# HLPAE Registration and Testing

AN OVERVIEW

## Students Register Online

Registration is currently 3 steps:

- 1. Fill out online registration form
- 2. Fill out testing agreement
- 3. Make an appointment for testing

#### hlpae.com

Students click on one of the program options.

#### DISTANCE LEARNING OPPORTUNITIES

Click the links below to register for current offerings:

ESL - Citizenship

High School Diploma Program

Independent Study

Adult Basic Education (ABE)

**Effective Parenting Techniques** 

**CTE/Vocational Programs** 

### **Online Registration Form**

#### HLPAE ESL and Citizenship Online Registration Form

English as a second language/Citizenship Classes

Hacienda La Puente Adult Education



×

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This form is to self-enroll in ESL, Citizenship, or ESL/ABE. If you are not sure what class you want or want more information before enrolling in a class, please call (626) 933-8305. By clicking "Yes" below, you understand that filling out this form means automatic enrollment in a class. / 该表格 用于自我注册ESL, 公民身份或ESL / ABE。如果不确定在注册某个班级之前想要的课程还是想要更 多信息,请致电(626)933-8305。单击下面的"是",您了解填写此表格意味着自动注册班级。/ Este formulario es para autoinscribirse en ESL, Citizenship o ESL / ABE. Si no está seguro de qué clase desea o desea obtener más información antes de inscribirse en una clase, llame al (626) 933-8305. Al hacer clic en "Sí" a continuación, comprende que completar este formulario significa inscripción automática en una clase.

🔵 Yes, I know what class I want, have no additional questions, and want to enroll in a class / 是的,我知道我...

🔵 No, I will call (626) 933-8305 to obtain more information / 否,我会致电(626)933-8305以获取更多信息 /...

### **Online Registration Form**

#### Confirmation message:

Thank you for signing up for classes with Hacienda La Puente Adult Education. Before enrolling in a class, you need to take a CASAS Pre-Test. You can choose to either take the test in class following all implemented health and safety guidelines or from your home. To ensure you are made aware of all testing rules and/or your computer meets all testing requirements if you choose to test at home, you will need to fill out the following form: https://forms.gle/NPs8XbjPwg28rk5C7

感谢您报名参加Hacienda La Puente成人教育课程。 在注册课程之前,您需要进行 CASAS预测试。 为确保您的计算机满足所有测试要求,并且了解所有测试规则,您需 要填写以下表格:https://forms.gle/NPs8XbjPwg28rk5C7

Gracias por inscribirse en las clases de Educación para Adultos de Hacienda La Puente. Antes de inscribirse en una clase, debe realizar una prueba previa de CASAS. Para asegurarse de que su computadora cumpla con todos los requisitos de prueba y que usted conozca todas las reglas de prueba, deberá completar el siguiente formulario: https://forms.gle/NPs8XbjPwg28rk5C7

Hacienda La Puente Adult Education 수업에 등록 해 주셔서 감사합니다. 수업에 등록 하기 전에 CASAS 사전 테스트를 받아야합니다. 컴퓨터가 모든 테스트 요구 사항을 충족 하고 모든 테스트 규칙을 알고 있는지 확인하려면 다음 양식을 작성해야합니다. https://forms.gle/NPs8XbjPwg28rk5C7

### Testing Agreement – Summary of Form

Section 1 of 14

#### Testing Rules and Agreement/测试规则和协 X 议/Reglas de prueba y acuerdo

Before you schedule a date and time to test, we are required by CASAS (our state mandated testing provider) to ensure you understand all CASAS rules and guidelines. Also, if you plan on testing at home, we need to make sure your computer and internet meet CASAS computer requirements.

在您安排测试日期和时间之前,CASAS(我们的国家授权测试提供商)要求我们确保您了解所有CASAS规则和准则。另外,如果您打算在家中进行测试,我们需要确保您的计算机和Internet符合CASAS计算机的要求。

Antes de programar una fecha y hora para la prueba, CASAS (nuestro proveedor de pruebas obligatorio del estado) nos exige que nos aseguremos de que comprende todas las reglas y pautas de CASAS. Además, si planea realizar la prueba en casa, debemos asegurarnos de que su computadora e Internet cumplan con los requisitos informáticos de CASAS.

