS website

- New **“Remote Testing Updates”** document
- New **Video Demonstration**
- New eTests **Station Registration with Code**
- New Proctor Remote Testing **Certification**
- **Updated** Summary Chart
- **Updated** Remote Testing **Guidelines**, Quick Reference Chart, FAQs
- **Updated Agency Remote Testing Agreement**
- **Updated Proctor Remote Testing Agreement**
- **Going Remote! Checklist**

California Agencies: Visit the separate CA Remote Testing page at [casas.org](https://www.casas.org).

Delivering Remote Testing

4 Approaches to Remote Testing

- **1:1 Remote Control**
- **1:1 or Multiple Test Takers** -- test takers on **Windows 10 PCs**
- **1:1 or Multiple Test Takers** -- test takers on **Chromebooks or iPads**
- **1:1 Oral Responses**

Each approach has unique:

- **Detailed, step-by-step, scripted directions** provided in the **CASAS Remote Testing Guidelines** document and in proctor training.
 - The *Remote Testing Guidelines* use Zoom as an example.
- Detailed technical requirements for proctors and test takers

Remote Testing Video Demonstration

This video shows the 1:1 Remote Control Approach.



It is also helpful to see how to begin a remote testing session with multiple test takers.

CASAS Remote Testing Summary

	Approach Description	1:1	Multiple Test Takers	Registers eTests on whose device?	Proctor Devices	Test Taker Devices*	Web Platform **	Smartphone for Proctor Monitoring
1	1:1 Remote Control	Yes	No	Proctor	Windows 10 PC	Mac, PC, iPad* or tablet*	Any with Remote Control & Screen Sharing	Recommended
2	1:1 or Multiple Test Takers on Windows 10 PC	Yes	Yes	Test Taker	PC, Mac, iPad, Chrome-book	Windows 10 PC	Any with Screen Sharing	Recommended
3	1:1 or Multiple Test Takers on Chromebooks or iPads	Yes	Yes	Test Taker	PC, Mac, iPad, Chrome-book	Chromebook in Kiosk mode or iPad in Guided Access Mode	Any with Screen Sharing	Yes
4	1:1 Oral Responses	Yes	No	Proctor	Windows 10 PC	Chromebook, Mac, iPad* or tablet*	Any with Screen Sharing	Recommended

* See *CASAS Remote Testing FAQs* for screen size requirements.

** Check web conferencing platform to ensure it has all required features for remote testing.

CASAS Approaches to Remote Testing

#1 - 1:1 Remote Control

- For test takers on PCs, Macs, iPads, or tablets
- Proctor must use [Windows 10 PC](#).
- Proctor's computer registered for testing and remotely shared with test taker using **remote control**, in addition to screen sharing.
- Test responses entered by test taker on own device.
- Proctor monitors via web conferencing platform using webcam.
- Reliable internet connection – 2 Mbps or faster

