

## Appendix C: Curricula and Proxy Hours

Definition of Distance Learners: Learners who receive more than 50 percent of instructional hours in a distance learning format during the program year are considered distance learners for NRS reporting purposes.

Testing: Learners in distance learning settings must fulfill the same assessment requirements as all other learners (see Section 2).

Agencies must assess distance learners in a secure proctored environment, either at the adult education site or other proctored and secure location and with staff trained to administer the assessment.

**Update for PY 2020-21:** In response to the COVID-19 pandemic, OCTAE released memorandums 20-3 (March 27, 2020), 20-4 (April 17, 2020), and 20-5 (May 29, 2020). These directives eased the requirement for in person proctoring, and gave more flexibility to the states to implement progress testing remotely. These memos also required states to indicate whether it will allow pre- and post-testing remotely, and also to identify all students exempted from testing in response to agency closures related to COVID-19.

The CDE will allow remote testing for California WIOA Title II agencies, and has addressed its plan for PY 2020-21 in Appendix D of this assessment policy.

Curricula and Proxy Hours:

- Curricula used for distance education: Agencies may use curricula approved by the CDE that field-based distance learning programs have implemented successfully. Programs may also submit other curricula for CDE approval that meet the needs of the population they are serving.
- Proxy Hours: Proxy hours are determined by a review of CDE-approved range for each curriculum and may include hours for additional activities to meet local needs. CDE provides proxy contact hours for curricula that are used extensively in distance learning programs throughout California. CDE-recommended proxy hours are determined by a field group convened from each program area to review the most widely used curricula and determine an appropriate number of proxy hours per unit for each. The field colleagues are distance learning professionals with experience using the curricula in question. Agencies requesting a number different from the suggest number of proxy hours provide a justification, and if the CDE consultant has questions about the request, he or she contacts the agency to discuss and gather additional information.
- CDE promotes a rigorous outcome-based learner mastery model with designated benchmark levels for program completion verified by an identified process that may include teacher and/or external certification.

## **Addendum to Appendix C: Distance Learning**

### **Purpose**

The purpose of this addendum to the California WIOA Title II Adult Education Assessment Policy for Program Year 2020-21 is to provide clarification and support to WIOA Title II agencies as they provide continuity of operations for adult learners in the current COVID-19 environment. The California Department of Education (CDE) will take the effect of the COVID-19 outbreak into consideration when reviewing PY 2019-20 data.

### **12 hours of “actual contact”**

All eligible individuals receiving services under AEFLA: WIOA Title II must complete at least 12 hours of instruction to be considered a “participant” under 34 CFR 463.150. Program closures due to COVID-19 have resulted in placing students in distance learning settings, and those students may be in various stages of progress. Learners can still obtain 12-hours of instruction through distance learning, by accruing contact hours through telephone, teleconference, online communication, or other channels where the participant and program staff can interact and through which participant identity is verifiable.

### **Remote Testing**

In PY 2019-20, CDE permits agencies to implement remote testing, and will continue that policy through PY 2020-21. Agencies that choose to use this flexibility must have procedures to ensure that (1) the student who is testing can be properly identified; (2) any approved test (i.e., any test determined suitable for use in the NRS) that is used is properly secured; and (3) the remote proctor can properly administer the test. Only secure electronic versions of a test are administered by a remote proctor and are deemed secure by the test publisher, are allowed.

In addition, WIOA Title II agencies must follow the guidelines listed below:

1. CASAS assessments, GED® and Hi-SET® are the only remote tests approved at this time
2. Administrators of California WIOA Title II agencies that must complete the Agency Remote Testing Agreement Form before conducting remote testing, and submit the form to CDE Education Programs Consultants and CASAS Program Specialists.
3. Testing Administrators or Proctors must have a certificate of completion (as a certified CASAS eTests Proctor, which covers all test proctoring including online testing) before commencing remote assessments.
4. The testing credentials or training records of each proctor or administrator must be available to the CDE upon request for monitoring purposes.

5. California WIOA Title II funded agencies must incorporate a written standard operating procedure for remote testing into the Local Assessment Policy which addresses:
  - a. Test security,
  - b. Test integrity,
  - c. Protection of personally identifying information,
  - d. Specify the certification or trainings to administer the specific assessment tests,
  - e. Process for pre-screening students to verify identity,
  - f. Orientation of students to remote online testing environment,
  - g. List technology tools used to test, per publisher guidance, and
  - h. A plan to respond to video or technical glitches and communicate plans clearly to students.

**Approved MSG Assessments per California Adult Education Assessment Policy for Program Year 2020-21<sup>1</sup>**

Publisher	Verification of Student Identity	Approved Test determined suitable for use in the NRS	Agency Remote Testing Agreement Form	Certification or Training for Remote Testing
CASAS	Remote administration of specific CASAS Tests will be allowed using a video conferencing program which allows the test administrator to identify the student.	Remote administration of specific CASAS Tests will be allowed using a video conferencing program which allows the test administrator to identify the student.	Only WIOA Title II agencies that have submitted an Agency Remote Testing Agreement form will remote test.	Remote Testing Guidelines are available for CASAS remote testing approaches.  In addition CASAS Remote Testing Webinar Trainings are available.

<sup>1</sup> Recommendations remote testing requirements are based on from U.S. Department of Education Office of Career, Technical, and Adult Education (OCTAE) Program Memo 20-3, Adult Education and Family Literacy Act and COVID-19 – Frequently Asked Questions published on March 27, 2020 and found at <https://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/octae-program-memo-20-3.pdf>

**Approved HSE Assessments per California Adult Education Assessment Policy for Program Year 2020-21<sup>2</sup>**

<b>Publisher</b>	<b>Status for Remote Testing</b>	<b>Approximate Timeframe</b>	<b>Website for more information</b>
GED Testing Service GED®	GED Testing Service is meeting with several proctor vendors to determine the best option for remote testing. Students will have to meet certain screening criteria prior to testing. <b>Guidance forthcoming</b>	Mid to late May	<a href="https://ged.com/coronavirus-covid-19/">https://ged.com/coronavirus-covid-19/</a>
ETS Hi-SET®	ETS is in the early stages of investigating remote proctoring as a viable option for Hi-SET. Guidance forthcoming	Mid to late June	<a href="https://www.ets.org/s/cv/hiset/the-americas/">https://www.ets.org/s/cv/hiset/the-americas/</a>

\* Students considering taking the GED® or Hi-SET® test, please be aware of the following:

1. Official testing center information can only be found on the websites listed below. Although some high school equivalency test preparation programs may issue “diplomas or certificates” demonstrating *program completion*, these documents ARE NOT official California high school equivalency credentials and not eligible for payment points.
2. As of January 1, 2020, the California Department of Education (CDE) only authorizes the companies offering the GED® or HiSET® to issue a California High School Equivalency Certificate or Official Transcript. Free test preparation programs are available at [California Adult Education Provider Directory](#), [GED®](#) or [Hi-SET®](#)

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<sup>2</sup> Recommendations remote testing requirements are based on from U.S. Department of Education Office of Career, Technical, and Adult Education (OCTAE) Program Memo 20-3, Adult Education and Family Literacy Act and COVID-19 – Frequently Asked Questions published on March 27, 2020 and found at <https://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/octae-program-memo-20-3.pdf>

