Quick Reference for Remote Testing

1 to 1 or Multiple Test Takers with Windows 10 or 11 PCs 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: Scheduling and Setting Up Meeting
1. Schedule an agreed-upon day and time that is convenient for both you and the test taker to complete Part A (preparation for testing) & Part B (testing). (*Guidelines, p. 4*)
2. Send meeting invitations to each test taker's email address; include the meeting number and URL for access.
Step 2: 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.
3. Introduce yourself, explain remote testing. (*Guidelines, p. 5*)
NOTE: If meeting with multiple test takers, you will use breakout rooms to verify identity, and check technology and environment requirements. Test takers will return to the main room for the Trial Run. If meeting with one test taker only, skip to "Step 3: Verifying Identity."
4. Tell test takers to go to the *eTests Sampler* (https://teportal.org/eTests) and click an 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 3: Verifying Identity
1. Ask the test take to state their first name, last name, and birth date.
2. Ask the test taker to state their student ID.
Step 4: 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 device or webcam and show you their whole room. You need to see all of it.
Step 5: Trial Run (for first time Remote test takers)

1. Practice screen sharing with test takers and using breakout rooms (multiple test takers only). (*Guidelines, pp. 6*)

2. **1:1 testing:** the test taker can practice remote testing with the *eTests Sampler* (https://teportal.org/eTests).

Step 6: Next Steps before Part B

1. If continuing to Part B, give the test taker a short break, start the testing session, add your station, log out and exit.

2. If completing Part B in a second meeting, confirm date and time of next meeting and end the 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. ***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. Send eTests URL through Chat and direct test takers to register their station with the code. (*Guidelines, pp. 7*)

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

4. Refer to *Guidelines, Appendix B* if a test taker is unable to register their station with the code.

Step 3: Begin to Test

1. Explain the testing purpose and send test takers to individual breakout rooms. (*Guidelines, p.8*)

2. Enter each breakout room, instruct each test taker to share their screen and help them get started.
NOTE: If this is a second meeting with the test taker, verify identity, repeat technology and environment review in Part A: Steps 3 & 4 above. (*Guidelines, pp. 5-6*)
3. Have test taker log-in, confirm their name, complete demographics and continue until the test menu displays.
4. The test taker will see a screen that says, "Please wait for the proctor."
5. Repeat these steps for each test taker.
6. Return to each breakout room and help each test taker begin the test. (*Guidelines, p. 8*)
7. 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, p. 9*)
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, pp. 9-10*)