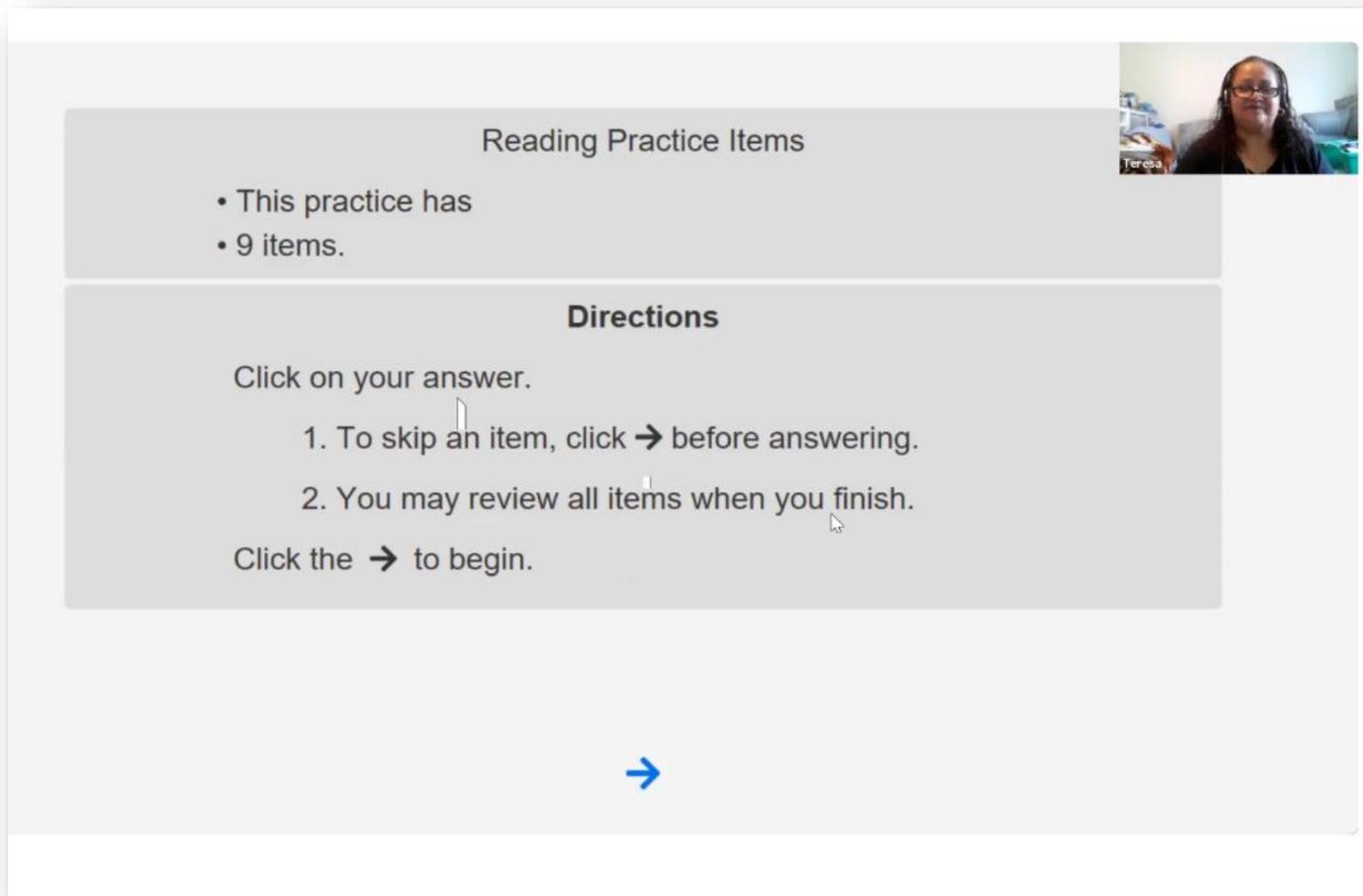
New!



CASAS Remote Testing Guidelines

**1:1 Remote Control
v2.2**

Example: Remote Control eTests 1:1 Using Zoom



Reading Practice Items

- This practice has
- 9 items.

Directions

Click on your answer.

1. To skip an item, click → before answering.
2. You may review all items when you finish.

Click the → to begin.

→

CASAS Approaches to Remote Testing

#2 - 1:1 or multiple test takers

- For test takers on PCs with Windows 10
- Test taker's computer registered for eTesting.
- Test responses entered by test taker on own device.
- Proctor can use PC, Mac, iPad, or Chromebook.
- Proctor monitors up to 5 test takers via any web conferencing platform using webcam
- Reliable internet connection – 2 Mbps or faster

CASAS Approaches to Remote Testing

#3 - 1:1 or multiple test takers on Chromebooks or iPads

- For test takers on Chromebooks in kiosk mode or iPads in guided access mode
- Test taker's device registered for eTesting.
- Test responses entered by test taker on own device.
- Proctor can use PC, Mac, iPad, or Chromebook.
- Proctor monitors up to 5 test takers via any web conferencing platform using webcam.
- Reliable internet connection – 2 Mbps or faster

CASAS Approaches to Remote Testing

#4 - 1:1 with oral responses on Chromebooks or iPads

- Proctor must use [Windows 10 PC](#).
- Proctor's computer registered for eTesting.
- Proctor's screen shared with test taker.
- Test taker tells the proctor the answer to select for each test question.
- Test taker can use PC, Mac, iPad, or tablet.
- Proctor monitors using any web conferencing platform via test taker's mobile phone.
- Easy to implement for proctor and test taker.

Multiple Test Takers

- Proctor puts test takers in private breakout rooms to take the test.
- Proctor circulates to breakout rooms to monitor.
- Test takers can ask for assistance.
- More than one proctor, or a moderator and a proctor, can be used to make the process more secure and efficient.
- Test takers can simultaneously take more than one test form at a time (e.g., Reading GOALS, 903R and 905R).

CASAS Remote Testing Summary

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* See *CASAS Remote Testing FAQs* for screen size requirements.

** Check web conferencing platform to ensure it has all required features for remote testing.

Multiple-Choice Tests for Remote Testing

- Reading GOALS for ABE/ASE
- Math GOALS for ABE/ASE

- Life and Work Reading for ESL
- Life and Work Listening 980 for ESL

- Any Appraisals

- For California EL Civics:
Government & History for Citizenship

Agency Remote Testing Agreement

- Local agencies must already be set up to deliver CASAS eTests.
 - To transition to eTests, see the [Going Live Checklist](#).
- Local agencies must submit this form prior to testing remotely.
 - One per agency
- Covers all CASAS NRS-approved tests for Pre/Post Testing
 - For California Agencies: Also includes EL Civics assessments
- This signed agreement attests that the agency will adhere to all privacy, test security, technology, test environment, and test administration requirements in the *CASAS Remote Testing Guidelines*.

