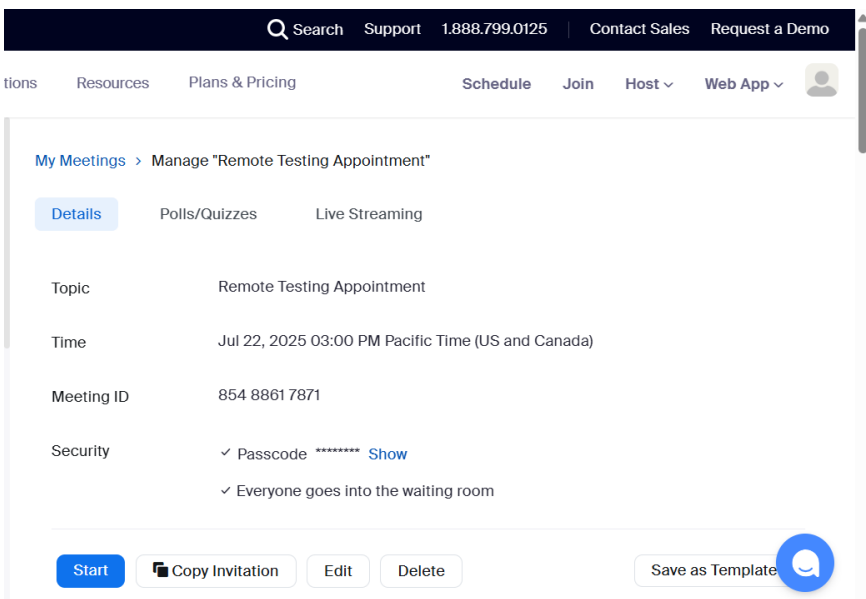
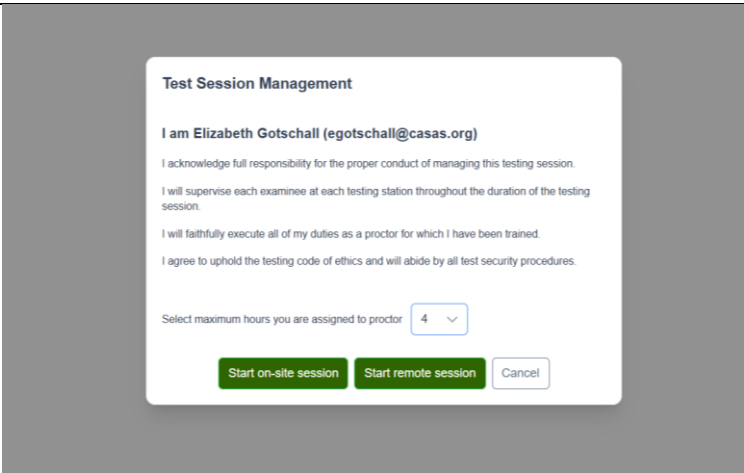
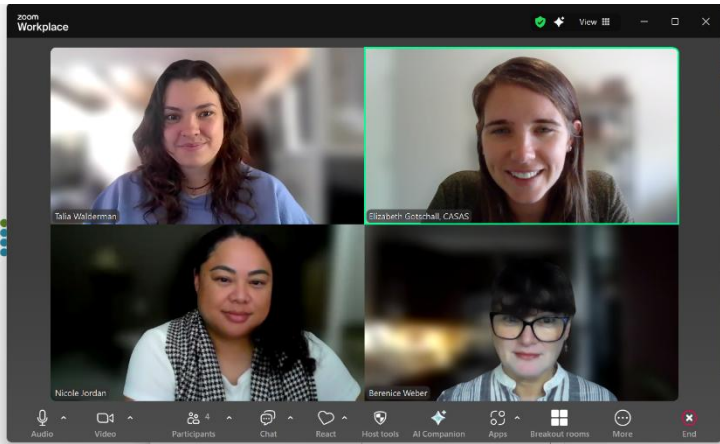


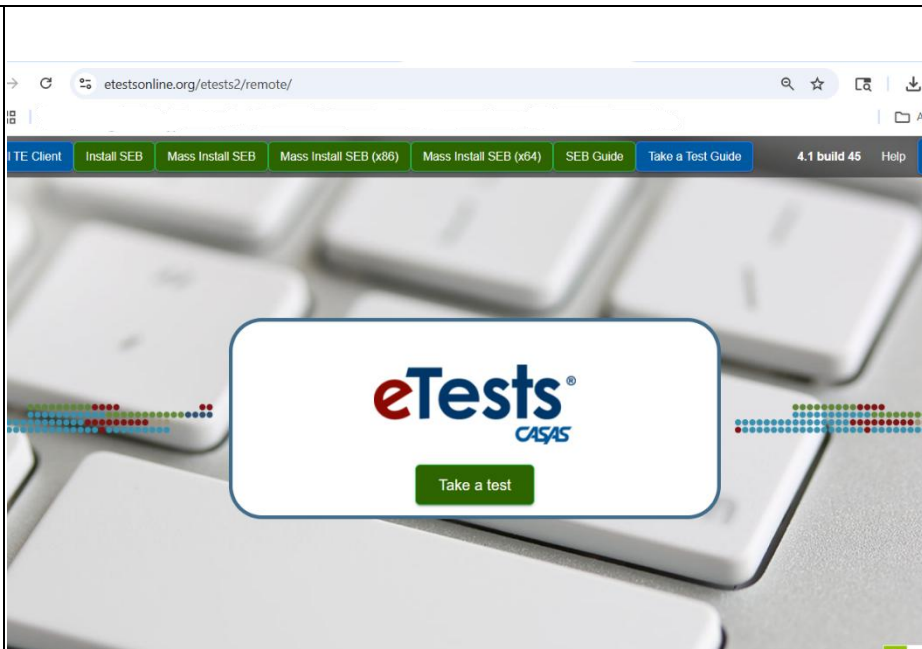
Remote Testing Directions for Proctors using Zoom