테스트 날짜와 시간을 예약하기 전에 CASAS (주에서 위임 한 테스트 제공 업체)의 모든 CASAS 규칙 및 지침을 이해 해야합니다. 또한 집에서 테스트 할 계획이라면 컴퓨터와 인터넷이 CASAS 컴퓨터 요구 사항을 충족하는지 확인해 야합니다.

Email address \*

Valid email address

This form is collecting email addresses. Change settings

### Testing Agreement – Summary of Form

#### How to Take Exam / 如何参加考试 / Cómo X · · tomar el examen / 시험 응시 방법

There are two options for taking this mandatory exam. The first option is to take the exam in-person, in a classroom. We will maintain a clean testing environment by sanitizing all surfaces and testing equipment in the classroom, before and after each session. Additionally, hand sanitizer will be available for you onsite. To ensure your safety, we will be limiting the number of students in the testing room to adhere to social distancing guidelines of remaining 6-feet apart from each other. Masks are required to be worn at all times by both the assessment technicians and all testers. Doors will be left open to ensure proper air flow. Finally, an assessment technician will be able to provide you with assistance to troubleshoot computer issues and/or guiding you through the examination process. If you do not feel comfortable taking the exam in-person, your second option is to take the test at home. You will need to meet all computer requirements, discussed later in this form. Be advised this option is not recommended for those not comfortable using a computer and/or Zoom.

After reading the above, how would you like to take your exam? / 阅读以上内容后, 您想如何参加\* 考试? / Después de leer lo anterior, ¿cómo le gustaría realizar su examen? / 위 내용을 읽은 후 시 험을 어떻게 보시겠습니까?

🔵 In a classroom / 在教室里 / En un aula / 교실에서

🔵 At-Home / 在家 / En casa / 집에서

#### **Computer Compatibility**

X :

Please choose a computer you plan to use to take your CASAS exam. Use that computer to help you answer the following questions. / 请选择您打算用来参加CASAS考试的计算机。使用该计算机帮助您回答以下问题. / Elija una computadora que planea usar para tomar su examen CASAS. Use esa computadora para responder las siguientes preguntas. / CASAS 시험에 사용할 컴퓨터를 선택하십시오. 해당 컴퓨터를 사용하여 다음 질문에 답하십시오. 시오.

Please tell us what kind of computer you are choosing to use for the test. / 请告诉我们您选择使 \* 用哪种计算机进行测试. / Indique a qué tipo de computadora elige usar para la prueba. / 시험에 어떤 종류의 컴퓨터를 사용하고 있는지 알려주십시오.

🔘 Windows 10 Personal Computer (Must have a webcam) / 必须有网络摄像头 / Debe tener una webcam) / W...

🔵 Windows 10 Laptop (Must have a webcam) / 必须有网络摄像头 / Debe tener una webcam) / Windows 10 ...

🔵 None of the above / 以上都不是 / Ninguna de las anteriores / 해당 사항 없음

) I do not have a computer or internet / 我没有电脑或互联网 / No tengo computadora ni internet / 컴퓨터 나 ...

#### Android, iPad, Mac (Desktop & Laptop)

Please mark if you have one of the following computers

请标记您是否有以下计算机之一

Marque si tiene una de las siguientes computadoras

다음 컴퓨터 중 하나가 있으면 표시하십시오.

... Do you have any of the following? / 您是否有以下任何一项? / ¿Tiene alguno de los siguientes? / 다음 중 어떤 것이 있습니까? \_\_\_\_ Android

iPad

Mac Desktop

Mac Laptop

#### Internet Compatibility

:

You are now going to check your internet speed. Click on the following link and press the big "Go" icon in the middle of the web page: https://www.speedtest.net/ Please type the numbers you see below. Note: Speed for both questions must be higher than 2. / 您现在要检查您的互联网速度。单击以下链接,然后按网页中间的大"开始"图标: https://www.speedtest.net/请输入您在下面看到的数字。注意: 两个问题的速度必须大于2. / Ahora va a verificar su velocidad de internet. Haga clic en el siguiente enlace y presione el ícono grande "Ir" en el medio de la página web: https://www.speedtest.net/ Escriba los números que ve a continuación. Nota: La velocidad para ambas preguntas debe ser mayor que 2. / 이제 인터넷 속도를 확인합니다. 다음 링크를 클릭하고 웹 페이지 중앙에 있는 큰 "이동"아이콘을 누르십시오. https://www.speedtest.net/ 아래에 보이는 숫자를 입력하십시오. 참고 : 두 질 문의 속도는 2보다 높아야합니다.

