



## Going Remote! Checklist for CIT Test (for 1:1)

The existing *CIT Test Administration Directions* in the *CIT Certification Training* apply unless specifically noted otherwise in the ***CIT Remote Testing Guidelines***.

All bolded items are on the *California Remote Testing* page of the CASAS website.

1. At least one person from each agency completes ***CIT Remote Test Training Webinar*** and trains other CIT examiners, if appropriate.
2. Determine most accessible and most secure remote technology/procedures for CIT testing.
3. Complete ***Agency Remote Testing Agreement*** (required, one per organization).
4. CIT examiners sign ***Proctor Remote Testing Agreement*** and agency keeps on file for all CIT examiners that conduct remote testing.
5. Each agency adds their remote procedures to their *Local Assessment Policy*.
6. Request the *CASAS Fillable PDF CIT Test Booklets, Forms 973 and 974* by emailing [CIT@casas.org](mailto:CIT@casas.org).
7. Practice with selected technology before using with examinee in a testing situation.
8. Schedule remote testing of examinees who have completed citizenship preparation.
9. Obtain verbal and/or visual confirmation of privacy and security measures using ***CIT Remote Testing Guidelines***.
10. Administer 973 or 974 CIT test following *CIT Test Administration Directions* and ***CIT Remote Testing Guidelines***.
  - a. CIT examiner scores examinee's performance in test booklet (paper or fillable PDF). CIT test administration is a 1:1 test. No group testing is permitted.
  - b. Initial CIT certifiers must record two interviews and submit to [CIT@casas.org](mailto:CIT@casas.org).
11. Turn in test results to data person for entering into TOPSpro Enterprise (TE).
12. Agency is responsible for keeping remote test booklets secure. See ***CIT Remote Testing Guidelines*** and ***CIT Remote Testing FAQs*** for additional information.
13. **Go Remote!**