<p>1 Create a Zoom meeting and send the link to your students.</p> <p>You must use a paid Zoom account with no time limits for remote testing.</p> <p>Start the Zoom meeting.</p> <p>CASAS recommends remotely testing up to 8 students at a time.</p>	
<p>2 Log into CASAS eTests and start the desired testing session; select remote testing.</p>	
<p>3 Admit students into the Zoom meeting room. Explain that students must have their video and audio on for the duration of the test.</p> <p>Explain how long the test will last. Define what is considered cheating and advise students against using any outside resources to answer questions on their test.</p>	

4 Share the appropriate remote testing link with your students in the chat:

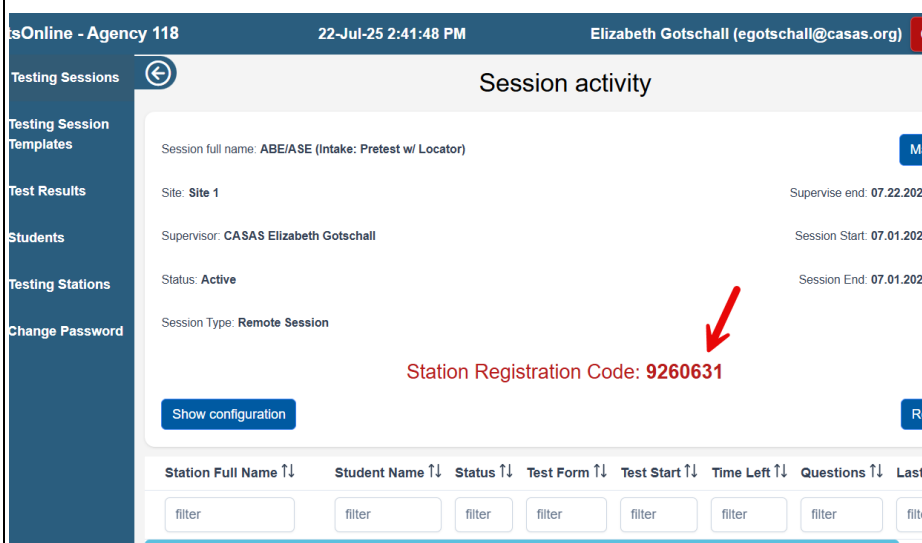
- <https://etestsonline.org/etests2/remote/>
- <https://ca.etestsonline.org/etests2/remote/>
- <https://etestsonline.org/florida/etests2/remote/>
- <https://etestsonline.org/washington/etests2/remote/>
- <https://laraec.etestsonline.org/etests2/remote/>
- <https://etestsonline.org/miamiade/etests2/remote/>

Each student should click on the link and on “Take a Test” button.



5 Share the Station Registration Code from eTests with your students in the Zoom chat.

You may also want to read aloud the digits in the code to your students.



- 6 Make sure that your students know what to input for their student IDs. If they are new students, ask them to input information about themselves, and to click save.

Monitor the Session Activity page so you can see which students are ready to begin testing remotely.

- 7 Move students into separate breakout rooms after their name appears on the testing session screen for eTests.

Click the “Enable Tests” button on eTests for each student after they are in their breakout rooms.

Students may now begin testing.

- 8 The proctor will join each breakout room periodically as students are testing. If a student disconnects from video or audio, you must intervene to pause/disconnect their test.

Students must remain on video during their entire test.

9 After the student completes each test, they will be disconnected from testing.

Students may take a short break if needed at this time.

The proctor must enable the second test for the student and continue to monitor testing.

When all testing is complete, end the testing session on eTests and end the Zoom meeting.

The screenshot displays a 'Test Session Management' window. At the top, it identifies the user as 'I am Elizabeth Gotschall (egotschall@casas.org)'. Below this, there are four lines of acknowledgment text: 'I acknowledge full responsibility for the proper conduct of managing this testing session.', 'I will supervise each examinee at each testing station throughout the duration of the testing session.', 'I will faithfully execute all of my duties as a proctor for which I have been trained.', and 'I agree to uphold the testing code of ethics and will abide by all test security procedures.' A dropdown menu labeled 'Select maximum hours you are assigned to proctor' is set to '4'. At the bottom, there are four buttons: 'Suspend' (yellow), 'Continue remote session' (green), 'Stop' (red), and 'Cancel' (white).

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