CASAS CIT Remote Testing Guidelines

Version 1.0
Table of Contents

I. EL Civics CIT Testing – Remote! .................................................................3

II. Technical Requirements .............................................................................3

III. Environment ..............................................................................................4

IV. Security and Privacy ..................................................................................4

V. Test Administration Directions ....................................................................5
I. EL Civics CIT Testing Online – Remote!

CASAS is excited to support agencies as they prepare for the future, with distance learning becoming a regular and essential part of programs. Remote testing is the wave of the future in order to better support distance learning opportunities for more learners.

The remote testing solutions for CIT testing described below illustrate how administration of the CIT test, a one-to-one (1:1) testing procedure, can be accomplished using a web conferencing platform, smartphone or other phone. Please follow the guidelines outlined in this document to ensure a safe testing experience.

Individual agencies can begin CIT remote testing after they sign an Agency Remote Testing Agreement. The Agency Remote Testing Agreement can be found on the California Remote Testing page of the CASAS website. This signed agreement attests that the agency will adhere to all test security measures and remote testing protocols while testing remotely.

For the CIT test, examiners must be certified CIT administrators. They do not need be certified as eTests proctors. However, CIT administrators must sign a Proctor Remote Testing Agreement to attest that they will adhere to all test security measures and remote testing protocols. These agreements are kept on file at the agency. Local agencies are responsible for ensuring that their CIT remote testing administrators are trained and are following remote testing protocols.

CIT Remote Testing Training is available on the California Remote Testing page of the CASAS website. It is required that at least one person from each agency complete this training to prepare CIT administrators for the additional challenges presented by remote testing. CIT administrators trained in remote testing can train other CIT administrators at the agency using the remote testing training resources available on the California Remote Testing page at www.casas.org.

II: Technical Requirements

CIT remote testing can be done on a variety of devices. Optimally, the CIT test delivery can be modified for remote testing on computers or smartphones. This will allow the CIT Administrator to see and interact with the student in real time. If needed as an accommodation, the CIT test can be delivered on a device without a camera.

Remote assessments can take place using online tools such as:

- 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)*

*The testing agency must train staff and test takers on the basics of the selected tools.

CIT Administrators and test takers should use the most accessible and most secure remote technology/procedures for CIT testing:

- Smartphone with camera
- Computer with webcam and phone
  - **Optional** - It is recommended that test takers use a smartphone or second device as an external camera so the CIT Administrator can monitor the testing area more efficiently.
III. Environment

A proper environment is important to ensure that tests remain secure and to reduce distractions that may invalidate test results. Here are some key characteristics of a proper environment for remote testing:

- Testing spaces should be in a quiet room without background noise or distractions. The room should have a closed door to ensure there are no interruptions by others. If a room with a closed door is unavailable, the test taker must ensure either that no one else is in the room (or nearby rooms) or that they will not be interrupted.
- Lighting should be bright enough for the CIT administrator to clearly see the test taker and the testing space.
- Testing spaces (desks, tables, etc.) must be clear of extra papers, books, pens, pencils, etc. Nothing but the testing device may be in the space.
- Additional monitors, computers, and other electronic devices should be turned off or removed.

We recognize that it may be difficult to meet all of these requirements. CIT administrators work with the test takers to provide a secure CIT test environment.

IV. Security and Privacy

The privacy of test taker personal information and the security of the CASAS CIT testing instruments is extremely important. While it is always necessary to follow best practices to keep student information and the tests secure, there are additional security concerns with remote testing.

Collection of Personal Information

The CIT administrator must inform the test taker of the types of personal information that will be collected and how they will be used and secured. This includes any demographic information and test item responses and scores. No video capture of CIT tests is needed. CIT administrators score test takers as per CIT training and record scoring on either CASAS Paper or PDF Fillable CIT Test booklets.

