FREQUENTLY ASKED QUESTIONS v2.1
Remote Testing

Contents

General Remote Testing Information / Website / Resources

1. ***What are the requirements to become a remote testing agency?***
   First, your state must approve remote testing for adult education. Your agency needs to submit the [Agency Remote Testing Agreement](#) to CASAS if your agency has implemented CASAS eTests already.

2. ***How do I know if my state has approved remote testing?***
   Consult with your state agency responsible for WIOA – adult education.

3. ***Where can I find resources for CASAS remote testing?***
   Remote Testing documents are located on our website. https://www.casas.org/product-overviews/remote-testing

4. ***Where can I find updates and webinar recordings about CASAS remote testing?***
   This information is in the **What's New** section on the right of the home page at www.casas.org.

5. Do we have to submit the remote testing agreement every time we do testing?
   No, the *Agency Remote Testing Agreement* only needs to be submitted once.

6. ***What if our agency isn't able to test everyone remotely?***
   OCTAE's April 17, 2020 (20-4) memo provides testing flexibility to states
   - States may "allow local programs to exempt students enrolled in distance education programs from pre-and post-testing if a local program is unable to conduct testing due to the widespread effect of the COVID-19 pandemic…" (Q2)
   - States must specify the time frame for COVID-19-related exemptions and identify students who are exempted from testing.

7. ***Can TOPSpro Enterprise help identify students exempted from testing?***
   Yes, a field was added in TOPSpro called "Unable to Test due to Force Majeure". It is located at Records > Students > In Program Years. See the recent TE Release Notes.

Remote Testing Approaches

8. ***What remote testing approaches are available?***
   Please refer to the **Remote Testing Approaches Summary Chart**:
   https://www.casas.org/product-overviews/remote-testing

Remote Testing Training / Proctor Training

9. ***What do I need to do to become a remote testing proctor?***
   First, you must be a certified CASAS eTests proctor. If your agency approves you for remote proctoring and has submitted the Agency Remote Testing Agreement to CASAS, you will need to study the **CASAS Remote Testing Guidelines.** Additional training supports will be available shortly on the CASAS Remote Testing page, including video demos. You also need to sign a **Proctor Remote Testing Agreement** and send it to your agency's CASAS eTests administrator.

10. ***Do ALL proctors have to submit a remote proctor agreement, or one per agency?***
    Yes, all proctors must sign a remote proctor agreement and send a copy to the CASAS eTests administrator at your agency.

11. ***What skills and experience do I need to be an online proctor for remote testing?***
    You must be a certified CASAS eTests proctor – preferably with experience administering eTests. You must also be comfortable using web conferencing technology. It is also helpful to be familiar with the different testing devices your test takers may use (i.e., Chromebooks, iPads, Macs) so you can assist them in setting up.

12. ***Is training required to implement remote testing?***
    Training is not required by CASAS; however, some states and local programs may require training certification for proctors (coming soon). All proctors are responsible to adhere to the *CASAS Remote Testing Guidelines.* Asynchronous training for a variety of remote testing topics will also be available.

13. *If I complete remote testing certification, will I receive a certificate?*
Yes, you will receive a certificate (coming soon). Your state/agency determines if remote proctor certification is required.

14. *Does CASAS recommend practicing for remote testing with test takers?*
Yes. Practicing the remote testing procedure is strongly encouraged. You may use the eTests Sampler with test takers. This prepares test takers for actual testing.

Tests and Testing Sessions / Procedures / Timing

15. *What tests are available for remote testing?*
The same tests that are currently available in CASAS eTests – including appraisals – are available for remote testing.

16. *Are the test results reportable to WIOA / NRS?*
Yes. They will be recorded automatically in TOPSpro Enterprise and can be reported.

17. *Do we need to create a special session for remote testing?*
No. You may continue to use your regular testing sessions for remote testing.

18. *Will the testing time limit be extended to help account for any technical issues that might arise?*
Standard testing times are still required for CASAS eTests. CASAS is gathering data to determine if additional time is needed.

19. *Is the student allowed to step out while testing?*
Once the test has begun, no breaks are allowed unless the test taker has specific accommodations.

20. *In the 1:1 Remote Control approach, does the test taker take remote control of the test proctor's mouse and keyboard?*
Yes, the proctor gives remote control access to the test taker so the test taker can enter test responses on the proctor's Windows 10 computer.

21. *Can we also administer Spanish reading comprehension tests - Forms 653 and 654 remotely?*
Yes. Any test available in eTests is available in remote testing.

Practice / Trial Runs / Costs

22. *Does one remote test consume one WTU/TEU?*
Yes.

23. *Will we be charged WTUs for trial runs?*
To avoid using WTUs in trial runs, use the practice testing sessions or click "Control E" before completing the pre/posttest.

