



2020-21 Citizenship Preparation FAQs

Note: Information added after July 1, 2020 is shown in green.

CIT Certification, Recertification and Testing

1. Who can administer the Citizenship Interview Test (CIT)?

Any certificated or classified employee of the agency with excellent English proficiency can be certified to administer the CIT.

2. How do I enroll in CIT Certification training?

Have your agency place an order for the training (CIT-CTO).

<https://www.casas.org/product-overviews/assessments/order-cit>

3. Does the CIT Certification require recertification?

Yes, the CIT Certification requires annual recertification. Test administrators must be recertified every year between Jan 1 and April 30.

4. How do I become CIT Recertified?

Recertification is conducted annually **between January and April, for the upcoming year.**

The deadline for recertification is April 30. During the first week of January, all eligible CIT administrators will receive an email with instructions on how to recertify. Recertification is completed online. If you are a current CIT test administrator and you do not receive an email by January 10th, you should contact CIT@casas.org. **CIT certification expires June 30th** of each year. CIT examiners must recertify if they want to continue administering the test next program year. For additional information, please email CIT@casas.org

5. Why do I need to be recertified each year?

Consistent test administration is required to maintain consistency in rating oral responses, which is critical for accuracy and validity of test scores. On an objective multiple choice reading test, answers are scored against an answer key. On an oral test, the test administrator must "rate" the response and give it a score based upon specific criteria.

Over time, oral test administrators tend to become more lenient or rigid in their scoring. Recertification ensures that test administrators remain consistent, and that scores across test administrators and agencies remain consistent and valid.

In order to keep the test "standardized," all scoring must continue to be based upon the same interpretation of the scoring rubrics developed for the test.

6. Can the Citizenship Prep class teacher also administer the CIT to their students?

Yes, Citizenship Preparation teachers certified to administer the CIT can administer it to their own students, however, proper test administration guidelines need to be adhered to.

7. Are testing instructions available in languages other than English?

No. However, communicating with test takers in their native language is acceptable before the test begins.

CIT Remote Testing

9. Can the CIT be administered remotely?

Yes, the CIT test, a one-to-one (1:1) testing procedure, can be accomplished using a video conferencing platform or smartphone.

10. What steps must an agency take to begin administering the CIT remotely?

To begin CIT Remote Testing:

- a. At least one person from each agency completes *CIT Remote Test Training Webinar* and trains other CIT examiners, if appropriate.
- b. Agencies complete an *Agency Remote Testing Agreement*.
- c. CIT examiners sign *Proctor Remote Testing Agreement*.
- d. Each agency adds their remote testing procedures to their *Local Assessment Policy*.

11. I heard I can use electronic test booklets? How do I access them?

Request the *CASAS Fillable PDF CIT Test Booklets, Forms 973 and 974* by emailing CIT@casas.org.

12. Can I share the CASAS Fillable PDF CIT Test Booklets with others?

You can only share the test booklets with other CIT examiners at your agency. They cannot be shared with anyone else.

13. Can the CASAS Fillable PDF CIT Test Booklets be printed?

If using the fillable PDF is not practical, examiners have the option of printing it out and completing it by hand, as one would with the paper booklet.

14. Where can I find more information about CIT remote testing?

The *CIT Remote Testing Training Webinar* recording, *CIT Remote Testing Guidelines* and *CIT Remote Testing Agreements* can be found on the *California Remote Testing* page of the CASAS website at <https://www.casas.org/training-and-support/casas-peer-communities/california-adult-education-accountability-and-assessment/california-remote-testing>.

AEFLA/WIOA Title II, TOPSpro Enterprise (TE), and Class Set Up for Citizenship Preparation

15. How do I designate a class that is both EL Civics and Distance Learning? Do I need to designate it as both EL Civics and Distance Learning, or just one or the other?

You can designate both in the TOPSpro Enterprise Classes Instances record. To designate a class as EL Civics, go to the Class Instances Record for that particular class in TOPSpro Enterprise. In that record, find the section for EL Civics, and designate the class as either Civic Participation or Citizenship Preparation. In the same Classes Instances record, you can also designate that same class as Distance Learning.

16. How do I set up a class to have instruction in both Civic Participation and Citizenship Preparation or Civic Participation and Integrated EL Civics (IELCE)?

If a Civic Participation Class will give instruction in both Citizenship Preparation and Civics Participation or Civic Participation and IELCE, set up 2 classes in TE. Then, in the Focus Area select one for each class:

- Citizenship Preparation (231)
- Civic Participation (231)
- IELCE (243)

For example, an agency has planned a class for intermediate level learners M-Th 9am-12pm. This agency wants to teach one 231 funded Citizenship Preparation class and one 231 funded Civic Participation class during the Fall Semester. This can be accomplished in two ways:

Example 1:

- Set up one class from 9-10:30am M-TH designated as 231 funded Citizenship Preparation in TE.
- Then set up another class from 10:30am-12:00pm M-Th and designate this class as 231 funded Civic Participation. Teach the 30 hours of the 231 funded Civic Objective and assess it during that time period in the semester.

Example 2:

- Split the class into two 8-10 week quarters. Set up one class from 9am-12pm M-TH for the first “quarter” designated as 231 funded Citizenship Preparation in TE.
- Then set up another class from 9am-12pm M-TH for the second “quarter” and designate this class as 231 funded Civic Participation in TE. Teach the 231 funded Civic Objective and assess it during this time period in the quarter.

Be sure to mark “ESL/ELL” for Instructional Program.

CIT Materials and Security

17. What is the storage policy for CASAS testing materials?

Blank and completed CIT test forms 973/974 print or PDF need to be secured in a locked cabinet (print) or secure computer (digital). Agencies should keep a small number of pass and fail examples of completed CIT test forms for auditing purposes. These need to be kept for three years plus the current year in a central agency location, 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.)

18. I have some defaced CASAS test booklets and some obsolete ones. What do I do with them?

All test booklets (no matter how old they are) must be shredded by the school or agency according to the following process:

- a. Shred the test booklets
- b. Send a letter written on school or agency letterhead to CASAS with the following information:
 - Statement of number of test booklets and test forms that were shredded
 - Statement of when they were shredded
 - Signature of the school or agency administrator
- c. Keep a copy of the letter for your records
- d. If the school or agency cannot shred the test booklets, the test booklets can be sent to CASAS to be shredded. If that is the case, the school or agency must keep a letter on file (on letterhead) noting which test booklets were sent, how many and when they were sent, signed by the administrator.

Follow-up

19. Where can I find more information about Citizenship Preparation?

You can find more information, including instructional resources, on the CASAS website at <https://www.casas.org/product-overviews/assessments/citizenship>.

20. If I have further questions about Citizenship Preparation, whom should I ask?

Contact: CIT@casas.org.