

# CASAS EL Civics COAAP Remote Testing Training Webinar

May 2020

## Presenters:

- Margaret Teske – CASAS Program Specialist
- Barbara Lehman – CASAS Program Specialist
- Lynne Robinson – CASAS Program Specialist
- Kay Hartley – CASAS Program Specialist



# 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  
11<sup>th</sup>

- 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

The screenshot shows the CASAS TE interface. At the top, there is a navigation bar with 'TE' logo and menu items: View, Organization, Records, Reports, Tools, Scoring, Help. The user is identified as 'Janice Fera' and the version is '3.0 build 78'. Below the navigation bar, there is a search bar with '7267600' and a close button. A toolbar contains buttons for 'New', 'Save', 'Cancel', 'Delete', 'Duplicate', a page indicator '1 / 2823', and buttons for 'Go To Linked', 'Disconnect', and 'Section List'. The main content area is titled 'Test Information' and includes fields for Site, Student, Assessment Date (11/20/2019), Form Code (511C), and Form Name. Below this is the 'Assessment Info' section, which contains:
 

- Assessment Date: 11/20/2019
- Remote Test:  (highlighted with a red arrow)
- Assessment Type: EL Civics Additional Assessment Form
- Form: 511C
- Class: 034010 - ESL ADVANCED AM
- Score Override:  Raw Score: 54 Scale Score: [ ]
- Accurate:  Passed:  Retested:

 At the bottom is the 'Assessment Items' section with 'Item Responses: Not Available'.

A new checkbox is in TE for marking assessment as Remote Testing.