\* \* \*

Download mbps \*

Short answer text

.....

Upload mbps \*

Short answer text

#### **Computer Agreement**

X :

Description (optional)

\*\*\*

You must use the computer you indicated and tested today on the day of your exam. Using another computer may interrupt or cancel your testing. By clicking "Yes" below, you are indicating you have understood and agreed to use the computer you tested today. / 您必须使用 当天在考试当天指示和测试的计算机。使用其他计算机可能会中断或取消测试。单击下面的"是", 表示您已理解并同意使用您今天测试过的计算机. / Debe usar la computadora que indicó y probó hoy el día de su examen. Usar otra computadora puede interrumpir o cancelar su prueba. Al hacer clic en "Sí" a continuación, indica que ha entendido y aceptado usar la computadora que probó hoy. / 시험 당일에 표시하고 테스트 한 컴퓨터를 사용해야합니다. 다른 컴퓨터를 사용하면 테 스트가 중단되거나 취소 될 수 있습니다. 아래의 "예"를 클릭하면 오늘 테스트 한 컴퓨터를 이해하고 사용하는 데 동의하는 것입니다.

🔵 Yes / 是 / si / 예

### Testing Agreement – From CASAS Guidelines

#### Testing Rules / 测试规则 / Reglas de prueba

Please read the following rules in their entirety / 请完整阅读以下规则 / Por favor, lea las siguientes reglas en su totalidad / 다음 규칙을 모두 읽으십시오.

1. You may not go to any other websites, programs, or documents on your computer while you are testing. / 测试期间,您不得访问计算机上的任何其他网站,程序或文档. / No puede ir a ningún otro sitio web, programa o documento en su computadora mientras realiza la prueba. / 테스트하는 동안 컴퓨터에있는 다른 웹 사이트, 프로그램 또는 문서로 이동할 수 없습니다.

2. You cannot use any outside sources for help during the test, including help from the proctor to explain or answer any part of the test. / 在测试过程中,您不能使用任何外部资源来寻求帮助,包括督导员的帮助以解释或 回答测试的任何部分. / No puede utilizar ninguna fuente externa para obtener ayuda durante la prueba, incluida la ayuda del supervisor para explicar o responder cualquier parte de la prueba. / 시험 중 어떤 부분을 설명하거나 답변하기위한 감독관의 도움을 포함하여 시험 중 도움을 위해 외부 출처를 사용할 수 없습니다.

3. You cannot take breaks during the test, unless they have been approved for a testing accommodation. If approved, you should not leave the room or use other devices. / 除非经过批准可以进行测试,否则您不能在测试期间休息。 如果获得批准,则不应离开房间或使用其他设备. / No puede tomar descansos durante la prueba, a menos que hayan sido aprobados para una adaptación de prueba. Si se aprueba, no debe salir de la habitación ni usar otros dispositivos. / 시험 편의를 위해 승인되지 않은 경우 시험 중 휴식을 취할 수 없습니다. 승인되면 방을 나가거나 다른 장치를 사용해서는 안됩니다.

4. Testing will take between 1-2 hours. While you are testing, you are not allowed to be interrupted by other people during the test. Please remember to choose a date and time when you know you will not be interrupted. / 测试期间,您不得被其他人打扰。请记住选择一个不会干扰您的日期和时间. / No se le permite ser interrumpido por otras personas durante la prueba. Recuerde elegir una fecha y hora cuando sepa que no será interrumpido. / 테스트는 1 ~ 2 시간이 소요됩니다. 테스트하는 동안 다른 사람이 테스트를 방해하는 것은 허용되지 않습니다. 방해받지 않을 것이라는 것을 알고있는 날짜와 시간을 선택하는 것을 잊지 마십시오.