After testing has completed, the CIT administrator should turn in the CASAS Paper or Fillable PDF CIT Test Booklet which includes the test results to the agency data person for entering into TOPSpro Enterprise (TE). CIT certifiers must also send in the required CIT test booklets and recorded interviews to CIT@casas.org. CIT test administrators or certifiers must delete the CASAS Fillable PDF CIT Test Booklets from their device upon verification of receipt by the responsible agency person.

Test Security

It is the responsibility of the agency and the CIT administrator to ensure that the CASAS testing instruments and test items are kept secure. Agencies participating in CASAS remote testing must sign the Agency Remote Testing Agreement, which states that CIT administrators and testing personnel will follow the privacy, test security, technology, and test administration requirements and procedures that have been outlined in this document. An electronic version of the Agency Remote Testing Agreement is on the California Remote Testing page of the CASAS website. An agency should access, complete and submit this agreement online as directed before starting remote testing.

It is the immediate legal responsibility of the agency director, principal, or other primary administrator to enforce the security of testing materials, which includes CASAS Paper and Fillable PDF CIT Test Booklets 973 and 974. Only CIT Administrators and others qualified as part of the testing process may have access to any testing materials.

CASAS continually examines and researches security concerns to maintain the integrity of the testing instruments, but remote CIT Administrators need to be vigilant during testing sessions to ensure that CASAS testing instruments are not compromised. If CASAS determines that any agency, school, or other testing entity, has violated any provision of this test security policy in any manner, purposely or otherwise, CASAS reserves the right to take appropriate action to rectify the violation.
Test Administration

Agencies must ensure that test takers are adequately prepared before testing. The CIT administrator must check that the technology and environment requirements are met, and that the test taker understands the testing process. The CIT Administrator must explain all of the steps in the remote testing process. This preparation may be done in a separate session before the day of testing or before testing begins on the same day as the test is given. As they ask the CIT test questions, CIT administrators must actively monitor the test taker throughout an entire test session to ensure that all testing rules are followed. Testing personnel must follow all test administration directions as directed in the CASAS CIT Remote Testing Guidelines document and the CIT Test Administration Directions.

Testing Accommodations

The same testing accommodations allowed by CASAS can be made for remote testing. Please refer to the CIT Test Administration Directions for more information on these accommodations. Contact CASAS about providing additional accommodations related to testing in a test taker’s home environment or other location.

Confidentiality of Tests and Test Items

No agency, school, or other entity may use any test or test item — published or unpublished — as a tool to prepare examinees for the testing process. CASAS tests may never serve as practice tests in any capacity or for any purpose. Reviewing, discussing, or explaining test items to anyone at any time is not permissible.

Copyright Infringement

Federal copyright law prohibits the unauthorized reproduction and use of copyrighted test materials. Therefore, it is not lawful to duplicate, photograph, record or reproduce test materials in any manner.

V: Test Administration Directions

Test administration directions are provided below. Following the steps for remote testing preparation will ensure:

- You are comfortable with delivering a testing session as a remote CIT Administrator.
- The test taker is familiar with the remote testing process.
- There are no technical issues that might interfere with testing.

Practice remote testing with another staff person at your agency prior to administering the actual test. Practicing is key to ensuring a smooth testing experience for your test takers.

Part A: Preparation for Remote Testing

Note: Communicating with test takers in their native language is acceptable during preparation for remote testing.

Step 1: Scheduling and Set-Up

1. Schedule an agreed-upon day and time that is convenient for both you and the test taker.
2. If you are using web conferencing, send a meeting invitation to the test taker’s email address – include the meeting number and URL for access. If you are using a phone, call or text the student.

Step 2: Greeting and Explanation of Next Steps

1. At the designated time, you and the test taker access the web conference meeting URL/link or connect by phone.
2. When web conferencing, after the meeting starts, click the “Security” button, and then disable the “Allow participants to rename themselves” option if available.
Explanation of Remote Testing

- Once you both are connected with video and audio say, “Hello, my name is ______. I am your CIT administrator and will be giving you the test. I will check your ID and the room that you will take a test in. This should take just a few minutes. I will also be happy to answer any questions that you have. Do you understand?
- If the test taker answers “Yes”, say “Later you will take the test.”

