

## 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 the [Agency Remote Testing Agreement](#), one per organization.
4. Complete [Proctor Remote Testing Agreement](#), **one per proctor**. Agree to adhere to protocols and requirements in the **Remote Testing Guidelines** (optional – Proctor [Remote Testing](#) Training).
5. Proctors meet the following **experience and equipment requirements**:
  - eTests Proctor Certification
  - Experience proctoring eTests in a lab/classroom (strongly recommended)
  - Appropriate device for selected approach (e.g., PC with Windows 10)
  - Webcam
  - Reliable internet connection – 2 Mbps or faster
  - Web conferencing platform installed which allows screen sharing (e.g., ZOOM or other platforms)
6. **Identify remote test takers** who have:
  - Reliable internet connection – 2 Mbps or faster
  - For 1:1 Remote Control – PC Windows 10, iPad, or Mac – with webcams
  - For 1:1 or multiple test takers – PCs Windows 10 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. Ready to **Go Remote!**