

CASAS CIT Remote Test Training Webinar

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Goals and Objectives

Goal: CIT Administrators will be able to give the CIT test remotely

- Identify the agreements necessary for CIT remote testing.
- Identify and implement the procedures necessary for effective CIT remote test implementation.
- Identify the tools that will assist in appropriate CIT remote implementation.



CASAS CIT Remote Test Training

Agenda

- Overview
- Implementation
- Guidelines and Tools



CASAS EL Civics CIT Remote Testing Overview



EL Civics CIT Remote Testing Benefits

- Good for students and teachers to see their progress
 - Opportunity to assess students who have recently completed significant learning
 - Provides students with helpful feedback
 - Keeps students engaged in learning
 - Prepares students for USCIS test
 - Provides closure and useful information for teachers
- Agencies can use this time to build capacity
 - Establish procedures
 - Train staff
- Be prepared for the future with distance learning as a regular and essential part of your program.
- Remote testing is the wave of the future for distance learning.



Remote Testing Challenges

- Access to Technology (equity concerns)
 - Appropriate devices for CIT Administrator and student
 - Internet bandwidth – competition with others in household
- Student test environment
 - May lack privacy
 - A quiet place to test without distractions
- Test security
 - Confirmation of Student ID
 - Verbal Student Agreement to Remote Testing Security Procedures
 - Agency secure storage of remote testing materials



CIT Remote Testing – Additional Requirements

- **Additional Training**
 - *Remote CIT Testing Training*
- **Delivery Modifications**
 - CIT Administrators or CIT Certifiers follow *CIT Remote Testing Guidelines* in addition to the *CIT Test Administration Directions*.
- **Remote Testing Agreements**
 - Agency – one agreement per agency for all remote assessments
Agency Remote Testing Agreement
 - CIT Administrator – one agreement per CIT Administrator
Proctor Remote Testing Agreement
 - Student – oral agreement given at the time of testing
- **Test Security Measures**
 - Agencies and CIT Administrators are responsible to ensure test security in remote setting.



CASAS EL Civics CIT Remote Testing Implementation



Preparation for CASAS EL Civics CIT Remote Testing

The existing ***CIT Test Administration Directions*** in the ***CIT Training*** apply unless specifically noted otherwise in the ***CIT Remote Testing Guidelines***.



Preparation for CASAS EL Civics CIT Remote Testing

Policy

- At least one person from each agency completes ***CIT Remote Test Training*** and trains other CIT Administrators, if appropriate.
- A CIT Administrator trained in CIT remote testing can use the one-page overview of CIT remote test procedures called **“Going Remote!” Checklist for CIT Test** and the ***CIT Remote Testing Guidelines***.
- Go to: *California Remote Testing* page at casas.org



Preparation for CASAS EL Civics CIT

Remote Testing continued

Remote Testing Options

Determine most accessible and most secure remote technology/procedures for CIT testing.

- **CIT Remote Testing Delivery Modes**
 - Smartphone with camera
 - Computer with webcam and phone
- **CIT Test Booklet (Forms 973 and 974)**
 - CASAS paper CIT test booklets
 - CASAS fillable PDF CIT test booklets



Preparation for CASAS EL Civics CIT

Remote Testing continued

CIT Remote Testing

- The CIT test delivery can be modified for remote testing on computers or smartphones
- The key requirement is the ability to see and interact with the student “live” – in real time.



Preparation for CASAS EL Civics CIT

Remote Testing continued

CIT Remote Testing Platforms

- Remote assessments can take place using a number of apps, including:
 - ZOOM™ (Windows, Android, Chrome, OS, iOS)
 - WhatsApp™ (Windows, Android, Chrome, OS, iOS)
 - Google Duo™ (Windows, Android, Chrome, OS, iOS)
 - Skype™ (Windows, Android)
 - FaceTime™ (OS, iOS)



Preparation for CASAS EL Civics CIT

Remote Testing continued

Agreements

- Each agency accesses online, completes and submits the ***Agency Remote Testing Agreement*** prior to testing.

