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.
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!