Proctor Remote Testing Agreement

- Proctors must agree to:
 - Follow all privacy, test security, technology, and test administration procedures and protocols in the *CASAS Remote Testing Guidelines*.
 - Document test takers' agreement not to take assistance from others.
- Covers all CASAS remote testing approaches.

Local agencies:

- are responsible for ensuring that their remote testing proctors are trained and are following remote testing protocols.
- should keep this on file with their Local Assessment Policy.

Going Remote!

1. Agency has already implemented CASAS eTests.
2. Read the Remote Testing Guidelines
3. Complete the Agency Remote Testing Agreement.
4. Each Proctor completes the Proctor Remote Testing Agreement. (Optional – Proctor Remote Testing Training)
5. Verify proctor equipment and experience requirements.

Going Remote!

6. Identify test takers who have required technology
7. Register testing station(s).
 - For 1:1 - register proctor's computer
 - For 1:1 or multiple test takers - register each test taker's computer
8. Review/select testing session templates and sessions.
9. Conduct trial remote testing runs with colleagues
10. Go Remote!

Test Preparation and Administration

Prior to Testing (on the day before or same day)

- Proctor (or moderator) meets with test taker to:
 - confirm technical requirements
 - verify test taker's identity
 - scan room
 - go over test procedures
 - answer questions to make the test taker comfortable with the process

On Testing Day

- Proctor connects with test taker to:
 - verify test taker's identity
 - scan room
 - administer test

Registering Testing Stations Remotely

- **Register station with code**
 - See step-by-step directions with screen shots on the Remote Testing page on the CASAS website.
- **Register station with credentials remotely**
 - See Remote Testing Guidelines
- You can also use a **testing station that was previously registered** by adding it to the remote test session.

Registering Testing Stations Remotely

Register station with code

- **How-To Video Demonstration**

Local Program Considerations

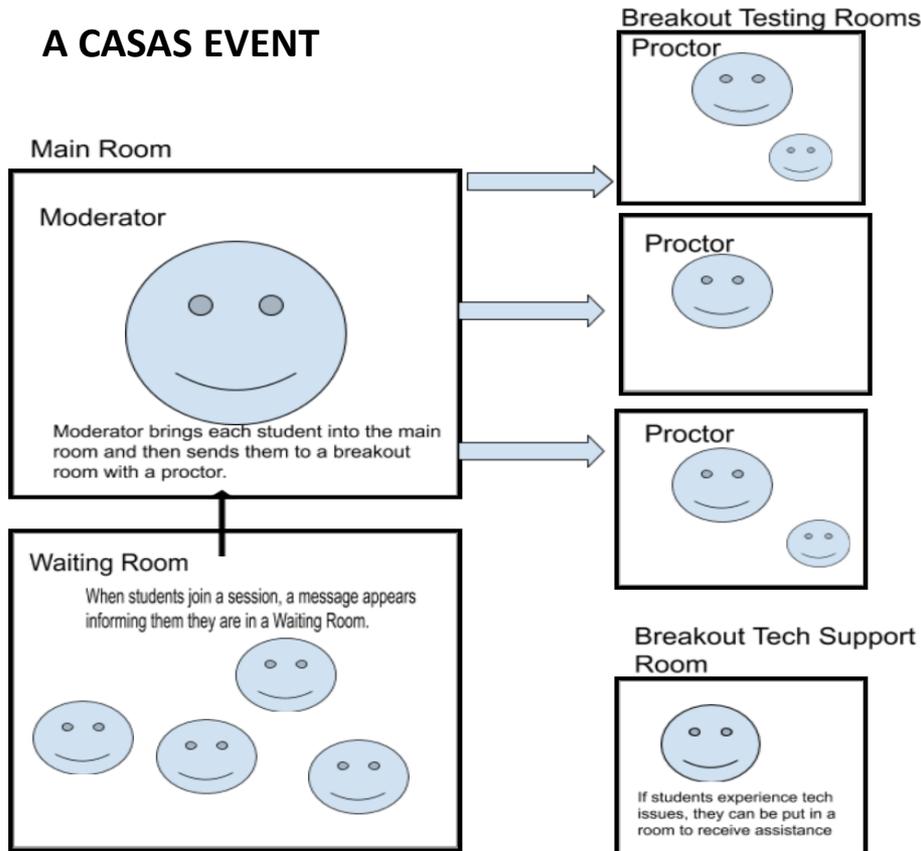
Notes on Emerging Assessment Scenarios

Determine procedures that work for your program.

