

## Frequently Asked Questions (FAQs) 2019-20 Civic Objective Additional Assessment Plan (COAAP)

### CDE Policy

**1. *What should we do about data submission if we have suspended classes for the remainder of 2019-2020?***

That will affect the content of the data you submit, but not the reporting dates. You should still submit 4Q data and EOY data on or before July 15, 2020. If you are closing for the year, are certain that your agency will no longer have any classes available, and have no more data to report, it is acceptable to submit the End of Year data submission early.

**2. *Can an agency choose not to do any remote CASAS and EL Civics Assessments for now, then resume once the stay-at-home order has passed?***

Yes, this is true for the remainder of the 2019-20 school year. The policy may change for the fall semester.

**3. *OCTAE guidelines say that states may allow programs to exempt students. How do we know if California is exempting students?***

The CDE memorandum dated May 14, 2020 addresses this issue. It can be found on the Remote Testing site on the CASAS website.

**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 2021-22 program year.

**5. *Will remote testing be permanently a part of the program even after Covid-19 issues are over?***

Remote testing is the wave of the future. However, it will not be the only means of administering EL Civics assessments. Look for the "Beginning of the Year Letter" for direction from CDE.

**6. *Can agencies receive a pay point from students who may pass a COAAP 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 15th. Q4 data will be considered in the final formula for pay points.

**7. *If our agency does remote COAAPs, 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 Regional Consultant and one copy to the CASAS 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.

**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 can be found on the CASAS website at the bottom of the page.

<https://www.casas.org/product-overviews/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. Will our IELCE Plan need to be edited to show our COAAPS were adjusted for remote delivery? Will it need to be re-approved?**

Reporting this in the IELCE Plan 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?**

Agencies should leave this check box blank. TE will automatically populate this at the end of the fiscal year. See CDE memorandum dated May 14, 2020.

- 2. Are there any extra TE data entry guidelines for COAAPs that were administered remotely during the CASAS pilot studies for remote testing?**

Enter student outcomes into TE. There will be an additional check box added into TE to mark results achieved through remote testing.

- 3. Will our remotely-proctored test results be marked any differently in TE than our previous face-to-face assessments?**

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

- 4. If we do remote testing this year, as part of the pilot, should we enter the data in TE?**

Yes

## 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 1:5 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