

Quick Reference for Remote Testing

1:1 Oral Responses

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. 5](#))
2. If Parts A and B are scheduled at different times, set up a recurring meeting with no specific date assigned so you can use the same meeting URL for conducting both parts with the same test taker.
3. Send a meeting invitation to the 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, access the meeting URL/link.
2. After the meeting starts, secure the meeting, and then disable any ability for the test taker to change their name.
3. Introduce yourself, explain remote testing; check device readiness, ID, and testing environment; answer questions; and check understanding (refer to script in [Guidelines, pp. 5-6](#)).

Step 3: 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 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 sharing screens and the testing process following the script. ([Guidelines, p. 7](#))
2. Go to the eTests Sampler (<https://teportal.org/eTests>); click an appropriate test series to practice remote testing.

Step 6: Next Steps before Part B

1. If continuing to Part B, give the test taker a short break and do not end the web conference meeting.

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

Step 1: Registering your Station and Starting the Testing Session

1. Start the testing session and register your own computer as the testing station to run eTests Online. ([Guidelines, p. 9](#))

2. If you a completing Part B in a second meeting, start the web conference meeting. When connected with the test taker, repeat Part A: Steps 3 & 4 above and continue.

Step 2: 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 3: Begin to Test

1. Explain the testing purpose. ([Guidelines, p. 10](#))

2. Then start sharing your screen with the test taker.

3. Click **Take a test** and run the CASASWebTests.exe file.

4. Enter the test taker’s ID; confirm name; collect demographics (if required), review and save.

5. You may see a screen that says, “Please wait for the proctor.” If you clicked “Enable Tests” on the Session Activity page in eTests prior to meeting with the test taker, simply press refresh to bring up the test menu.

6. Remind test taker that the test will be on your computer and they will provide oral responses. ([Guidelines, p. 11](#))

7. Mute your microphone and stop the video so as not to disturb the test taker.

Step 4: During the test

1. Closely monitor the test taker for any behaviors that would violate testing rules. ([Guidelines, p. 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 the test is over **LOG OUT** the student from eTests and direct the test taker to wait until you make sure everything looks OK.

2. Stop sharing your screen with the test taker.

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](#))