EL Civics
Citizenship Interview Test (CIT)
Remote Testing FAQs

CDE Policy

1. *Will remote testing be permanently a part of the program even after COVID-19 issues are over?*
   Yes, remote testing is the wave of the future.

2. *Can agencies receive a pay point from students who may pass the CIT but do not take a CASAS post-test?*
   Students must have a valid CASAS pre-post test pair in order to earn a payment point for passing the CIT.

3. *Who receives the agency's remote testing agreement?*
   One copy goes to the agency's CDE Regional Consultant and one copy to the CASAS Program Specialist. See the CDE website to find your CDE Regional Consultant at https://www.cde.ca.gov/sp/ae/po/directory.asp.

4. *What specific updates will agencies be required to complete related to the agency Local Assessment Policy?*
   Please see the California Assessment Policy Guidelines, which will guide decisions on how agencies should address their Local Assessment Policy.

General Procedures

1. *What CIT data and information do agencies need to save and for how many years?*
   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.)

2. *When and where will the Agency Remote Testing Agreement form be available?*
   The form is currently available and can be found on the on the *California Remote Testing* page of the CASAS website at the bottom of the page: https://www.casas.org/product-overviews/remote-testing.

3. *How can I get the CASAS Fillable PDF CIT Test Booklets, Forms 973 and 974?*
   Email CIT@casas.org to request the test booklets.

4. *Can I share the CASAS Fillable PDF CIT Test Booklets with others?*
   The tests must be kept secure. You can only share the test booklets with other CIT examiners at your agency*.* They cannot be shared with anyone else.

5. *Can the CASAS Fillable PDF CIT Test Booklets be printed?*
   If using the fillable PDF is not practical, examiners have the option of printing it out and completing it by hand, as one would with the paper booklet.

TOPSpro Enterprise (TE) Procedures

1. *What guidelines do we need to use to determine which students to mark when marking the "Force Majeure" check box in TE?*
   Marking Force Majeure is no longer an option.

2. *Will our remotely-proctored test results be marked any differently in TE than our previous face-to-face assessments?*
   Agencies need to enter CIT tests in TE as usual. Data persons must check the "remote test" box.

3. *If we do remote testing this year should we enter the data in TE?*
   Yes. See number 2 above.

Remote Training Procedures

1. *Who will provide the training for CIT examiners who will test remotely: CASAS or local agencies?*
   The CASAS CIT Remote Test Training Webinar recording and PowerPoint slides are posted on the *California Remote Testing* page of the CASAS website. At least one CIT examiner from each agency will need to attend the training and then train other CIT examiners in their own agency, if appropriate. A CIT examiner 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* that can be found on the *CASAS Remote Testing* page of the CASAS website to help with the training. Go to: https://www.casas.org/training-and-support/casas-peer-communities/california-adult-education-accountability-and-assessment/california-remote-testing.

2. *Do CIT examiners need to sign an agreement?*
   Each agency ensures that CIT examiners 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.

3. *Do CIT examiners need to be certified proctors for eTests online?*
   No.

Remote Testing

1. *Can CIT Testing be done 1:5?*
   No. CIT Testing must be done one-to-one (1:1) just like face-to-face CIT testing.

2. *Is it possible to offer asynchronous remote testing?*
   No, remote testing must be synchronous.

3. *What online video platforms can be used for testing?*

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ZOOM™ , WhatsApp™, Google Duo™, Skype™, FaceTime™ and many others. Please note the appropriate platforms on the *Agency Remote Testing Agreement*.

4. ***Will it be necessary to record CIT Interviews?***
No, examiners don't need to record their interviews. However, if they wish to record the interview to review for scoring purposes, they 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 examinee must answer, **Yes.** CIT examiners and certifiers must delete the *CASAS Fillable PDF CIT Test Booklets* from their personal device upon verification of receipt by the responsible agency person. Note: Initial CIT certifiers must record two interviews and submit to CIT@casas.org.