# 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.

<https://www.ada.gov/regs2014/testingaccommodations.pdf>



## “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***.

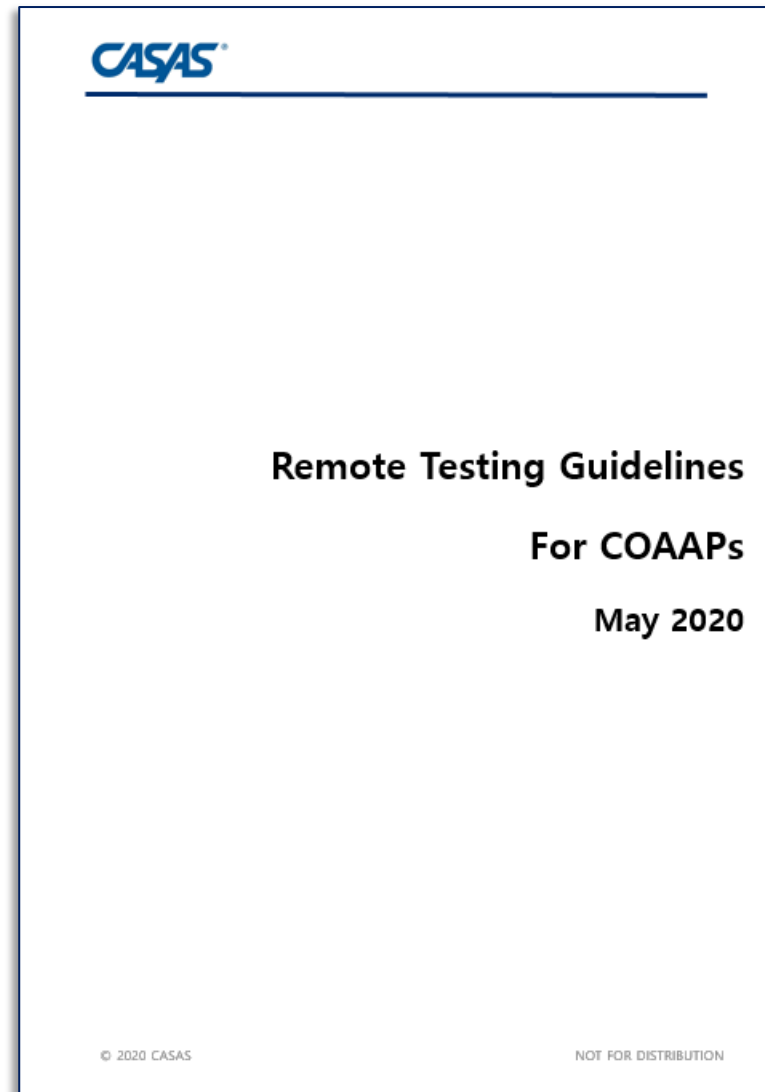


# Training Tools

- ***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***

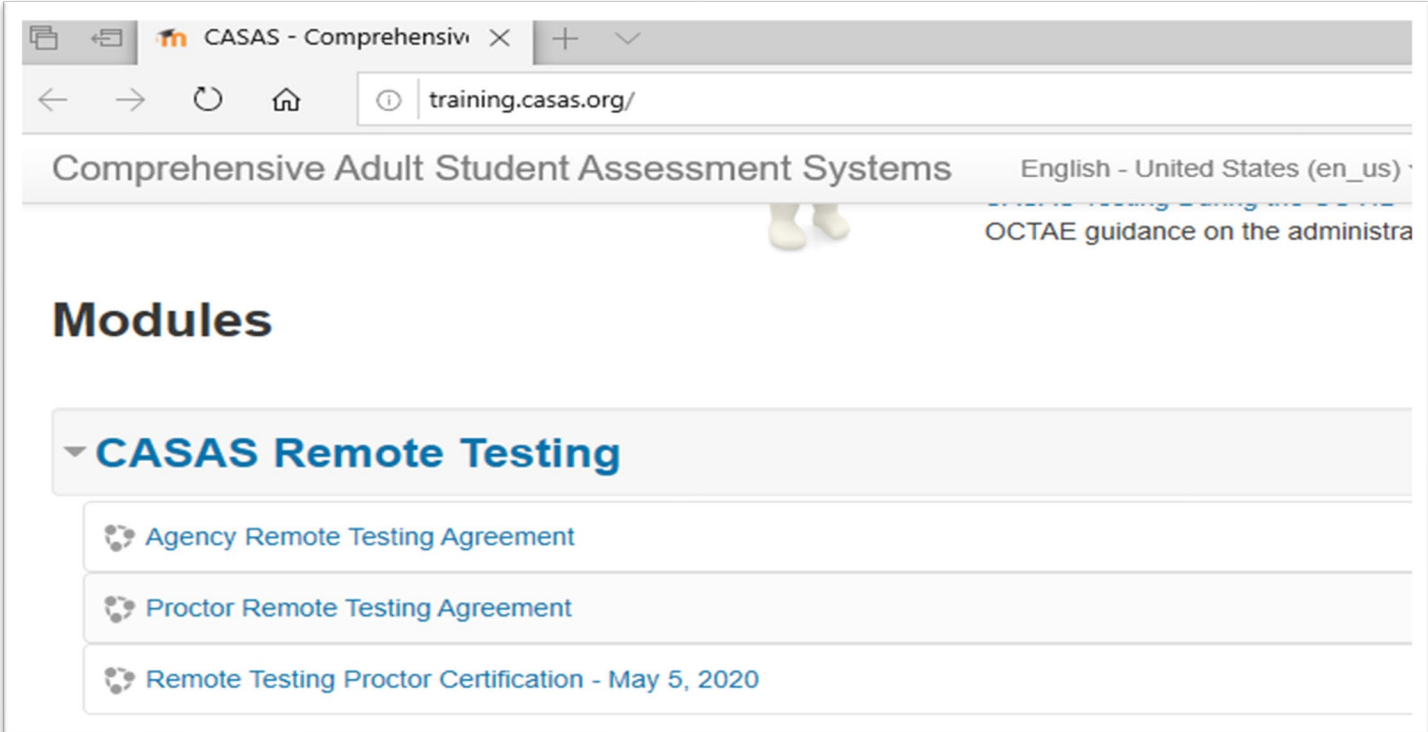


Look for  
important  
documents at  
the CASAS  
website under  
CASAS Peer  
Communities –  
EL Civics.



# Locating Agreements for Remote Testing

Website: <http://training.casas.org/>



The screenshot shows a web browser window with the address bar displaying [training.casas.org/](http://training.casas.org/). The page title is "Comprehensive Adult Student Assessment Systems" and the language is set to "English - United States (en\_us)". Below the header, there is a section titled "Modules" with a dropdown menu expanded to show "CASAS Remote Testing". Under this dropdown, three items are listed: "Agency Remote Testing Agreement", "Proctor Remote Testing Agreement", and "Remote Testing Proctor Certification - May 5, 2020".



