CASAS EL Civics COAAP Remote Testing Training Webinar

May 2020

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Goals and Objectives

1. WIOA II Agency administrators will be able to identify and implement the agreements necessary for remote testing

2. COAAP assessors will be able to give the COAAP tests remotely
   • Identify appropriate delivery procedures and tools for effective COAAP remote testing implementation
Agenda

• Welcome

• CASAS EL Civics COAAP Remote Testing
  • Overview
  • Benefits and Challenges

• Guidelines
  • Going Remote! Checklist for COAAP Testing
  • Agreements
  • Training

• Testing Tips
  • Recommended Equipment
  • Procedures

• Questions and Comments
CASAS EL Civics COAAP Remote Testing Overview
EL Civics COAAP Remote Testing

Benefits

• Good for students and teachers to see their progress
  ▫ Opportunity to assess students who have recently completed significant learning
  ▫ Provides students with helpful feedback
  ▫ Keeps students engaged in learning
  ▫ Provides closure and useful information for teachers
EL Civics COAAP Remote Testing

Benefits

• Agencies can use this time to build capacity
  ▫ Establish procedures
  ▫ Train staff

• Remote testing is the wave of the future for distance learning.

• Be prepared for the future with distance learning as a regular and essential part of your program.
  ▫ Over 100 agencies volunteered to pilot!
EL Civics COAAP Remote Testing Challenges

• Assessor and student access to technology (equity concerns)
  ▫ Appropriate devices
  ▫ Internet bandwidth – competition with others in household

• Student test environment may lack
  ▫ Privacy
  ▫ A quiet place to test without distractions
EL Civics COAAP Remote Testing Challenges

• New procedures
  ▫ Assessor training
  ▫ Agreements for agencies and assessors
  ▫ Oral agreements for students

• Test security
CASAS Approach to COAAP Remote Testing

Test Security Measures

- Local agencies are responsible to ensure test security!

- Remote Testing Agreements
  - Agency – one agreement per agency for all remote assessments
  - Assessor – one agreement per instructor/ outside assessor
  - Student – oral agreement given at the time of testing
CASAS Approach to COAAP Remote Testing

Delivery

• Agencies review current COAAPs and modify assessment procedures for remote testing. Only the delivery procedures, not the assessments.

• Use a range of technology options for assessors and students.
  ▫ Some COAAPs can be delivered fairly low-tech, (e.g. by standard or mobile phone).

• Use existing assessors with remote test training.
CASAS Approach to COAAP Remote Testing

Test Environment

• The assessor must ensure that the student is alone and not getting assistance from others.

• Have student sweep the room with a video camera before and after the test session, if possible.

• Provide for accommodations, as needed.
## CASAS EL Civics Remote Testing Implementation for COAAPs

**Starting May 11th**

- Begin **OPTIONAL** remote testing for COAAPs for all agencies
- Each agency accesses online and submits completed *Remote Testing Agreement* prior to testing
- At least one person from each agency completes EL Civics COAAP Remote Testing Training
- Each agency ensures that instructors/assessors are trained in remote testing and security measures and sign the *Proctor Remote Testing Agreement*
- Each agency adds their local procedures to their agency’s *Local Assessment Policy* (if appropriate)
Marking Results in TOPSpro Enterprise After Testing

A new checkbox will be inserted in TE for marking assessment as Remote Testing by the end of May.
CASAS EL Civics COAAP Remote Testing Guidelines
COAAP Remote Testing Guidelines

• The assessment delivery in your agency’s existing COAAPs can be modified for remote testing on computers or smartphones -- or with lower tech solutions.

• The key requirement is the ability to see and to interact with the student “live” -- in real time.
COAAP Remote Testing Guidelines continued

Remote assessments can take place using a number of apps, including:

- **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)
COAAP Remote Testing Guidelines continued

NOTE: ZOOM ™ will allow you to assess multiple students at one time for written responses.

