



## Remote CASAS Government and History for Citizenship Test (Forms 965 and 966)

### Test Administration Directions for Remote Testing via standardized CASAS-produced PowerPoint on a CASAS flash drive

These directions are a guide to administering and scoring the CASAS Government and History for Citizenship Test remotely using the CASAS Government and History flash drive version of the test.

The U.S. Citizenship and Immigration Services (USCIS) redesigned the naturalization test in 2008 to ensure that naturalization applicants nationwide have a uniform, consistent testing experience. Another goal was to create a test that more effectively assesses whether citizenship applicants have a meaningful understanding of U.S. government and history. The USCIS test has two parts: the Civics Test and the English Test. The USCIS Civics Test is administered one-on-one with oral questions and responses.

The CASAS Government and History for Citizenship Test assesses readiness for the USCIS Civics Test. The test is a multiple-choice test of government, history, and integrated civics (Forms 965, 966). Examinees hear recorded test questions and select a written answer. The test can be delivered remotely using a PowerPoint slide presentation with embedded audio on a CASAS-produced flash (usb) drive.

#### Remote testing of Forms 965 and 966 is only possible using:

1. new test format of a standardized PowerPoint on a CASAS flash drive or
2. CASAS eTests with one of the four CASAS Remote Testing approaches:  
<https://www.casas.org/product-overviews/remote-testing>

#### Remote Test Format using the Flash Drive

- The test is administered on a CASAS flash drive that contains PowerPoint presentations for Forms 965 and 966 with embedded audio for the test questions and with the written answer choices displayed, one per slide.
  - Agencies order one flash drive per test administrator using the CASAS order form. There is no charge to WIOA II funded agencies.
    - Test administrators should not share flash drives.
    - Agencies may not copy flash drives.

## Test Administration

- Test administrators do not need to be CASAS eTests certified.
- Test administrators may use Zoom, Google Meet, or other online platforms to play the slide presentation of the test.
- The test may be given individually or to groups of up to 10 examinees at a time.
- The test must be administered using the standardized PowerPoint Slide Presentation provided by CASAS.
  - Allow the slides to advance automatically to ensure standardized test administration.
  - Do not advance the slides manually.
- Agencies may determine how examinees securely record and submit their test responses. Possible formats could include CASAS answer sheet, Google form, on paper to be photographed and sent to the test administrator, etc.
  - Be sure to include a place for students to mark their answer to the Practice question on the answer sheet.

## Getting Started

- Explain the purpose of the test as simply as possible. For example:
  - “This test will check how well you know some important information about U.S. government and history.”
  - “This will prepare you for your USCIS citizenship interview.”
- Maintain a positive atmosphere. The examiner’s attitude can influence students’ attitudes and performance.

## Testing Procedure

- When you are ready to begin the test, explain to the students that they will listen to questions and read answers on their screen. Instruct them on how to mark and submit their answers. Tell them there are 30 questions and the test will take approximately 30 minutes.
- There is a separate PowerPoint file for the Practice question on the flash drive called **Form 965 (or 966) PRACTICE**. It is important to use the Practice Question PowerPoint file for the Practice question. Open this PowerPoint file. Ask the students to look at the practice item. Show students where to mark the answer to the Practice Question on their answer sheet. Start the slide show to play the directions and the practice item. Make sure students understand what to do, and ask if they have any questions.
- Open the **Form 965 or 966 PowerPoint** file from the flash drive and start the test in “Slide Show mode” to begin the test. **Do not stop the test until the end.** (If you stop the slide show by mistake, return to the appropriate track and restart the slide show.)
- At the end of the test, have students submit their answers using your agency’s process.
- Return the CASAS flash drive and any other testing materials to a secure location. Test administrators are responsible for the security of all test materials in their possession.

## Recording Scores

- A scale score of 206 (18 correct answers) is required to pass the test.
- Tests can be recorded in TOPSpro Enterprise as Pass (999) or Fail (000).