

**Print Version**



## **2014-15 CASAS Citizenship Interview Test Certification**

# Table of Contents

## Introduction

About This Training

Training Materials

## Course Contents

Unit 1: Citizenship Interview Test Overview

Activity (Optional)

Discussion Forum (Optional)

Self-Test (Optional)

Unit 2: The Certification Process

Activity (Optional)

Discussion Forum (Optional)

Self-Test (Optional)

Unit 3: Before Test Administration

Activity (Optional)

Discussion Forum (Optional)

Self-Test (Optional)

Unit 4: About the Test Booklets

Activity (Optional)

Discussion Forum (Optional)

Self-Test (Optional)

Unit 5 Test Administration

Activity (Optional)

Discussion Forum (Optional)

Self-Test (Optional)

Unit 6: Calculate and Interpret Scores

Activity (Optional)

Discussion Forum (Optional)
Self-Test (Optional)
Unit 7: Scoring System
Self-Test (Optional)
Unit 8: Form 974 Anchors and Scoring Exercises
Form 974 Activity Anchor Practice
Form 974 Anchor Practice Discussion Forum
Scoring Exercise 1: Gilberto Rios
Scoring Exercise 2: Lorena Dillalo
Scoring Exercise 3: Chang Khang
Form 974 Scoring Exercise Discussion Forum
Self-Test
Unit 9: Form 973 Anchors and Scoring Exercises
Form 973 Activity Anchor Practice
Form 973 Anchor Practice Discussion Forum
Scoring Exercise 4: Jang Wu
Scoring Exercise 5: Valdimir Bojko
Form 973 Scoring Exercise Discussion Forum
Scoring Exercises Self-Test
Unit 10: Training Completion and Certification
Discussion Forum (Optional)
Begin Certification

# Introduction

Topic: Introduction

## Introduction

The Citizenship Interview Test (CIT) is a standardized oral assessment that assesses the speaking skills of adult ESL and citizenship learners. The CIT helps programs predict an individual's target speaking performance level needed to pass the USCIS English naturalization oral interview. This test requires training to administer.

## Navigation Overview

- Use the Table of Contents to browse the content to select the lesson.
- You can expand a lesson in the Table of Contents to see all the topics within the lesson. Or, click the collapse button to collapse the lesson.
- To navigate through the content, you can click through the content in the order the topics are listed or use the Previous and Continue buttons.
- Test your understanding of the lesson content with the Self-Tests.
- Within the Self-Tests, work through the questions by clicking the numbers along the top of your screen.
- Many of the lessons include a **"Think about it"** question so you can reflect on the new information presented in the lesson. These questions do not need to be answered within the course, but you are welcome to keep a notebook and jot down thoughts as you navigate through the course.

**Click Continue or next topic at left.**



## Module Contents

About This Training

# About This Training

Topic: About This Training

This training prepares you to administer and score the CIT in a standardized and accurate manner. Standardized test administration requires following the administration instructions and script precisely and scoring the test according to specific criteria. Trained examiners need to know all requirements to give and to score the test. Each Unit in this course offers built-in activities and discussion to reinforce learning. Certification is divided into three parts. Successful completion of this online training course satisfies Part I. You will complete Part II online through the CASAS Certifications Website. You must conduct Part III of the certification activities on your own to complete the CIT certification process. If you pass all three parts required for certification, you are authorized to

- Implement CASAS CIT Test Administration at your agency.
- Order CIT test booklets to begin testing at your site location.

Item	Details
Audience	<p>This training is appropriate for programs currently offering a citizenship preparation program.</p> <p><b>Click next item to view more information.</b></p>
Prerequisites	<p>Participants should have:</p> <ul style="list-style-type: none"><li>▪ Basic computer skills</li><li>▪ Access to a computer at work, home, or an institution that is equipped with an audio player (e.g. Windows Media Player, RealPlayer, iTunes, etc.).</li><li>▪ Access to a quiet room to complete training.</li><li>▪ Headphones (optional)</li></ul> <p>This training works only on Internet Explorer and Firefox browsers.</p> <p>Adobe Acrobat Reader is required to view some documents on this site. To download a free version, go here: <a href="http://get.adobe.com/reader/">http://get.adobe.com/reader/</a>.</p> <p><b>Click next item to view more information.</b></p>
Estimated Time and Enrollment Duration	<p>Allow approximately two to four hours to complete the online portion of training. You may start and stop training at any time.</p> <ul style="list-style-type: none"><li>▪ Your participation record is activated when you first access the training module and remains active for 30 days.</li><li>▪ Your participation record becomes inactive after 30 days.</li><li>▪ If you did not complete the training, you may re-enter the training at any time until the end of the fiscal year. You do not need to re-enroll</li></ul>