• Assess multiple students by using break-out rooms.
• Practice with a few students at first before moving to larger groups.
COAAP Remote Testing Guidelines continued

- The key app requirement is the ability to interact face-to-face with the student, and the ability for the student to provide responses in real time.
- Practice the remote assessment using your chosen platform to make sure it will function as necessary to meet your needs.
COAAP Remote Testing Security

1. All test takers will need to orally agree not to break the test rules or use the assistance of other parties for the assessment.

2. Each test taker must be identified.
   - Ask him/her to show ID.
   - Each test taker should be seen, if possible.
COAAP Remote Testing Security

3. The test taker should not be near anyone else in the testing environment.
   • The test environment can be checked before and after the assessment by having the test taker sweep the room with a phone or computer web camera.

4. Responses, including written responses, will need to be made in real time under the remote observation of the test administrator.
COAAP Remote Testing Security

5. Follow the *Accommodations Guidelines* for students with special needs. For example:
   • Read or record the information in the scenarios and give all assessments orally.
   • Test takers who are unable to write might need assessments delivered and taken orally.

“Going Remote!” Checklist for EL Civics COAAP Assessments

Highlights

1. Determine and agree on remote testing technology/procedures by COAAP based on what are the most accessible and most secure methods. Adapt the test delivery procedures, not the assessment itself.

2. Complete *Agency Remote Testing Agreement* (required, one per agency).

3. Train assessors/instructors in remote testing procedures and keep a signed *Proctor Remote Testing Agreement* form on file for each assessor who conducts remote testing.
“Going Remote!” Checklist for EL Civics COAAP Assessments

Highlights

4. Communicate with the test taker about privacy and security and receive verbal confirmations.

5. Capture written work in the most secure manner possible. Keep the completed paper rating sheets for data person.

6. Turn in test results to data person for entry into TOPSpro Enterprise (TE) and storage. Keep 2 samples per class.

7. Note remote testing technology and procedures. Add them to the agency Local Assessment Policy.

8. Go Remote!
Agency Remote Testing Agreement

• Agencies that intend to do remote testing must submit one remote testing agreement to their program specialist and CDE regional consultant prior to testing.

• This agreement will cover requirements and agreements for COAAPs, CIT, CASAS Pre/Post, and Government and History tests.

• Agree to follow *CASAS Guidelines for Remote Testing*, including test security and privacy agreements.

• Provide estimated start date.
Proctor Remote Testing Agreement

COAAP assessors must agree to:

• Follow all privacy, test security, technology, test environment, and test administration requirements in the CASAS COAAP Remote Testing Guidelines.

• Document student oral agreements (i.e. not to get assistance from others and to follow all rules).

• Agencies should keep this on file with their Local Assessment Policy.
Training Tools

- **CASAS Civic Objective Additional Assessment Plan (COAAP) Remote Testing Training** webinar
- **COAAP Guidelines for Remote Testing** document
  - Going Remote! Checklist
- **COAAP Remote Testing FAQs**
- **Agency Remote Testing Agreement**
- **Proctor Remote Testing Agreement**
Look for important documents at the CASAS website under CASAS Peer Communities – EL Civics.
Locating Agreements for Remote Testing

Website: [http://training.casas.org/](http://training.casas.org/)
Remote Testing Tips for COAAPs
COAAP Remote Testing Tips – Written Responses

• Written responses can be made on paper while the assessor is watching. The assessor can score the test taker’s work immediately or take a photo of the written response on an assessor’s COAAP rating sheet paper.

• Students need to be advised to have lined paper and a medium tip dark pen at their assessment location.

• If the student has both a computer and cell phone, you have the option to have the student text written responses while you observe them doing so.
COAAP Remote Testing Tips

- Written responses can be made on paper while the assessor is watching, then displayed to the assessor using the camera.
COAAP Remote Testing Tips – Written Responses

One to one (1:1) responses can be made in real time through chat features of ZOOM™, and possibly other apps.

- When a student makes written responses through a chat feature, be sure such features are supported by the app chosen.

**Note**

Chat is appropriate for one-to-one testing, not for a group.
COAAP Remote Testing Tips – Written Responses

• Having specific line numbers, such as 1a, 1b, 1c, allows you to direct the student to a specific location, and allows easy identification of which item is being answered.

