Quick Reference for Remote Testing

1:1 or Multiple Test Takers with Chromebooks and iPads, v3

This "Quick Reference" provides general steps that proctors must follow to conduct a remote 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
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. (*Guidelines, pp. 5-6*)
Step 2: Scheduling and Setting Up Meeting
1. Schedule an agreed-upon day & time that is convenient for both you and the test taker to complete Part A & Part B.
2. Set up web-conferencing meeting with secure settings. (*Guidelines, p. 6*)
3. 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.
4. Send a meeting invitation to the test taker's email address. Include the meeting number and URL for access.
Step 3: Greeting and Explanation of Next Steps
1. At the designated time, you and the test takers access the meeting using the web conference URL/link (e.g., Zoom).
2. After the meeting starts, secure the meeting and disable any ability for a test taker to change their name.
NOTE: If meeting with multiple test takers, you will use breakout rooms to verify identity, and check technology and environment requirements (Steps 4 & 5). Test takers will return to the main room for the Trial Run.
3. Introduce yourself, explain remote testing. (*Guidelines, pp. 6-7*)
4. Tell test takers to go to the *eTests Sampler* (https://teportal.org/eTests)) & click appropriate test series.
5. Once everyone is ready send them to breakout rooms to practice while they wait for you to check them in.
Step 4: Verifying Identity
1. Ask the test taker to state their first name, last name, and birth date.
2. Ask the test taker to state their student ID.
Step 5: 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. Have the test taker place the same device where you can have a good view of their testing screen, and themselves.

Step 6: Trial Run (for first time Remote test takers)

1. Practice using breakout rooms (multiple test takers only). (*Guidelines, p. 8*)
2. **1:1 testing:** the test taker can practice remote testing with the *eTests Sampler (* https://teportal.org/eTests).

Step 7: 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.

PART B: TAKING THE TEST

NOTE: If you a completing Part B in a second meeting, start the web conference meeting. When connected with the test takers, continue.

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: Starting the Testing Session and Registering the Test Taker's Testing Station

1. Start the testing session, choose "Start remote session" and write down the "Station Registration Code" displayed.
2. Direct test takers to register their Chromebooks and / or iPads with the code. (*Guidelines p. 9*)

3. Verify that the test takers' stations have been added to the session.

Step 3: Begin to Test
1. Explain the testing purpose, have test takers open eTests app and click "Take a Test." (*Guidelines pp. 10-11*)
2. Enter each breakout room to help each test taker get started.
NOTE: If this is a second meeting with the test taker, repeat Part A: Steps 3 & 4 above. (*Guidelines, pp. 7-8*)
3. Have test taker log-in, confirm their name, complete demographics and continue until the test menu displays.
4. Assist each test taker with beginning the test.
5. Mute your microphone and stop your video so test takers are not disturbed as you circulate the breakout rooms.

Step 4: During the test
1. Closely monitor the test taker for any behaviors that would violate testing rules. (*Guidelines pp. 11-12*)
2. Help the test taker resolve any technical issues and encourage the test taker to continue through the entire test.

Step 5: After the test
1. When time is up, bring all test takers back to the main room; direct them to click **LOG OUT** and **EXIT** from eTests.
2. Have math test takers tear up their scratch paper and throw it away where you can see them.
3. Tell the test taker you are finished; answer any questions; and then end the video conference meeting.
4. **EXIT** the eTests testing application.
5. **STOP** the active session; **LOG OUT** and **EXIT** the eTests Management Console. (*Guidelines, p. 12*)