# Remote Testing Tips for COAAPs



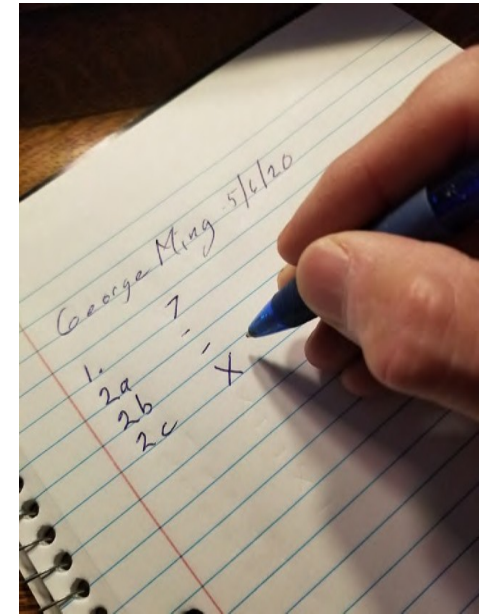
## COAAP Remote Testing Tips – Written Responses

- 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

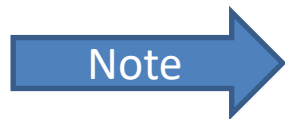
- Written responses can be made on paper while the assessor is watching, then displayed to the assessor using the camera.



## 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.



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 this house, apartment, or mobile home?                                  |
| 2. Were there any additional people who did not include in question 1? Mark the appropriate box.           |
| 2a Relatives, such as adult children, grandchildren, or other relatives                                    |
| 2b Non-relatives, such as roommates, friends, or other people  |
| 2c People staying here temporarily   |
| 2d No additional people  |
| 3. Is this house, apartment, or mobile home owned by you or someone in the household?                      |
| 3a Owned by you or someone in the household on a mortgage or loan?   |
| 3b Owned by you or someone in the household clear without a mortgage or loan?                              |
| 3c Rented?   |
| 3d Occupied without payment of rent?   |
| 4. What is your telephone number?  |
| Please provide information for each person who pays the rent or owns the house, apartment, or mobile home. |

Sample Student Answer Sheet

Roberto Suarez 5/6/2020

1. 4

2a. -

2b. -

2c. -

2d. X

3a. X

3b. -

3c. -

3d. -

4. (303) 555-6890

5a. Joseph A.

5b. Wing

6a. 70

6b. 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

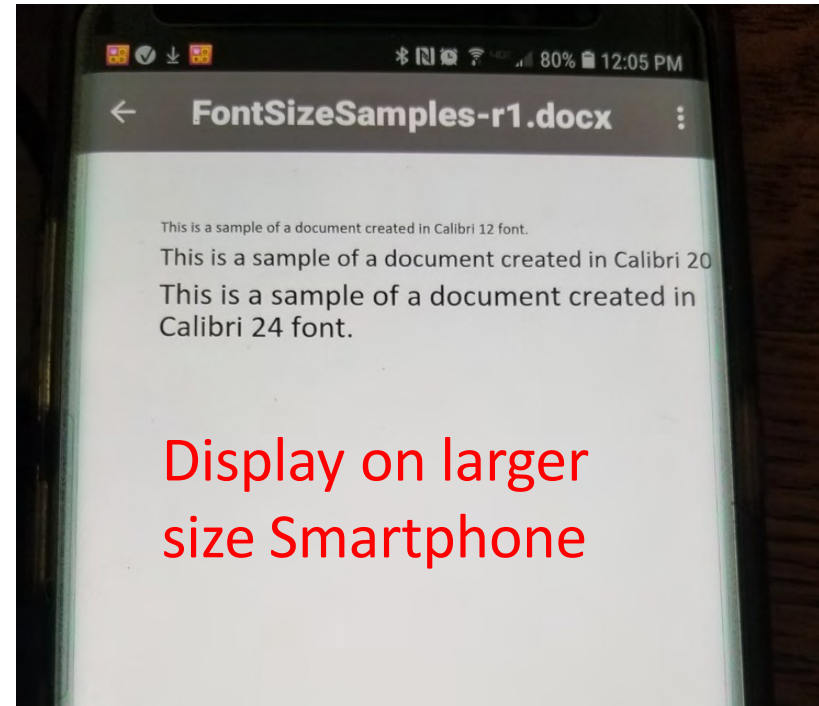
- Responses can be oral or written.
- An oral response may be the simplest and most secure method.
- If written, ZOOM™ with the chat feature will work well for individual 1:1 testing, or students may respond by texting from their phones if they have a separate computer.



# 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

Prompt enlarged to  
size 20 Calibri font.

### **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.

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[casas@casas.org](mailto:casas@casas.org)

1-800-255-1036