Step 3: Verifying Identity

1. Verify the test taker’s identity at the start of the meeting.
2. Tell the test taker, “Now I need to check your ID. Can you please take it out?”
   - Acceptable forms of identification: government-issued driver’s license, passport, military ID, or alien registration card (permanent resident, green card). Forms of ID that agencies allow for enrolling into classes are also acceptable.
3. Follow your agency’s protocol on methods to verify student identity if these specific steps are not appropriate for your district policy.
4. Say, “Please hold your ID up to the camera so I can see it. Can you please say your name?”
5. If you are giving the student an accommodation because they do not have a camera, ask the student “What is your name? What is the number on your ID card?”

Step 4: Technology and Environment Review

1. You must ensure that the test taker has met all of the technology and environment requirements listed above.
2. Tell the test taker, “Please pick up your device or webcam and show me the whole room that you are in. I need to see all of it.”
   - If the test taker is not showing the entire room, explain to the test taker specifically that you only want to see that there are no other people in the room, no books and papers next to the computer (Once all requirements are met, ask, “Do you have any questions for me about taking a test in this way?)

Part B: Taking the Test

Step 1: Agreements

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

1. 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”.
2. If you are going to record the interview, you must say, “I am going to record this interview. The interview will not be saved after it is checked. Do you give permission to be recorded?” The test taker must answer, “Yes”.
3. The test taker must verbally confirm that no other people are in the room and that the answers the test taker gives will be their own. You must ask the following questions:
   a. “Is anybody else in your room?” The test taker must answer, “No”.
   b. “Will you take the test by yourself?” The test taker must answer, “Yes”.
   c. “You cannot use notes, books, or your computer to find answers. Do you agree?” The test taker must answer, “Yes”.
   d. 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”.

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.
Step 2: During the Test

Testing Rules
Violation of any of the rules listed below may result in the immediate termination of the test.
1. The test taker may not go to any other websites, programs, or documents on their computer while testing.
2. The test taker cannot use any outside sources for help during the test, including help from the CIT administrator to explain or answer any part of the test.
3. Test takers cannot take breaks during the test unless they have been approved for a testing accommodation. If approved, test takers should not leave the room or use other devices.
4. Test takers are not allowed to be interrupted by other people during the test.

Recommendations for CIT Administrators
1. You must watch the student throughout the entire test checking for:
   a. Actions that may indicate the test taker is cheating (e.g., eyes looking at something off screen, hands doing something out of view, etc.)
   b. Technical problems that arise (e.g., frozen computer, slow internet, etc.)
2. You are not allowed to take breaks during the CIT test.
3. You should end the test if there are signs of cheating or if any technical issues arise that cannot be quickly resolved.
   a. A new testing time will need to be discussed with the test taker.

Step 3: After the test
1. Tell the test taker, “Thank you very much. We are finished. Do you have any questions before we end our session today?”
2. After any questions have been answered, end the web conference meeting or phone call.
   For example, in Zoom close the program to end the meeting for all participants.
3. Do not discuss test results with anyone.
4. CIT Administrators and CIT Certifiers transfer CASAS CIT Paper or Fillable PDF Test Booklet(s) to the agency data person for entry into TOPSpro Enterprise (TE). The data person must check the “remote delivery” box in TE.
5. CIT certifiers also send the required booklets and recorded interviews to CIT@casas.org.
6. Test Booklet Storage Policy for Agencies: Blank and completed CIT test forms 973/974 print or PDF need to be secured in a locked cabinet (print) or secure computer (digital). Agencies should keep a small number of pass and fail examples of completed CIT test forms for auditing purposes. These need to be kept for three years plus the current year in a central agency location, 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.)

What to do if there is a problem?
1. Reschedule.
2. Have a Plan B ahead of time.
3. CIT Administrators requiring technical assistance that is specific to the web conferencing platform (e.g., Zoom) should contact the platform’s technical support. CASAS does not provide technical support for third-party platforms.