This “Quick Reference” for the 1:1 or Multiple Test Takers on Chromebooks and iPads remote testing approach provides general steps that proctors must follow to conduct a testing session. This is not a stand-alone document and should always be used alongside CASAS Remote Testing Guidelines.

## PART A: PREPARATION FOR REMOTE TESTING

<table>
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<th>Step</th>
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| **Step 1: Ensuring eTests is Installed and Testing Devices are Ready** | 1. Make sure eTests is installed on each Chromebook or iPad to be used by test taker(s) prior to testing.  
2. Chromebooks must be enabled for Kiosk Mode and iPads for Guided Access Mode. *(see Guidelines, pp. 6 & 7)* |
| **Step 2: Setting up Remote Test Taker Credentials** | 3. Test takers will need to register their Chromebooks or iPads as the testing station.  
4. Your data manager will need to create a special user account for remote test takers to register their testing station. |
| **Step 3: Scheduling and Setting Up Meeting** | 5. Schedule an agreed-upon day & time that is convenient for both you and the test taker to complete Part A & Part B.  
6. Set up web-conferencing meeting with secure settings according to the Guidelines, p. 7.  
7. Inform test takers to connect to the web conferencing meeting through their smartphone or second device, not the Chromebook or iPad that they will use for testing.  
8. Send a meeting invitation to the test taker’s email address. Include the meeting number and URL for access. |
| **Step 4: Greeting and Explanation of Next Steps and Opening eTests Sampler** | 9. At the designated time, you and the test takers access the meeting using the web conference URL/link (e.g., Zoom).  
10. After the meeting starts, secure the meeting and disable test takers ability to rename themselves. *(Guidelines, p. 8)*.  
11. If you will meet with multiple test takers, use breakout rooms to verify identity, and check technology and environment requirements. Test takers will return to the main room for the Trial Run.  
12. Introduce yourself, explain remote testing (refer to script in Guidelines, p. 8).  
14. Once everyone is ready send them to breakout rooms to practice while they wait for you to check them in. |
| **Step 5: Verifying Identity** | Ask the test taker to take out their ID, hold it up to the camera so you can see it and state their name. |
| **Step 6: Technology and Environment Review** | 1. Help the test taker run a speed test *(www.speedtest.net)* if you have not confirmed their network speed.  
2. Ask the test taker to pick up their smartphone or other device with a webcam to show their whole room.  
3. Have the test taker place the same device where you can have a good view of their testing screen, hands and body. |
| **Step 7: Trial Run (for first time Remote test takers)** | CASAS recommends practicing with the test taker to ensure a smooth and successful testing event *(Guidelines, p.9)*. |
| **Step 8: Registering the Test Taker’s Testing Station** | |

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Have test takers return to main meeting room, log out of eTests Sampler and follow directions for station registration for Chromebooks and / or iPads (Guidelines, pp. 9 – 10).

### Step 9: Next Steps before Part B

1. If continuing to Part B, give the test takers a short break, and continue to Part B when they return.
2. If completing Part B in a second meeting, confirm date and time of next meeting and end web conference meeting.
3. To begin the second meeting: start the testing session, add the test takers’ stations to the session, log out and exit. Start the web conference meeting. When connected with the test taker, verify identity, and repeat technology and environment review.

### PART B: TAKING THE TEST

#### Step 1: Agreements – Communicate about privacy and security and ask for several verbal confirmations.

1. *Before we start, I need to go over a few important things. I will also ask you some questions. You need to answer Yes or No to each question. Do you understand? Must answer, “Yes”.*
2. *You will need to keep a camera on during the test. I will be watching you while you take the test. The video will not be recorded. Do you understand? Must answer, “Yes”.*
3. *Is anybody else in your room? Must answer, “No”.*
4. *Will you take the test by yourself? Must answer, “Yes”.*
5. *You cannot use notes, books, or your computer to find answers. Do you agree? Must answer, “Yes”.*
6. *You cannot take a picture, copy, or share any test prompts, questions, or answers. Do you agree? Must answer, “Yes”.*
7. *(If the test taker has another phone that will not be used to monitor the session say) Please turn off your cell phone and show it to me so I can see that it is turned off. Now please put it somewhere you cannot reach or see it.*

#### Step 2: Begin to Test

1. Explain the testing purpose, have test takers open eTests app and click “Take a Test.” (see Guidelines p.11)
2. Have test taker log-in, confirm their name, complete demographics and continue until test menu displays.
3. With multiple test takers, repeat agreements and steps above for each test taker in their breakout rooms.
4. Direct each test taker to select the appropriate test and begin (see Guidelines p. 12).

#### Step 3: During the test

1. Closely monitor the test taker for any behaviors that would violate testing rules (see Guidelines p. 12).
2. Help the test taker resolve any technical issues and encourage the test taker to continue through the entire test.

#### Step 4: After the test

1. Ask Math Test Takers: “Show me your scratch paper. Please tear it up right now and throw it away.”
2. Tell the test taker to click LOG OUT from eTests and EXIT the testing application.
3. Tell the test taker you are finished; answer any questions; and then end the video conference meeting.
4. **STOP** the active session; LOG OUT and EXIT the eTests Management Console.