

# CASAS Remote Testing Policy

---

## Updated August 2025

Remote testing is an important tool for programs that provide testing to adult learners. CASAS supports remote testing as a viable method for testing for in-person, hybrid, and distance learning programs. Remote testing may not be an option for all learners, but it can and should be utilized when certain conditions have been met.

Agencies set up to deliver tests via CASAS eTests may administer CASAS assessments remotely at no additional cost. Agencies not yet set up with CASAS eTests can follow the steps laid out in the Going Live! Checklist to get started.

Before beginning remote testing, CASAS recommends that proctors complete the CASAS Remote Testing Training Module, which is available online. Anyone who proctors eTests remotely should also already be certified as an eTests Proctor. Local agencies are responsible for ensuring that their remote testing proctors are trained and following remote testing protocols. Be sure to refer to your state and local assessment policy regarding remote testing certification requirements.

### Technical Requirements

Below are the technical requirements for remote testing for proctors and test takers:

Proctors must use a desktop, laptop, or tablet computer with:

- Windows 10 or 11
- Integrated or attached webcam
- Microphone and speakers

Test takers must use one of the following devices for testing:

- Windows 10 or 11 desktop or laptop computer
- Mac desktop or laptop computer
- Chromebook
- Android Tablets or iPads

Test taker's devices must be equipped with the following:

- Integrated or attached webcam
- Microphone and speakers
- Internet access with bandwidth of at least 2 megabits per second (Mbps)

Please refer to our CASAS eTests System Requirements for more specifics about each device listed above.

## Environment

A proper environment is important to ensure that tests remain secure and to reduce distractions that may invalidate test results. Here are some key characteristics of a proper environment for remote testing:

- Testing should be done in a quiet space without background noise or distractions.
- Lighting should be bright enough for the proctor to clearly see the test taker and the testing space.
- The test taker needs to keep the camera on their face at all times during testing.
- The test taker may not use any other resources while testing unless approved by CASAS. For math tests, a pencil and scratch paper can be used. The scratch paper must be blank before the test begins.

## Collection of Personal Information

The proctor will collect personal information about the test taker to verify their identity. The personal information collected for remote testing is the same information collected for in-person testing.

The test taker should be aware that they will need their camera and microphone on throughout the duration of the test. This video will not be recorded except for test security violations.

## Test Security

It is the responsibility of the agency and proctor to ensure that CASAS testing instruments and test items are kept secure.

It is the immediate legal responsibility of the agency director, principal, or other primary administrator to enforce the security of testing materials, which includes but is not limited to CASAS eTests, TOPSpro Enterprise, CASAS test items and tests, test administration manuals and materials, and answer keys. Only testing personnel and others qualified as part of the testing process may have access to any testing materials.

CASAS continually examines and researches security concerns to maintain the integrity of the testing instruments, but remote proctors need to be vigilant during testing sessions to ensure that CASAS testing instruments are not compromised. If CASAS determines that any agency, school, or other testing entity, has violated any provision of this test security policy in any manner, purposely or otherwise, CASAS reserves the right to take appropriate action to rectify the violation.

## Confidentiality of Tests and Test Items

No agency, school, or other entity may use any test or test item — published or unpublished — as a tool to prepare examinees for the testing process. CASAS tests may never serve as practice tests in any capacity or for any purpose. Reviewing, discussing, or explaining test items to anyone at any time is not permissible.

## Copyright Infringement

Federal copyright law prohibits the unauthorized reproduction and use of copyrighted test materials. Therefore, it is not lawful to duplicate, photograph, record or reproduce test materials in any manner.

## Duplicating and Copyright Restrictions

All CASAS testing materials are copyrighted and are not to be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without prior written permission from CASAS. Any unauthorized reproduction of all or of any part of test booklets, answer sheets or other secure testing materials for any purpose is a violation of copyright law.

## Test Administration

Agencies must ensure that proctors are properly trained and test takers are adequately prepared before testing. Please refer to the guidelines for proctors and for students available on the CASAS website. It is important that the proctor explain all steps in the remote testing process to the test taker. It is important that the agency have each test taker agree to the remote testing rules listed below prior to scheduling their test with a proctor.

Proctors must actively monitor the test taker throughout an entire test session to ensure that all testing rules are followed. Proctors may remotely test up to 15 test takers at a time. CASAS recommends remotely testing 8 test takers at a time. Proctors should be aware of the potential for test takers to violate test security and be prepared to intervene if dubious actions are suspected. The CASAS Remote Testing Training Module covers the procedures that proctors should follow to intervene in the event that cheating occurs.

Testing personnel must follow all test administration directions as directed in the CASAS Remote Testing Policy and the relevant Test Administration Manual.

## CASAS Remote Testing Rules

Prior to remote testing, each test taker must agree to the CASAS Remote Testing Rules before scheduling their remote test with a proctor. It is the responsibility of the program to address the rules below with each test taker prior to remote testing.

The test taker must agree to the following terms before taking a CASAS assessment remotely:

- **Cheating is strictly prohibited!**
- Personal items such as mobile phones, headphones and watches must be out of reach (this includes all wired or Bluetooth devices unless explicitly approved).
- You must be in a private, walled room with a closed door.
- No one else is permitted in the room once your exam has started, for any reason.
- You may not leave the view of the webcam for any reason.
- You cannot use or take notes on paper except for using scratch paper on math tests.
- Food, smoking and gum are prohibited.
- You cannot move your webcam once your testing session has started.
- Mumbling, speaking out loud or covering your mouth are not allowed and will lead to a warning.

- You consent to being videotaped and recorded.
- You must be fully clothed while testing.
- Violators will permanently forfeit their right to test remotely with CASAS in the future.

Breaking any of these rules will result in the test taker's exam(s) being revoked and declared invalid. If a test taker is caught cheating, the proctor must discontinue their test; and the test taker will not receive any test scores.

### **Testing Accommodations**

The same testing accommodations allowed by CASAS for in-person testing can be made for remote testing. Please refer to the Test Administration Manual for the particular series the test taker is taking and the CASAS Testing Accommodations and Accessibility webpage for more information on these accommodations.