A. CDE Policy

1. **What if we have suspended classes for the remainder of the year?**
   That will affect the content of the data you submit, but not the reporting dates – you should still submit 3Q data on or before April 30th and EOY data on or before July 15th. If you are closing for the year, and are certain that your agency will no longer have any classes available, and no more data to report -- it is okay to submit your End-of-Year data submission early. Keep in mind that follow-up reporting is also due the same time as the data – and that entails students who have exited, not current students, so that won’t be affected by COVID-19 related closures. Force Majeure and information coming out in May from CDE will provide additional information.

2. **Can an agency choose not to do any remote CASAS assessments and CIT tests for now, then resume once the COVID-19 has passed?**
   Yes, this is true for the remainder of this school year. The policy may change for the fall semester.

3. **OCTAE guidelines say states may allow programs to exempt students. How do we know if California is exempting students?**
   This policy will come from CDE and will be documented in TOPSpro Enterprise (TE) as “unable to test.” Guidelines will be released later.

4. **Will payment points be averaged from the prior 2 years’ points?**
   The California Department of Education (CDE) will be evaluating the data and making a policy decision in the fall for payments that will result in funding for the July 2021-22 year.

5. **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. However, it will not be the only means of administering the CIT Test.

6. **Can agencies receive a pay point from students who may pass the CIT but do not take a CASAS post-test?**
   The WIOA Title II funding award will be evaluated and determined by CDE after all 2019-2020 data is in, which will be after July 15, 2020.

7. **If our agency does remote CIT testing, but does not do remote pre-/post-testing, will we be penalized for “Incomplete EL Civics Outcome Dataset?”**
   The CDE is still reviewing and providing direction on issues related to payment points attainment.
8. **Who receives the agency's remote testing agreement?**
   
   One copy goes to the agency’s CDE consultant and one copy to the CASAS regional program 
   specialist.

9. **What specific updates will agencies be required to complete related to the agency Local 
   Assessment Policy?**
   
   The CDE is working on an updated statewide assessment policy, which will guide decisions 
   on how agencies should address their Local Assessment Policy.

B. **General Procedures**

1. **What EL Civics 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 CASAS website.

C. **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?**
   
   For now agencies should leave this check box blank. The CDE will provide standardized 
   guidance for all WIOA II agencies soon. See CDE direction dated May, 2020.

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

3. **If we do remote testing this year, as part of the pilot, should we enter the data in TE?**
   
   Yes. See number 2 above.
D. Training Procedures

1. Who will provide the training for CIT Administrators who will test remotely: CASAS or local agencies?
The CASAS CIT Remote Test Training Webinar recording and slides are posted on the CASAS California Remote Testing page of the CASAS website. At least one CIT Administrator from each agency will need to attend the training and then train other CIT administrators in their own agency, 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 that can be found on the CASAS Remote Testing page of the CASAS website.

2. Do CIT Administrators need to sign an agreement?
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.

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

E. 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 platforms can be used for testing?
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) and many others. Please note the platforms to be used on the Agency Remote Testing Agreement.

4. Will it be necessary to record CIT Testing?
No, CIT Administrators 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 test taker must answer, “Yes.” Note: Initial CIT Certifiers must record 2 interviews and submit to CIT@casas.org.