

CASAS CIT Remote Test Training Webinar

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Goals and Objectives

- **Goal: CIT Administrators will be able to give the CIT test remotely**
- Identify and complete the agreement necessary for CIT remote testing.
- Identify and implement the procedures necessary for effective CIT remote test implementation.
- Identify the tools that will assist in appropriate CIT Remote Test implementation.

CASAS EI Civics CIT Remote Testing Implementation

Preparation for CASAS EL Civics CIT Remote Testing (1)

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

Preparation for CASAS EL Civics CIT Remote Testing (2)

Policy

- At least one person from each agency views ***CIT Remote Test Training*** and trains other CIT Examiners, if appropriate.
- A CIT Examiner trained in CIT remote testing can use the one-page overview of CIT remote test procedures called **“Going Remote!” Checklist for CIT Test** and the ***CIT Remote Testing Guidelines***.
- Go to: *California Citizenship Preparation* page at casas.org

Preparation for CASAS EL Civics CIT Remote Testing (3)

Remote Testing Options

Determine most accessible and most secure remote technology/procedures for CIT testing.

- **CIT Remote Testing Delivery Mode Examples**
 - Smartphone with camera
 - Computer with webcam and phone
- **CIT Test Booklet (Forms 973 and 974)**
 - CASAS paper CIT test booklets
 - CASAS fillable PDF CIT test booklets

Preparation for CASAS EL Civics CIT Remote Testing (4)

CIT Remote Testing

- The CIT test delivery can be modified for remote testing on computers or smartphones
- The key requirement is the ability to see and interact with the student “live” – in real time.



Preparation for CASAS EL Civics CIT Remote Testing (6)

Agreements

- Each agency ensures that CIT Examiners have been trained in remote testing and security measures and have signed the Proctor Remote Testing Agreement. This agreement is kept on file at the agency.
- Go to: [Proctor Remotes Testing Agreement](#) on the CASAS online training webpage.

Preparation for CASAS EL Civics CIT Remote Testing (7)

Procedures

- Add agency-determined remote testing procedures to the ***Local Assessment Policy***.
- CIT Examiners practice with selected technology before using with student in a remote testing environment.
- Schedule remote testing of students who have completed citizenship preparation.

Administering the CIT Test Remotely (1)

- Administer CIT test form 973 or 974 following ***CIT Test Administration Directions*** and ***CIT Remote Testing Guidelines***.
 - CIT Test administration is a 1:1 test. No group testing is permitted.
 - CIT Examiner scores student's performance in test booklet (paper or fillable PDF).

Administering the CIT Test Remotely (2)

- **Security of Testing Environment**
- Obtain verbal and/or visual confirmation of privacy and security measures.
 - Confirm test taker identity.
 - Using the language in the ***CIT Remote Testing Guidelines*** (see next slides):
 - check that the student is alone and not getting assistance from people or items that are not appropriate during testing.
 - have student sweep the room with a video camera before and after the test session (if possible).

Administering the CIT Test Remotely (3)

Security of Testing Environment (continued)

- Provide for accommodations, as needed.
- If the test taker does not understand or agree to the agreements, the test taker cannot take the assessment remotely and the session will need to end.

Administering the CIT Test Remotely (4)

CIT Remote Testing Guidelines (excerpt)

- You must communicate with the test taker about privacy and security and receive several verbal confirmations.
- You must say, “***Before we start, I need to go over a few important things. I will also ask you some questions. You need to answer Yes or No to each question. Do you understand?***” The test taker must answer, “**Yes**”.
- If you are going to record the interview* you must say, “***I am going to record this interview. Do you give permission to be recorded?***” The test taker must answer, “**Yes**”.
- *Initial CIT Certifiers must record 2 interviews and submit to CIT@casas.org

Administering the CIT Test Remotely (5)

CIT Remote Testing Guidelines (excerpt) continued

The test taker must verbally confirm that no other people are in the room and that the work the test taker submits will be their own. You must ask the following questions:

1. ***“Is anybody else in your room?”*** The test taker must answer, **“No”**.
2. ***“Will you take the test by yourself?”*** The test taker must answer, **“Yes”**.
3. ***“You cannot use notes, books, or your computer to find answers. Do you agree?”*** The test taker must answer, **“Yes.”**
4. Test takers must verbally confirm that they will not share test items. You must state **“You cannot share any test questions or answers. Do you agree?”** The test taker must answer, **“Yes.”**

Administering the CIT Test Remotely (6)

- Administer the test.
- Turn in test results to data person for entering into TOPSpro Enterprise (TE).
- Data person must check the “remote delivery” box.