• A sample task sheet and student-made answer sheet are on the following slide.
Sample COAAP Answer Sheet

1. How many people were staying in your household on April 1, 2020? 4

2. Were there any additional people who were staying here for a period of 30 days or less and who did not include in question 1? 
   2a. Relatives, such as adult children and grandchildren: no
   2b. Non-relatives, such as roommates: no

3. Is this house, apartment, or mobile home owned or rented by you or someone in your household?
   3a. Owned by you or someone in your household? Yes
   3b. Owned by you or someone in your household clear without a mortgage or loan? Yes
   3c. Rented?
   3d. Occupied without payment of rent?

4. What is your telephone number?
   (303) 555-5990

5. Gender: Male
   5a. Joseph
   5b. Wing

6. Age: 70
   6a. 6/18/1949

Student answer sheet for COAAP 54.1, Census questions. Note numbering.
COAAP Remote Testing Tips – Oral Responses

• Use the existing oral assessments, rubrics and rating scales.

• Ask the question and note the response of the test taker from the remote location and record responses.
  ❖ View the test taker during response, if possible.
  ❖ Use a video app (FaceTime™, Skype ™, Zoom ™, Google Duo ™) for oral assessment.
COAAP Remote Testing Tips – Oral Responses

• Make sure the illustrations or pictures will display clearly on a phone screen.

• Illustrations should not be extremely detailed.

• Phone screens are small, so using multiple illustrations at the same time will not work.

• Use one illustration at a time and allow the test taker to respond in real time.
COAAP Remote Testing Tips – Oral Responses

Responses to Illustrations or Pictures

• Responses can be oral or written.
• An oral response may be the simplest and most secure method.
• If written, ZOOM ™ with the chat feature will work well for individual 1:1 testing, or students may respond by texting from their phones if they have a separate computer.
COAAP Remote Testing Tips

Written Instructions and Prompts

Text used in test documents must be readable on any devices being used. Calibri 20-24 are the minimum sizes for a document to be clearly read on a smartphone screen.
COAAP Remote Testing Tips

Sample Text Size

Census 2020 - Case Study
Task 2 & 3 Assessment - Advanced / Level 5

Petrov Family          Today’s Date: Thursday May 7, 2020

Vladimir Petrov lives with his family in a house they purchased 8 years ago in San Jose. They will be paying off their mortgage for another 22 years. Vladimir and his wife Anna Petrova moved to the U.S. 10 years ago from Russia. They have 2 children, Maria Petrova and Sergei Petrov. Maria is going to school at the University of Washington and lives in a dormitory on campus. Sergei is still in elementary school. Anna’s mother, Tatiana
Remote Testing Ideas for COAAPs
Ideas from Pilot Test Agencies

Use what students know

• Use Google Classroom with assessments in Google Docs or Google Forms.
• Instructor switches on and off ‘accepting responses’ based on time allowed.
• Pictures posted in Google Forms are clear and easy to respond to.

Start slowly

• Assess a small group of students first.
• Work with students prior to the test to set-up the media player (desktop, tablet, or mobile).

Allow extra time

• Students may take longer to get logged on and access the test form.
• Instructor watches and assists until students get into the test.
Ideas from Pilot Test Agencies

Use of phone only
On the phone, student reads out what goes in each field of the form to the assessor. Assessor writes down the responses.

Media used
Use GoogleMeet, Google Duo, Apple FaceTime, or Zoom, whichever is accessible to students.

Try all at once delivery methods
Instructor provides a QR code for students to scan and access the Google Form test questions.
COAAP Summary Comments

• This is a new process for all of us.

• It is OPTIONAL. Agencies are not required to do this.

• We invite you to share your experiences with remote assessment and to make suggestions for how it can be improved.

• Your feedback on these assessments will be most helpful to the field in the future.
Questions and Comments
Reflection

- Who will meet at your agency to discuss implementation?
- What’s the best technology for the students attending your classes?
- Will you plan on surveying students afterwards?
Thank you for watching!

Please ask follow up questions of your CASAS Program Specialist as you proceed.