

## California Department of Education

# Memorandum

**Date:** May 14, 2020

**To:** Administrators of the Workforce Innovation and Opportunity Act (WIOA),  
Title II Adult Education Program

**From:** Carolyn Zachry, Ed.D.

**Subject:** California Department of Education – Adult Education Remote Testing  
Policy

## Purpose

The purpose of this addendum to the *California WIOA, Title II: Adult Education Assessment Policy* is to provide clarification and support to WIOA, Title II agencies as they continue to provide adult education services in the current COVID-19 environment. The California Department of Education (CDE) will take the effect of the COVID-19 outbreak into consideration in reviewing Program Year (PY) 2019–20 data.

## Force Majeure

To identify students as “Force Majeure”—unable to test—for PY 2019–20, the CDE will identify two student populations.

1. All students with any attendance hours between January 1 and March 15 who also have no test records eligible for National Reporting System (NRS) reporting from March 15 to June 30.
2. All students who enrolled in NRS programs between March 15 and June 30 who also do not have any test records that qualify for NRS reporting.

Comprehensive Adult Student Assessment Systems (CASAS) TOPSpro Enterprise (TE) will populate all students meeting either of the two above criteria after the program year ends.

## 12 hours of “actual contact”

All eligible individuals receiving services under WIOA, Title II funding must complete at least 12 hours of instruction to be considered a “participant” under 34 CFR 463.150. Program closures due to COVID-19 have resulted in placing students in distance

learning settings, and those students may be in various stages. The 12-hour enrollment requirement can still be met through distance learning by accruing contact hours through telephone, video, teleconference, online communication, or other channels where the participant and program staff can interact and through which participant identity is verifiable through a documented process.

## **Remote Testing**

The CDE received authorization from the Office of Career, Technical, and Adult Education (OCTAE) memorandums 20–3 (March 27, 2020) and 20–4 (April 17, 2020) to allow WIOA, Title II agencies to implement remote testing. Agencies that choose to use this flexibility must have procedures to ensure that (1) any student being tested can be properly identified, (2) all approved tests deemed appropriate by the NRS are properly secured, and (3) remote proctors can properly administer all tests. Only secure, electronic versions of tests, which are administered by a remote proctor and are deemed secure by the test publisher, are allowed.

In addition, WIOA, Title II agencies must follow the guidelines listed below:

1. CASAS assessments, GED<sup>®</sup>, and HiSET<sup>®</sup> are the only remote tests approved at this time.
2. Administrators of California WIOA, Title II agencies must complete and submit the a test publisher's Remote Testing Authorization Form (see Attachment 1 below - CASAS Agency Remote Testing Agreement) to CDE Education Programs Consultants and CASAS Program Specialists before conducting remote testing.
3. Testing Administrators or Proctors of California WIOA, Title II must have a certificate of completion for CASAS eTests Proctor training before commencing remote testing. There is no specific extra training required for remote testing, but anyone administering it must have completed the regular training.
4. The testing credentials or training records of each administrator or proctor must be available to the CDE upon request for monitoring purposes.
5. California WIOA, Title II funded agencies must incorporate a written, standard operating procedure for remote testing into the current Local Assessment Policy which addresses:

- a. test security
- b. test integrity
- c. the protection of personally identifying information (PII)
- d. the specification of certification or trainings required for staff before conducting assessment tests
- e. the process for pre-screening students to verify identity
- f. the orientation of students in remote, online testing environment
- g. the list technology tools used to test, per publisher guidance
- h. a plan to respond to video or technical glitches and communicate clearly with students.

### Approved Assessments for Pre- and Post-Testing

Publisher	Verification of Student Identity	Approved Test determined suitable for use in the NRS	Remote Testing Authorization Form	Certification or Training for Remote Testing
CASAS	Remote administration of specific CASAS Tests will be allowed using a video conferencing program which allows the test administrator to identify the student. CASAS is exploring options and specific guidance is forthcoming.	Remote administration of specific CASAS Tests will be allowed using a video conferencing program which allows the test administrator to identify the student. CASAS is exploring options and specific guidance is forthcoming.	Only WIOA Title II agencies that have submitted an authorization can remote test.	CASAS Remote Testing Webinar Trainings

## Approved High School Equivalency for Remote Testing

Publisher	Status for Remote Testing	Approximate Timeframe	Website for more information
<b>GED Testing Service</b> GED®	GED Testing Service is meeting with several proctor vendors to determine the best option for remote testing. Students must meet certain screening criteria prior to testing. <b>Guidance forthcoming</b>	Mid to late May	<a href="https://ged.com/coronavirus-covid-19/">https://ged.com/coronavirus-covid-19/</a>
<b>ETS</b> HiSET®	ETS is in the early stages of investigating remote proctoring as a viable option for HiSET®. <b>Guidance forthcoming</b>	Mid to late June	<a href="https://www.ets.org/s/cv/hiset/the-americas/">https://www.ets.org/s/cv/hiset/the-americas/</a>

Students considering taking the GED® or HiSET® test, should be aware of the following:

1. Official testing center information can only be found on the web sites listed below. Although some high school equivalency test preparation programs may issue “diplomas or certificates” demonstrating program completion, these documents **are not** official California high school equivalency credentials and not eligible for payment points.
2. As of January 1, 2020, the CDE only authorizes the companies offering the GED® or HiSET® to issue a California High School Equivalency Certificate or Official Transcript. Free test preparation programs are available at [California Adult Education Provider Directory](#), [GED®](#), or [HiSET®](#).

### Additional Resources:

1. <https://www.cde.ca.gov/ta/tg/gd/>
2. U.S. Department of Education Office of Career, Technical, and Adult Education (OCTAE) Program Memo 20-3, Adult Education and Family Literacy Act and COVID-19 – Frequently Asked Questions published on March 27, 2020 and found at <https://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/octae-program-memo-20-3.pdf>
3. <https://www.casas.org/training-and-support/casas-peer-communities/california-adult-education-accountability-and-assessment>



## **Attachment 1: Agency Remote Testing Agreement**

The CASAS Agency Remote Testing Agreement can be located on the CASAS Remote Testing webpage at: <https://www.casas.org/product-overviews/remote-testing>. Click Agency Remote Testing Agreement for California.