The screenshot displays the TE (TOPSpro Enterprise) interface for administering a test. The 'Test Information' section shows the following details:

- Program Year: 7/1/2025 - 6/30/2026
- Agency: 4908 - Rolling Hills Adult School (RHAS)
- Site: 01 - 01: RHAS Site Campus
- Student: 001109011 / Satbir Mahesh Bhai Qazi
- Assessment Date: 2/26/2026
- Form Code: 974S
- Form Name: Citizenship Interview Test

The 'Assessment Info' section includes the following fields and values:

- Site: 01 - 01: RHAS Site Campus
- Assessment Date: 2/26/2026
- Remote Test: (indicated by a red arrow)
- Proctored By:
- Assessment Type: Fixed Form
- Form: 974S - Citizenship Interview Test
- Class: 040101 - SP25 - Citizenship Preparation
- Score Override:
- Raw Score: 41
- Scale Score: 211
- Accurate:
- Passed:
- Conservative Estimate:
- Retested:

The 'Assessment Items' section shows: Item Responses: Not Available.

CIT Test Booklet Storage Policy

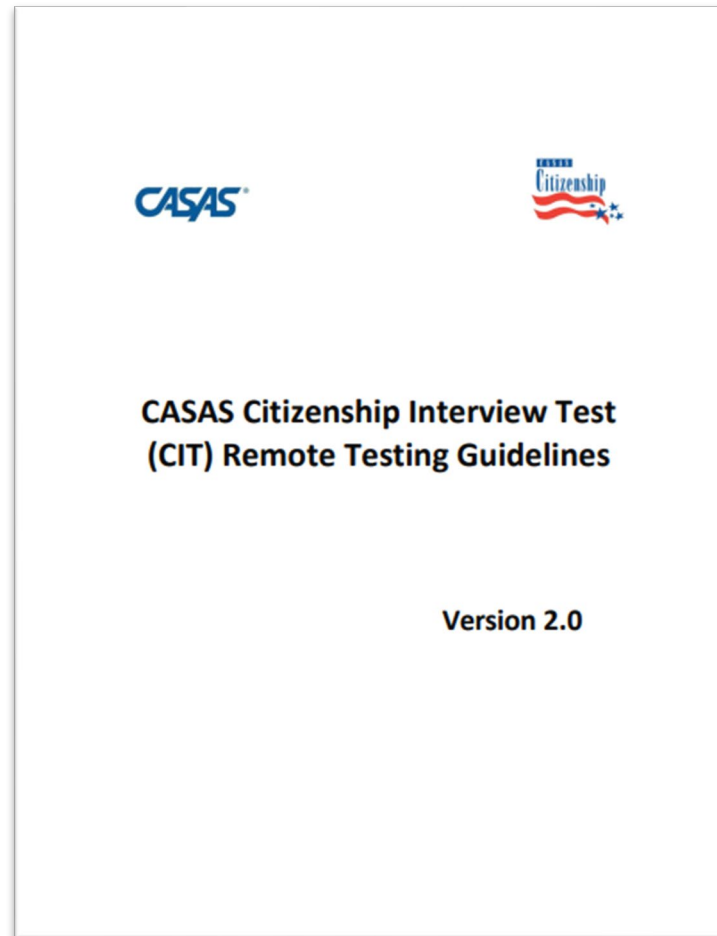
- Agency determines policy for keeping remote testing booklets secure for auditing purposes.
- Test Booklet Storage Policy:
 - Blank and used test booklets need to be kept in a locked secure cabinet (print) or computer (digital). These need to be kept for three years plus the current year in a central agency location for auditing purposes, unless an agency knows that they will be the subject of an ongoing audit, in which case they must keep records for 5 years. (See the CASAS Administration Manual for additional information related to saving and archiving documents.)

“Going Remote!” Checklist for CIT Test

- For a one-page overview of CIT remote test procedures, see the **“Going Remote!” Checklist for CIT Test**
- Go to: [California Citizenship Preparation](#) page on the CASAS website.

CASAS EL Civics CIT Remote Testing Guidelines and Testing Tools

CIT Remote Testing Guidelines



Remote Testing Tools

- Find these documents at the *California Citizenship Preparation* page at casas.org
 - ***CASAS CIT Remote Test Training Webinar*** Recording and Slides
 - ***CIT Remote Testing Guidelines***
 - ***Going Remote! Checklist for CIT Testing***
 - ***CIT Remote Testing FAQs***
- **[Proctor Remote Testing Agreement](#)** is on the CASAS training webpage at training@casas.org.
- **Contact CIT@casas.org for the following: CASAS fillable PDF CIT test booklets (Forms 973 and 974)**

Reflection

- With whom at your agency will you discuss remote CIT implementation such as:
 - ***Local Assessment Policy?***
 - best technology for your citizenship preparation students?
- How will your agency assess the need for and efficacy of CIT remote implementation?
- How will your agency support teachers and students with remote testing?

 [/CASASsystem](#)

 [/CASASSystem](#)

 [/CASASAssessment](#)

Thank you for Attending!

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