	<p>in the course. Simply note this Web address for quick access:  <a href="http://training.casas.org/">http://training.casas.org/</a>.</p> <p><b>Click next item to view more information.</b></p>
Training Objectives	<p>At the end of this training, you will be able to:</p> <ul style="list-style-type: none"> <li>▪ Administer the CIT according to standardized procedures.</li> <li>▪ Use the CIT Scoring Rubric, Guidelines, and Anchors to score the CIT as a standardized assessment.</li> <li>▪ Identify passing scores on CIT Forms 973 and 974.</li> <li>▪ Identify the three components of certification for CIT administration.</li> <li>▪ Identify annual recertification requirement for CIT administration.</li> </ul> <p>You may wish to print the content of this training for reference as you complete the course online.</p> <ul style="list-style-type: none"> <li>▪ <b>Optional:</b> <a href="#">Download and print the course content</a>.</li> </ul> <p><b>Click next item to view more information.</b></p>
Completion and Certification	<p>To complete this training, you must do the following:</p> <ol style="list-style-type: none"> <li>1. <b>Certification Part I:</b> Test Administration Quiz – pass with a score of 100%.</li> <li>2. <b>Certification Part II:</b> Score Three Certification Interviews – pass with at least 85% accuracy on two interviews.</li> <li>3. <b>Certification Part III:</b> Conduct Two Interviews – submit interview audio recording and test booklets to CASAS for review and approval of test administration skills.</li> </ol> <p><b>Click next item to view more information.</b></p>
Training Support	<p>If you have any questions about training content, contact CASAS at:</p> <ul style="list-style-type: none"> <li>▪ <a href="mailto:training@casas.org">training@casas.org</a></li> </ul> <p>You may also ask questions in the Discussion Forums. You will be directed to Discussion Forums throughout the course.</p> <p><b>Click next item to view more information.</b></p>
Technical Support	<p>For technical assistance, contact a <b>CASAS Technology Support Team</b> member at:</p> <ul style="list-style-type: none"> <li>▪ <a href="mailto:techsupport@casas.org">techsupport@casas.org</a></li> </ul> <p>A team member is also available 8:00 am – 5:00 pm (Pacific), M – F, at:</p> <ul style="list-style-type: none"> <li>▪ 1-800-255-1036, option 2</li> </ul>

**Click Continue or next topic at left.**

<b>Lesson Contents</b>
Training Materials

This course provides all materials necessary to complete self-training online.

As part of the certification process, you will need to record two interviews on a digital voice recorder with USB capabilities or on an audio cassette recorder using a blank audiotape. You will send these certification materials to CASAS when completing Certification Activity Part III. See Recording Guidelines in Unit 10 for more information.

### Your CIT Manual

CASAS recommends CIT trainees assemble their own CIT Assessment Manual with the materials presented in this training. This enables each trainee to make notes while completing their training, and to use the manual as a reference source.

**Important!** Please keep these documents together in a binder or folder in a secure location.

### Required Materials

Click on each link (below) to download the document.

- [Scoring Rubric](#)
- [Scoring Guidelines](#)
- [Anchors, Form 973](#)
- [Anchors, Form 974](#)
- [Test Administration Directions](#)
- [A cover page to build your own binder](#)

### Optional Materials

The following materials may be downloaded but are not required to complete this training:

- [CIT Competencies](#)
- [Scoring Exercise Review](#) (a printable copy of the exercises you will complete online)



For technical assistance, contact the **CASAS Technology Support Team** at [techsupport@casas.org](mailto:techsupport@casas.org). This e-mail address alerts a support team that includes several members. Communicating to the larger group will ensure you receive a timely response.

Team members are also available 8:00 am – 5:00 pm (Pacific), M – F, at 1-800-255-1036, option 2.

**Click Continue or next topic at left.**



# Course Contents

Topic:

Course Contents

## **CASAS Citizenship Interview Test (CIT) Certification Training Contents**

1. Citizenship Interview Test Overview
2. The Certification Process
3. Before Test Administration
4. About the Test Booklets
5. Test Administration
6. Calculate and Interpret Scores
7. Scoring System
8. Form 974 Anchors and Scoring Exercises
9. Form 973 Anchors and Scoring Exercises
10. Training Completion and Certification

**Click Continue or next topic at left.**



## **Module Contents**

Unit 1: Citizenship Interview Test Overview

Unit 2: The Certification Process

Unit 3: Before Test Administration

Unit 4: About the Test Booklets

Unit 5 Test Administration

Unit 6: Calculate and Interpret Scores

Unit 7: Scoring System

Unit 8: Form 974 Anchors and Scoring Exercises

Unit 9: Form 973 Anchors and Scoring Exercises


Unit 10: Training Completion and Certification

# Unit 1: Citizenship Interview Test Overview

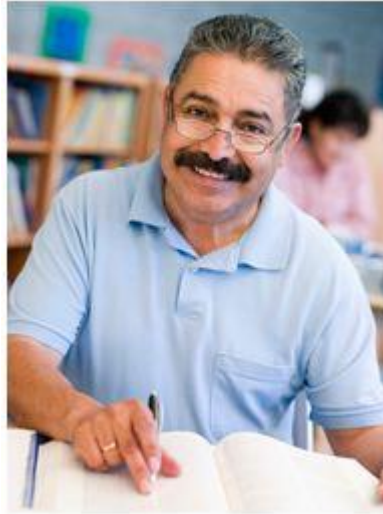
Topic:

Unit 1: Citizenship Interview Test Overview

This is a standardized oral assessment instrument that tests the listening and speaking skills of adult ESL students in the context of a simulated oral interview at the United States Citizenship and Immigration Services (USCIS).

