



Going Remote! Checklist for EL Civics COAAP Testing

1. View *CASAS Remote Civic Objective Additional Assessment Plan (COAAP) Testing Training* webinar (pre-recorded).
2. Determine and agree on remote testing technology/procedures by COAAP based on what are the most accessible and most secure methods. Adapt the testing delivery procedures, not the assessment itself.
3. Complete *Agency Remote Testing Agreement* (required, one per organization). Submit the agreement to both your Program Specialist and CDE Consultant.
 - a. List COAAPs to be used remotely.
 - b. Describe revised assessment delivery for each COAAP.
4. Train assessors/instructors in remote testing procedures and keep a signed *Proctor Remote Testing Agreement* form on file each assessor who conducts remote testing.
5. Schedule remote test takers/students who have completed at least 30 hours of instructional work.
6. Review testing procedures with test takers prior to testing. Communicate with the test taker about privacy and security and receive verbal confirmations.
7. Conduct trial remote testing runs with colleagues until assessors are comfortable with the technology. Review COAAP assessment delivery as needed before rolling out to classes.
8. Oral assessment must be 1:1. Use "gallery view" for multiple test takers when conducting written assessments. Assessor monitors via web conferencing platform with webcam.
9. During testing, confirm test taker identity. Reconfirm testing time and procedures with test takers. No need for video recording.
10. Assessor marks students' performance on paper rating sheets as before.

- a. Capture written work in the most secure manner possible. Keep 2 samples per class.
11. COAAP testing requires that agencies keep at least one Pass and one Fail paper rubric and any related attachment (e.g. visuals, completed forms) from each class in a stored file. [See FAQs.]
12. Turn in test results and representative sample rating sheets to data person for entry into TOPSpro Enterprise (TE) and storage.
13. Record remote testing technology and procedures. Add them to the agency *Local Assessment Policy*.

14. Go Remote!