Check the CASAS test series for remote testing: (check all that apply)

- Reading GOALS series for ABE/ASE
- Math GOALS series for ABE/ASE
- Life and Work Reading series for ESL
- Life and Work Listening 980 for ESL
- Government and History for Citizenship
- CIT - Citizenship Interview Test
- COAAPs - Civic Objectives and Additional Assessment Plans



Preparation for CASAS EL Civics CIT

Remote Testing continued

Agreements continued

- ***Agency Remote Testing Agreement***

CIT for Remote Testing

	CASAS Paper CIT Test Booklets Only	CASAS Fillable PDF CIT Test Booklets Only	Both
CIT Test Booklet Mode			

	Smartphone with Camera	Computer with Webcam and Phone	Both
CIT Remote Testing Delivery Mode *			

**Exception: For initial CIT Certification, two interviews must be audio-recorded and the test taker must agree to be recorded.*



Preparation for CASAS EL Civics CIT

Remote Testing continued

Agreements

- Each agency ensures that CIT Administrators have been trained in remote testing and security measures and have signed the ***Proctor Remote Testing Agreement***. This agreement is kept on file at the agency.
- Go to: *California Remote Testing* page at casas.org



Preparation for CASAS EL Civics CIT

Remote Testing continued

Procedures

- Add agency-determined remote testing procedures to the ***Local Assessment Policy***.
- CIT Administrators practice with selected technology before using with student in a remote testing environment.
- Schedule remote testing of students who have completed citizenship preparation.



Administering the CIT Test Remotely

- Administer CIT test form 973 or 974 following ***CIT Test Administration Directions*** and ***CIT Remote Testing Guidelines***.
 - CIT Test administration is a 1:1 test. No group testing is permitted.
 - CIT Administrator scores student's performance in test booklet (paper or fillable PDF).



Administering the CIT Test Remotely

continued

Security of Testing Environment

- Obtain verbal and/or visual confirmation of privacy and security measures.
 - Confirm test taker identity.
 - Using the language in the ***CIT Remote Testing Guidelines*** (see next slides):
 - check that the student is alone and not getting assistance from people or items that are not appropriate during testing.
 - have student sweep the room with a video camera before and after the test session (if possible).



Administering the CIT Test Remotely

continued

Security of Testing Environment (continued)

- Provide for accommodations, as needed.
- If the test taker does not understand or agree to the above agreements, the test taker cannot take the assessment remotely and the session will need to end.



Administering the CIT Test Remotely

Continued

CIT Remote Testing Guidelines (excerpt)

You must communicate with the test taker about privacy and security and receive several verbal confirmations.

You must say, ***“Before we start, I need to go over a few important things. I will also ask you some questions. You need to answer Yes or No to each question. Do you understand?”*** The test taker must answer, ***“Yes”***.

If you are going to record the interview* you must say, ***“I am going to record this interview. Do you give permission to be recorded?”*** The test taker must answer, ***“Yes”***.

*Initial CIT Certifiers must record 2 interviews and submit to CIT@casas.org



Administering the CIT Test Remotely

Continued

CIT Remote Testing Guidelines (excerpt) continued

The test taker must verbally confirm that no other people are in the room and that the work the test taker submits will be their own. You must ask the following questions:

1. ***“Is anybody else in your room?”*** The test taker must answer, ***“No.”***
2. ***“Will you take the test by yourself?”*** The test taker must answer, ***“Yes.”***
3. ***“You cannot use notes, books, or your computer to find answers. Do you agree?”*** The test taker must answer, ***“Yes.”***
4. Test takers must verbally confirm that they will not share test items. You must state ***“You cannot share any test questions or answers. Do you agree?”*** The test taker must answer, ***“Yes.”***



Administering the CIT Test Remotely

continued

- Administer the test.
- Turn in test results to data person for entering into TOPSpro Enterprise (TE).
- Data person must check the “remote delivery” box.

The screenshot displays the CASAS TE (TOPSpro Enterprise) interface. The top navigation bar includes 'View', 'Organization', 'Records', 'Reports', 'Tools', 'Scoring', and 'Help'. The user is identified as 'Janice Fera' using version '3.0 build 79'. The main window shows a 'Tests' window for ID '4629345'. The 'Test Information' section includes fields for Site (9), Student (4629345), Program Year (7/1/2019 - 6/30/2020), Assessment Date (5/28/2020), Form Code (974S), and Form Name (Citizenship Interview Test). The 'Assessment Info' section shows Assessment Date (5/28/2020), Assessment Type (Fixed Form), Form (974S - Citizenship Interview Test), Class (034507P - ESL Citizenship Prep), Score Override (checked), Raw Score (41), Scale Score (211), Accurate (checked), Passed (checked), and Retested (unchecked). A red arrow points to the 'Remote Test' checkbox, which is checked. The 'Assessment Items' section shows 'Item Responses: Not Available'.



CIT Test Booklet Storage Policy

- Agency determines policy for keeping remote testing booklets secure for auditing purposes.
- Test Booklet Storage Policy:

Blank and used test booklets need to be kept in a locked secure cabinet (print) or computer (digital). These need to be kept for three years plus the current year in a central agency location for auditing purposes, unless an agency knows that they will be the subject of an ongoing audit, in which case they must keep records for 5 years. (See the CASAS Administration Manual for additional information related to saving and archiving documents.)