5. Cell phones or other electronic devices may not be used. / 可能无法使用手机或其他电子设备. / No se pueden usar teléfonos celulares u otros dispositivos electrónicos. / 휴대폰이나 기타 전자 기기는 사용할 수 없 습니다.

6. Math test takers ONLY: Scratch paper is allowed. Please make sure the paper you use is blank. You will be asked to show your scratch paper to the proctor on the day of your exam. / 仅数学考生: 允许草稿纸。 请确保 使用的纸张为空白。 在考试当天,您将被要求向保管人出示草稿. / SOLO para los que rinden exámenes de matemáticas: se permite el papel de rascar. Asegúrese de que el papel que usa esté en blanco. Se le pedirá que muestre su papel borrador al supervisor el día de su examen. / 수학 시험 응시자 만 해당: 스크래치 페이퍼 가 허용됩니다. 사용하는 용지가 비어 있는지 확인하십시오. 시험 당일 시험 감독관에게 스크래치 페이퍼를 보여 주셔야합니다.

By selecting "yes," you are agreeing you have read and understood all of the testing rules above. / 选择"是",即表示您同意已阅读并理解上述所有测试规则. / Al seleccionar "si", usted acepta que ha leido y entendido todas las reglas de prueba anteriores. / "예"를 선택하면 위의 모든 테스트 규 칙을 읽고 이해하는 데 동의하는 것입니다.

🔵 Yes / 是 / si / 예

#### Testing Agreement – From CASAS Guidelines

#### Testing Agreement / 测试协议 / Acuerdo de × · · prueba / 테스트 계약

Please answer the questions below. If you do not understand any of the statements, please call 626-933-8330 and someone will assist you with any of the questions you do not understand. / 请回答以下问题。如果您听不懂任何陈述,请致电626-933-8330,有人会为您解决任何您不理解的问题. / Por favor conteste las preguntas a continuación. Si no comprende alguna de las declaraciones, llame al 626-933-8330 y alguien lo ayudará con cualquiera de las preguntas que no comprenda.

You will need to keep a camera on during the test. A proctor will be watching you while you take \* the test. The proctor will not be recording you and you will not be recording the proctor. Do you understand? / 测试期间,您将需要保持相机开机。在您参加考试时,监考人员将监视您。监考官将不会为您录音,您也不会录音为监考人。你理解吗? / Deberá mantener una cámara encendida durante la prueba. Un supervisor lo estará observando mientras realiza la prueba. El supervisor no lo grabará a usted y usted no grabará al supervisor. Lo entiendes? / 시험 중에는 카메라를 켜 두어야합니다. 시험을 치르는 동안 감독관이 지켜 볼 것입니다. 감독관은 귀하를 녹화하지 않으며 귀 하는 감독관을 녹화하지 않을 것입니다. 이해하셨습니까?

🔵 Yes/是/Si/예

) No / 没有 / 아니

#### Testing Agreement – From CASAS Guidelines

Will anybody else be in the room with you while you test? / 测试期间,其他人会和您一起在房间里\* 吗? / ¿Alguien más estará en la habitación contigo mientras haces la prueba? / 테스트하는 동안 다른 사람이 함께 방에 있습니까?

🔵 Yes/是/Si/예

🔵 No / 没有 / 아니

Will you take the test by yourself? / 你会自己参加考试吗? / ¿Tomarás la prueba tú solo? / 혼자서 \* 시험을 보시겠습니까?

🔵 Yes/是/Si/예

🔵 No/没有/아니

\*\*\*

You cannot use a translator, dictionary, notes, books, your computer or any other device to find "answers. Do you agree? / 您不能使用翻译器,字典,笔记,书籍,计算机或任何其他设备来找到答案。你同意吗? / No puede usar un traductor, diccionario, notas, libros, su computadora o cualquier otro dispositivo para encontrar respuestas. ¿Estás de acuerdo? / 번역기, 사전, 메모, 책, 컴퓨터 또는 기타 장치를 사용하여 답을 찾을 수 없습니다. 동의하십니까?

