

Going Remote! Checklist

1. Agency has already implemented CASAS eTests. (see [Going Live! Checklist](#))
2. Read the [CASAS Remote Testing Guidelines](#) for the approaches to be used.
3. Complete [CASAS Remote Testing Agreements](#), one per organization.
4. Complete [Proctor Remote Testing Agreement](#). Agree to adhere to protocols and requirements in the [Remote Testing Guidelines](#).
Recommended – [Proctor Remote Testing Certification](#).
5. Proctors meet the following **equipment and experience requirements**
 - Appropriate device for the selected approach (e.g., PC with Windows 10)
 - Webcam
 - Reliable internet connection – 2 Mbps or faster
 - eTests Proctor Certification
 - Web conferencing platform installed which allows screen sharing, e.g., ZOOM or other platforms)
 - experience proctoring eTests in a lab/classroom (strongly recommended)
6. **Identify remote test takers** who have:
 - Reliable internet connection – 2 Mbps or faster
 - For 1:1 Remote Control – PC Windows 10 or 11, iPad, or Mac – with webcams
 - For 1:1 or multiple test takers – PCs Windows 10 or 11 only with webcams
 - For 1:1 or multiple test takers – Chromebook with smartphone replacing webcam (coming soon)

NOTE: Taking the test on a mobile phone is not allowed.
7. **Register testing station(s)**.
 - For 1:1 - register proctor's computer
 - For 1:1 or multiple test takers - register each test taker's computer
8. Review/select **eTests testing templates and sessions**.
9. Conduct multiple **remote testing trial** runs with colleagues until comfortable with the CASAS eTests and web conferencing technologies.
10. Go Remote!