24. *Is there a cost to convert from paper to eTests?*
Web-Test Units (WTUs) must be purchased for each test administered. Pricing for CASAS eTests is available here: https://www.casas.org/product-overviews/assessments/order-etests

Web-Conferencing Platforms

25. *Is Zoom the only web conferencing platform allowed for remote testing?*
No. You may use any web conferencing platforms provided they meet the requirements described in the CASAS Remote Testing Guidelines.

Technology Questions / Requirements / Station Registration

26. *Does CASAS require agencies to record a video of remote testing sessions?*
No. Recording the testing session is not allowed.

27. *What technology is necessary for remote testing?*
Check the *CASAS Remote Testing Guidelines* for each approach posted at Remote Testing on www.casas.org.

28. *How can I check my Internet speed for remote testing?*
You will find several free options by searching for "speed test" in your web browser.

29. *Does station registration require two certified eTests users?*
No, a second person is not required to confirm registration. A single proctor can register stations. This is a recent change that was implemented to facilitate remote testing.

Accommodations / ESL Challenges / Translation

30. *Are remote testing instructions available in languages other than English?*
No. However, communicating with test takers in their native language is acceptable *before* the test begins.

31. *How do we test students with limited computer and English skills?*
We recommend scheduling an appointment with the student prior to testing to test out their equipment, explain the process, and verify that the student is comfortable and ready to remote test. You may use the **eTests Practice Testing Sessions** or the **eTests Sampler** remotely with students to help them prepare.

32. *Can both Math and Reading be administered in the same day?*
Yes.

33. *Are we able to proctor more than one test taker at a time?*
Yes. Please refer to the **Remote Testing Approaches Summary Chart** for several approaches that accommodate multiple test takers: https://www.casas.org/product-overviews/remote-testing

34. *Is it possible to test students on site individually in small groups in separate rooms?*
Yes. This is possible using the current functionality of eTests.

35. *Should students be in class--remotely or not--for 70 hours before post-testing?*
The more instructional time a student has between pre- and post-tests the greater the learning gains or progress. Post-testing a student with less than 40 instructional hours is not permitted.

Devices

36. *Can students use Chromebooks for remote testing?*
Yes.

37. *Are students able to use devices such as Kindles, Samsung Tablets, etc.?*
Tablets can be used that meet basic requirements, i.e. minimum screen sizes, able to host web-conferencing.

38. *Would a Mac installed with Windows 10 work?*
Yes. For how-to install, go to https://support.apple.com/boot-camp.

39. *Can we use smart phone for video purposes?*
We recommend supplementing a front-facing webcam with a phone on the side to be used as a live video to monitor the test taker.

40. *Can a new version of the test be developed that can be used on smart phones?*
CASAS developed a very short test for a national study that was administered on smart phones. We learned from this experience that simple testing can be done on a smart phone AND it would be very challenging to develop test items suitable to test at all levels.

41. *For remote testing for up to 15 test takers, can you see the 15 test takers on the screen?*
No, the proctor will need to circulate among breakout rooms.

42. *How are proctors going to be certain that students are not recording the Listening Test surreptitiously if these students are taking CASAS eTests remotely?*
Both proctor and student will need to have their webcam on. The student agrees not to cheat or copy test items in the official script of the *Remote Testing Guidelines*.

Remote Testing Pilots and User Groups

43. *What did the pilots show as far as the ease and/or difficulty of registering the test taker's computer remotely?*
Most sites reported that it was fairly easy, even with the less "tech savvy" test takers. Practice sessions prior to testing was crucial.

44. *How can I join a CASAS Remote Testing User Group?*
Send an email to remotetesting@casas.org and let us know what User Group (e.g., 1:1 Remote Control, 1:1 or Multiple Test Takers with Chromebooks, etc.) you would like to join.

45. *Did workforce development participate in the pilot for CASAS remote testing?*
Yes!

Paper and Pencil Testing Agencies

46. *If our agency is currently paper testing, can we get set up for CASAS eTests and begin remote testing?*
Yes. Refer to the [Going Live! Checklist](#) for the steps to implement CASAS eTests.
Agencies that offer only paper testing must provide face-to-face proctoring.

47. *May I use remote testing for post-testing if my student pretested with a paper test?*
Yes. CASAS strongly recommends giving your student the opportunity to practice with the [eTests Sampler](#) before taking the post-test.

48. *Can we continue to paper test on site?*
Yes, you may continue paper and pencil testing while practicing social distancing.

49. *Are there recommendations for testing using paper tests?*
It is not permitted to give CASAS NRS-approved pre- and post-tests remotely using paper tests. You can only test remotely using CASAS eTests.

California Specific Questions

50. *Where can I find information for California WIOA II funded EL Civics assessments?*
The materials can be found here: https://www.casas.org/training-and-support/casas-peer-communities/california-adult-education-accountability-and-assessment/california-remote-testing