🔵 Yes/是/Si/예

) No / 没有 / 아니

### Testing Agreement – Form Completion Message

#### Confirmation message:

Thank you so much for agreeing with our testing rules and agreement. Please click one of the links below to schedule a remote/at-home testing appointment for either ESL/Citizenship or High School Diploma/Equivalency / 非常感谢您同意我们的测试规 则和协议。请单击下面的链接之一为ESL /公民身份或高中文凭/同等学历安排远程/在 家测试预约 / Muchas gracias por aceptar nuestras reglas de prueba y nuestro acuerdo. Haga clic en uno de los enlaces a continuación para programar una cita de prueba remota / en el hogar para ESL / Ciudadanía o Diploma de escuela secundaria / Equivalencia / 테스트 규칙 및 계약에 동의 해 주셔서 감사합니다. ESL / 시민권 또는 고등학교 졸업장 / 동등성에 대한 원격 / 가정 시험 일정을 예약하려면 아래 링크 중 하 나를 클릭하십시오.

ESL or Citizenship / ESL或公民身份 / ESL o ciudadanía / ESL 또는 시민권 : https://calendly.com/assesstech/esl-cit

High School Diploma/Equivalency: https://calendly.com/assesstech2/remote-abease

## Calendly

Assessment Technician

#### Language Assessment

S 1 hr

**Q** Zoom

Before enrolling in our ESL or Citizenship program, you need to take a language assessment. Please use the calendar to choose a date and time you are available./在注册我们的 ESL或公民计划之前,您需要进行语言评估。请 使用日历选择可用的日期和时间./Antes de inscribirse en nuestro programa de ESL o Ciudadanía, debe realizar una evaluación de idioma. Utilice el calendario para elegir una fecha y hora en que esté disponible./ESL 또는 Citizenship 프로그램에 등록하기 전에 언어 평가 를 받아야합니다. 달력을 사용하여 가능한 날짜 와 시간을 선택하십시오

Select a Date & Time							
September 2020 < >							
SUN	MON	TUE	WED	THU	FRI	SAT	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

Pacific Time - US & Canada (2:28pm) •



## Calendly

#### **Enter Details**

Name \*

Assessment Technician

#### Language Assessment

C 1 hr

←

**Z**oom

12:00pm - 1:00pm, Tuesday,
September 22, 2020

S Pacific Time - US & Canada

Email \*

l want to enroll in the following class./我想参加以下课程./Quiero inscribirme en la siguiente clase./다음 수업에 등록하고 싶습니 다. \*

ESL

#### Citizenship

For Citizenship only: please send us a photo or scanned copy of your green card (both front and back of your card) to the email below (note: you will need to show it again at your appointment): assesstech1@gmail.com \*

Yes, I understand and will email a copy before meeting to assesstech1@gmail.com

] No, I want to learn English

Schedule Event

## Calendly

#### Confirmed

Calendary of

You are scheduled with Assessment Technician.

🚯 Add to your calendar 🗸

Language Assessment

12:00pm - 1:00pm, Tuesday, September 22, 2020

S Pacific Time - US & Canada

**Z**oom

Zoom link and password will be sent to you prior to the meeting.

#### Simple. Automated. Scheduling.



## Calendly – Email Confirmation to Students

Reply Reply All G Forward Fri 7/31/2020 2:19 PM Assessment Technician (via Calendly) < notifications@calendly.com> Confirmed: Language Assessment with Assessment Technician on Tuesday, September 22, 2020

Expires 7/31/2022

f there are problems with how this message is displayed, click here to view it in a web browser.

Retention Policy 2 Year Delete from Primary mailbox Policy (2 years)

Hi practice,

\*

Your Language Assessment with Assessment Technician at 12:00pm (Pacific Time - US & Canada) on Tuesday, September 22, 2020 is scheduled.