- Use more than one remote testing approach, if useful (e.g., 1:1 and multiple test takers).
- Use hybrid onsite and remote options, if possible.
- Involve intake clerks and tech support.
- Use native language before testing begins to support lower level ESL learners, if possible.

Example of Process from Austin CC in Texas

A CASAS EVENT



The **Moderator** creates and runs the Testing Event.

The **Proctor** joins the Testing Event and administers CASAS to students in individual or group sessions.

--Developed by Karen Cook, Austin Community College

1 Proctor to Multiple Testers

Things to consider

- Web conferencing platform – need breakout rooms with audio and video
- Establish moderator and number of proctors.
- How will students receive link, enter the testing event?
- How will you handle tech issues?
- Develop scripts for both moderators and proctors.
- Clearly state the roles of the moderator and proctors.
- Develop trainings and practice time among staff before testing.

Developed by Karen Cook, Austin Community College District, austincc.edu

Notes on Emerging Assessment Scenarios

- Basic eTests monitoring rules apply
 - Collect cell phones and circulate to monitor test takers, if onsite.
- Start small and scale up to add more test takers when comfortable.
- Proctor to student ratio of 1:5 for remote only.
- May test more at a time if some are onsite – but never more than 25 per proctor.
- Be creative – AND follow the guidelines to ensure test security.
 - Let us know if you have suggestions for innovative approaches.

Quotes from the Field

- “It’s very helpful to **practice** with colleagues before testing students.”
- “Shout out to CASAS for creating the registration code so remoting into the student’s computer is no longer required. So, so easy!”
- “Where there’s a will, there’s a way!”
 - Linda Cianferra, Novi Adult School, MI, about the “Testing in Cars” model

Local agencies are discovering innovative ways to implement remote testing while following CASAS guidelines.

CASAS Training Updates

NEW CASAS Implementation Training Modules



- Reformatted and updated to:
 - Meet the needs of the field
 - Train for specific roles in the assessment process
 - Provide more detailed guidance for agencies starting to implement eTests
 - Provide targeted guidance for teachers that do not conduct testing

- Available July 1, 2020
- Go to training.casas.org

NEW CASAS Implementation Training Modules



Module 1: CASAS Implementation Basics

An introduction to CASAS and materials agencies need to get started with CASAS.

Module 2: CASAS eTests Implementation

Covers how to get started with web-based testing, how to administer CASAS eTests, and the benefits of computerized testing.

Module 3: Paper Test Implementation

Covers how to get started with paper-based testing, how to administer tests, and how to use paper testing to its full advantage.

Module 4: Test Results and Reports

Covers how to interpret and use test results and reports to improve instruction.

CASAS Implementation Training Modules

Module 1: Implementation Basics

Module 2: CASAS eTests Implementation

Module 3: Paper Test Implementation

Module 4: Test Results and Reports

User Role	Module 1	Module 2	Module 3	Module 4
Tester – Administer eTests only	✓	✓		Recommended
Tester – Administer Paper only	✓		✓	Recommended
Tester – Administer eTests and Paper	✓	✓	✓	Recommended
Instructors, Counselors, Career Coaches	Recommended			Recommended

CASAS at Virtual Conferences

- COABE presentations and Exhibitor Booth
- NAWB – Exhibitor Booth
- TESOL presentation and Exhibitor Booth

eTests and TOPSpro Updates

New TOPSpro Enterprise Field: “Unable to Test due to Force Majeure”

- Released on April 15th in TE (Build 75)
- Documents students who are unable to be tested due to school closures or other reasons, as requested by OCTAE.
- Wait for guidance from your state before using this field.

eTests and TOPSpro Updates

- **Data Managers:**

Force Majeure field for students exempted from testing

- **Administrators:**

Remote tests marked as “Remote=Yes” automatically

- TE > Records > Tests
- TE > Reports > CASAS eTests > Test Administrations

- **Proctors:**

Remote testing station registration using a “code”

Next Steps

Remote Testing – Coming Soon!

- **Reading Level Indicator** for **informal placement** into Federal Table 4
- **Listening tests on smart phones**
- **More options with multiple test takers**
- **More video demonstrations**
- **Promising practices presentations**
- Remote testing **User Groups**

Stay tuned!!!

Next Steps

- **Recording of this webinar and the PPT** will all be posted in the What's New/News and Update Webinars section on the CASAS website.
- If you have **additional questions**, send them to remotetesting@casas.org
- Direct **technical questions** to techsupport@casas.org
- If your agency is interested in **participating in a User Group for remote testing** of Pre- and Post-testing, contact remotetesting@casas.org

Questions and Comments from the Field

Thank you for attending!

Be CASAS Connected
Use #AdultEdu and #CASAScommunity to connect.



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