“Going Remote!” Checklist for CIT Test

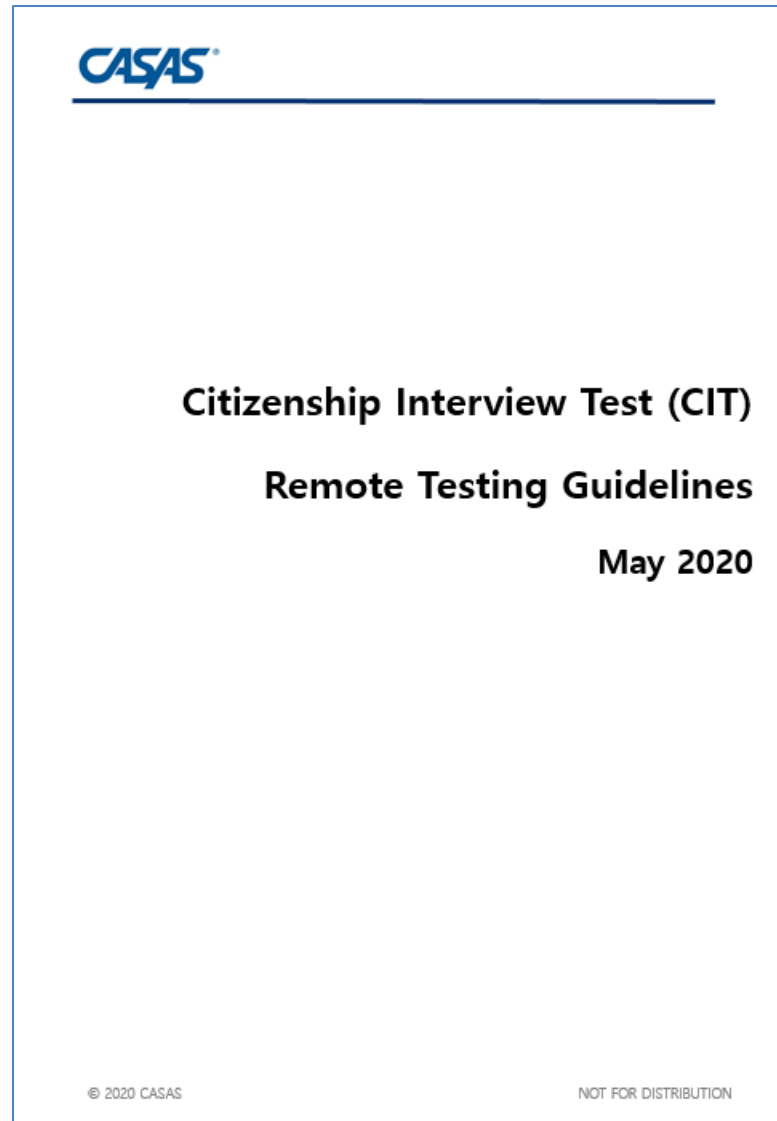
- For a one-page overview of CIT remote test procedures, see the **“Going Remote!” Checklist for CIT Test**
- Go to: *California Remote Testing* page at casas.org



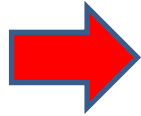
CASAS EL Civics CIT Remote Testing Guidelines and Testing Tools



New!

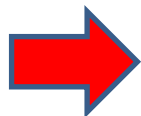


Remote Testing Tools



Find these documents at the *California Remote Testing* page at casas.org

- ***CASAS CIT Remote Test Training Webinar***
Recording and Slides
- ***CIT Remote Testing Guidelines***
- ***Going Remote! Checklist for CIT Testing***
- ***CIT Remote Testing FAQs***
- ***Agency Remote Testing Agreement***
- ***Proctor Remote Testing Agreement***



Contact CIT@casas.org for the following: CASAS fillable PDF CIT test booklets (Forms 973 and 974)



CIT Remote Testing Feedback

- We invite you to:
 - share your and your students' experiences with remote CIT testing.
 - make suggestions for how CIT remote testing can be improved.
 - ask questions.

Contact CIT@casas.org



Goals and Objectives

Goal: CIT Administrators will be able to give the CIT test remotely

- Identify the agreements necessary for CIT remote testing. ✓
- Identify and implement the procedures necessary for effective CIT remote test implementation. ✓
- Identify the tools that will assist in appropriate CIT remote implementation. ✓



Reflection

- With whom at your agency will you discuss remote CIT implementation such as:
 - ***Agency Remote Testing Agreement?***
 - ***Local Assessment Policy?***
 - best technology for your citizenship preparation students?
- How will your agency survey teachers and students about CIT remote implementation?



Thank you for attending!

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