Before enrolling in our ESL or Citizenship program, you need to take a language assessment. Please use the calendar to choose a date and time you are available./在注册我们的ESL或公民计划之前,您需要进行语言 评估。请使用日历选择可用的日期和时间./Antes de inscribirse en nuestro programa de ESL o Ciudadanía, debe realizar una evaluación de idioma. Utilice el calendario para elegir una fecha y hora en que esté disponible./ESL 또는 Citizenship 프로그램에 등록하기 전에 언어 평가를 받아야합니다. 달력을 사용하여 가능한 날짜와 시간을 선택하십시오

Location: Zoom - Zoom link and password will be sent to you prior to the meeting.

Your Answers:

I want to enroll in the following class./我想参加以下课程,/Quiero inscribirme en la siguiente clase./다음 수업에 등록하고 싶습니다.

Citizenship

For Citizenship only: please send us a photo or scanned copy of your green card (both front and back of your card) to the email below (note: you will need to show it again at your appointment): assesstech1@gmail.com Yes, I understand and will email a copy before meeting to assesstech1@gmail.com

Yes, I understand and will email a copy before meeting to assesstech1@gmail.com	
Add to Google Calendar	Add to iCal/Outlook
Make changes fo	this event:
Reschedule	Cancel
Sign up for your own	Calendly page

### Calendly – Email Reminders

On Nov 8, 2020, at 7:00 PM, Assessment Team (via Calendly) <notifications@calendly.com> wrote:

Hi' ~ \_ /' .....,

This is a friendly reminder that your Remote ESL/Cit Language and Pre-Test with Assessment Team is at 07:00pm (Pacific Time - US & Canada) on Monday, November 9, 2020. Location: Zoom

Here is the Zoom link for your appointment / 这是您预约的缩放链接 / Aquí está el enlace Zoom para su cita / 약속을위한 확대 / 축소 링크입니다. https://link.edgepilot.com/s/a9f73093/a-Y2DVmTZ065L73\_R41axQ?u=https://hlpusd-k12-ca.zoom.us/j/97984075992?pwd=bGNOb1BnYm5mdUd4Zm1WaFdxdnhBdz09 Password / 密码 / Contraseña / 암호: remote

Please call (626) 933-8305 if you need to reschedule. Let the receptionist know you would like to reschedule your ESL CASAS test. Otherwise, we will see you at the above appointment. Thank you!

如果需要重新安排,请致电(626)933-8305。让接待员知道您想重新安排ESL CASAS测试的时间。否则,我们将在上述任命见。谢谢!

Llame al (626) 933-8305 si necesita reprogramar. Hágale saber a la recepcionista que le gustaría reprogramar su examen ESL CASAS. De lo contrario, lo veremos en la cita anterior. ¡Gracias!

일정을 변경해야하는 경우 (626) 933-8305로 전화하십시오. 접수 담당자에게 ESL CASAS 시험 일정을 변경하고 싶다고 알려주십시오. 그렇지 않으면 위의 약속에서 뵙겠습니다. 감사합니다!





\*\*Proctors provide students with a remote access code\*\*



Proctors choose one main computer



Proctors sign into multiple computers using their same zoom account or use the zoom testing link and password to join the testing meeting (assigned name like "Proctor 1")

\*\*Proctors provide students with a remote access code\*\*



\*\*Proctors provide students with a remote access code\*\*

Once the following has taken place:

- all rooms have been assigned,
- all students have been given the remote access code
- all students are ready to start

The proctor will click (open all rooms) and move to the logged in computers to accept all their multiple selves into each breakout room.



End result - can visibly see each student in each breakout room on computer screens without having to navigate to each breakout room on one computer.

#### \*\*Proctors provide students with a remote access code\*\*

### Proctor Feedback (Pros and Cons)

- Students choose testing modality
- Provide students with 21 Century Skills
- Registration easy to understand
  - Step by step instructions
  - Multiple languages
- *Calendly* is user friendly
  - No need to constantly make appointments
  - Easy to look up testers

- Language Barrier
  - Transition student from multiple testers to another computer that is open for remote control access
- Need to have "extra" computer in lab in order to troubleshoot
- Lack of flexibility
- Students share *Calendly* link instead of registration link

### Incentivizing Testing - Textbook

Students completing an NRS level receive a program book

ESL



Citizenship



HSE



