



## 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](mailto: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](mailto: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!**