

**Frequently Asked Questions (FAQs)**  
**2022-23 Civic Objective Additional Assessment Plan (COAAP)**  
**Remote Testing**

**CDE Policy**

**1. *Is remote testing a permanent part of the program?***

Yes, remote testing is the wave of the future.

**2. *Can agencies receive a pay point from students who may pass a COAAP 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 a COAAP.

**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 if an agency wants to offer an additional COAAP?***

Agencies can add, edit or delete civic objectives and additional assessment plans (COAAPs) until April 30 of the current program year.

**2. *What EL Civics data and information (including Additional Assessment information) do agencies need to save and for how many years?***

Agencies need to keep one folder (print or digital) for each Civic Participation or Integrated EL Civics class (not individual student) that contains representative samples of student assessments (e.g. one pass and one fail), the assessment itself and the criteria that the assessor used to score the students, including the scoring sheets. These need to be kept for three years plus the current year in a central agency location for auditing purposes, 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.)

**3. 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/productoverviews/remote-testing>.

**4. Does the term assessor refer to instructional faculty only?**

As in face-to-face COAAP assessment, assessors for remote COAAP assessment can include all certificated and classified staff familiar with agency developed procedures to administer COAAP assessments.

**5. Does our IELCE Report need to state that COAAPs were delivered remotely?**

Reporting this in the IELCE Report is not required.

**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 face-to-face assessments?**

Agencies will need to enter COAAP outcomes in TE as usual.

**Remote Training Procedures**

**1. Who will provide the training for remote COAAP assessors: CASAS or local agencies?**

Webinars are on the CASAS website. <https://www.casas.org/training-and-support/casas-peer-communities/california-adult-education-accountability-and-assessment/california-remote-testing> At least one person from each agency will attend the training and then train personnel in their own agency.

**2. Is assessor training for remote COAAP assessment staff available from CASAS?**

CASAS will provide Proctor Remote Testing Agreements which will contain some elements for training as well as pre-recorded webinars. Training of all COAAP assessors will be up to each agency.

**3. Do proctors (assessors) for COAAPs need to be certified for eTests online?**

No

## **Remote COAAP Testing**

### **1. *Can remote oral COAAP assessment be done 1:5?***

No. Oral assessment must be done 1:1. However, written assessment may be done 1:15 depending on the platform.

- 2. Can we test in small groups versus just one-on-one?**  
Oral assessment must be done 1:1. Written assessment may be done 1:5 depending on the platform.
- 3. Is it possible to offer asynchronous remote testing?**  
No, remote testing must be synchronous because a proctor is required.
- 4. What platforms like Zoom 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 acceptable platforms listed on the Agency Remote Testing Agreement.
- 5. Would changing the “task” for a COAAP assessment qualify as an approved procedure modification?**  
No, you can change the assessment delivery, but not the assessment plan, tasks, rating scales, or rubrics.
- 6. Will it be necessary to record Zoom meetings when doing an oral assessment with an individual student?**  
No. No recording is needed.
- 7. Will agencies be able to adopt materials previously prepared by pilot sites?**  
Yes, more information may be made available regarding access to these materials at a later date.
- 8. Is a list of recommended COAAPs to get started with available?**  
Agencies must refer to their chosen COAAPs and determine if they will work in a remote testing environment.
- 9. For a COAAP with a writing task, are agencies required to be present (virtually) and observe the student actually completing the writing assignment?**  
Yes, an assessor must be present while the student completes the writing assignment. This can be done in a visually monitored small group using a platform such as Zoom™.
- 10. Do portfolio format COAAPs need to be administered with video proctoring?**  
An assessor must be present while the student completes each writing assignment. This may be done in a visually monitored small group (1:5 max) using a platform such as Zoom™. If there is an oral response for a task, this must be done 1:1. For the two required tasks of “Reflect on Learning” and “Select a Work Sample”, the student may do this individually (no proctor) and submit to the assessor.

11. What are examples of remote testing options based on available testing technology?

**COAAP Remote Testing Options based on Available Technology**

| Assessment Modality   | Sample COAPs | Standard Telephone | Paper & Email with Camera | Text or Email with Camera | Smart Phone w/Camera | Smart Phone w/Camera & Zoom | iPad, Tablet, Chromebook or Computer with Zoom | Windows 10 Computer with Zoom |
|-----------------------|--------------|--------------------|---------------------------|---------------------------|----------------------|-----------------------------|--|-------------------------------|
| Oral only             | 16.5         | X                  |                           |                           | X                    | X                           | X  | X                             |
| Oral and Written      | 33.8         |                    | X                         |                           | X                    | X                           | X  | X                             |
| Written only          | 48.1         |                    | X                         | X                         | X                    | X                           | X  | X                             |
| Role-Play             | 30.4         | X                  |                           |                           |                      | X                           | X  | X                             |
| Portfolio             | 22.5         |                    | X                         | X                         |                      |                             | X  | X                             |
| Listening and Written | 30.5         | X                  |                           |                           | X                    | X                           | X  | X                             |