



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 can be accessed on the [California Citizenship Preparation page](#) on the CASAS website.

1. At least one person from each agency views the *CIT Remote Testing Training* (Webinar) and trains other CIT Examiners, if appropriate.
2. Determine most accessible and most secure remote technology/procedures for CIT testing.
3. CIT Examiners sign *Proctor Remote Testing Agreement* and agency keeps on file for all CIT Examiners that conduct remote testing.
4. Each agency adds their remote procedures to their *Local Assessment Policy*.
5. Request the *CASAS Fillable PDF CIT Test Booklets, Forms 973 and 974* by emailing CIT@casas.org.
6. Practice with selected technology before using with student in a testing situation.
7. Schedule remote testing of students who have completed citizenship preparation.
8. Obtain verbal and/or visual confirmation of privacy and security measures using *CIT Remote Testing Guidelines*.
9. Administer 973 or 974 CIT test following *CIT Test Administration Directions* and *CIT Remote Testing Guidelines*.
 - a. CIT Examiner scores student'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 2 interviews and submit to CIT@casas.org
10. Turn in test results to data person for entering into TOPSpro Enterprise (TE).
11. Agency is responsible for keeping remote testing booklets secure. See *CIT Remote Testing Guidelines* and *CIT Remote Testing FAQs* for additional information.
12. **Go Remote!**