Item	Details
Purpose of the CIT	 <p>This standardized oral assessment instrument assesses the listening and speaking skills of adult ESL and citizenship learners in the context of a simulated oral interview at the United States Citizenship and Immigration Services (USCIS), formerly the Immigration and Naturalization Service (INS).</p> <ul style="list-style-type: none"><li>▪ <b>The purpose of this assessment is to help programs determine if an individual is ready to pass the naturalization English oral interview successfully.</b></li></ul> <p>The primary use of the CIT is as a certification test, and is best to administer at the end of a citizenship preparation course. The test may also be used for initial screening or for pre/post-testing in only states where the state plan approves these additional purposes. Results from this test may not be submitted to USCIS.</p> <p><b>Think About It</b></p> <ul style="list-style-type: none"><li>▪ Which two skills does the CIT assess? Listening? Speaking? Reading? Writing?</li></ul> <p><b>Click next item to view more information.</b></p>

Target  
Population



This test is appropriate for adult ESL learners currently enrolled in a citizenship preparation course. Adults with limited English-speaking skills from any language background may take the test.

Most applicants fail the naturalization interview because they lack the English language skills needed to understand and answer personal information questions asked during the interview.

The CIT is ideal for high-beginning to advanced ESL learners. Those at a low-beginning level of English may take this test if they studied in a citizenship preparation course and are well prepared.

**Think About It**

- This test is most appropriate for ESL learners enrolled in what kind of course?
- Is this test appropriate for low-beginning learners?

**Click next item to view more information.**

## Test Design



The CIT is an easy-to-use interview test administered one-on-one, and is not designed for group administration. The examiner scores each response during the interview using a 0-1-2 scoring system. Each interview takes approximately 15 - 20 minutes.

- Controlled interview format
- Helps predict readiness for the USCIS oral English interview
- 27-28 questions, based on the N-400 Application for Naturalization
- Two test forms – 973 and 974 – one is for certification and an alternate form is available for examinees to re-take the test if they did not pass on their first attempt.
- Results cannot be submitted to USCIS

### Think About It

- Approximately how much time is necessary to administer this test?
- Who scores the test?

**Click next item to view more information.**

Competencies  
Tested



This test assesses oral and aural skills required for passing the USCIS naturalization oral English interview.

The test does not include questions requiring knowledge of the government and history of the United States.

The CIT is a certification test, not a progress test.

Test content includes questions on these topics (CASAS Competencies are listed in parenthesis):

1. Basic Communication
2. Personal information and history (0.1.2, 0.2.1)
3. Employment information, job history, and income (0.2.1, 4.1.8)
4. Information from the N-400 Application for Naturalization (0.2.1, 2.7.3, 3.3.1, 3.4.5, 5.3.6, 5.3.7, 5.5.6, 7.2.1)
5. Morality and loyalty to the U.S. Constitution (0.2.1, 2.7.3, 5.1.1, 5.1.4, 5.5.2, 5.6.3, 7.2.1)

To download the CASAS Citizenship Interview Test (CIT) list of Competencies, [click here](#).

**Think About It**

- Does this test include questions about U.S. government and history?

**Click next item to view more information.**

Use of Test  
Results



	<p>Results from this assessment should be used in conjunction with other formal and informal indicators to determine a learner's level, progress within a program, or readiness to pass the USCIS oral interview English component.</p> <p>The CIT may be used for standardized reporting if only administered by a certified examiner according to all specified test directions.</p> <p><b>Note:</b> CIT assessments are not used for pre-/post-testing.</p> <p><b>Think About It</b></p> <ul style="list-style-type: none"> <li>Can programs submit the results of this test to USCIS?</li> </ul>
--	--

Click Continue or next topic at left.

Lesson Contents
Activity (Optional)
Discussion Forum (Optional)
Self-Test (Optional)

Topic:

Activity (Optional)

**(Optional)**

Explore the USCIS website  
U.S. Citizenship and Immigration Services (USCIS) is the government agency that oversees lawful immigration to the United States.

The USCIS web site contains many resources.

- [Click here to explore the USCIS web site \(optional.\)](#)

**Click Continue or next topic at left.**



**U.S. Citizenship  
and Immigration  
Services**

**(Optional)**

Do you have any questions so far? Ask your questions in the optional Discussion Forum.

- [Click here to access the optional Discussion Forum.](#)

(When you are done in the optional Discussion Forum, close the window to return to the course.)

**Click Continue or next topic at left.**





For each question, indicate the correct answer by placing a mark in the column to the left.

**Question 1**

Who scores the test?

Select the correct answer.

<input type="checkbox"/>	CASAS
<input type="checkbox"/>	the teacher
<input type="checkbox"/>	the examiner
<input type="checkbox"/>	the USCIS

**Question 2**

When is the test scored?

Select the correct answer.

<input type="checkbox"/>	during the interview
<input type="checkbox"/>	after the interview
<input type="checkbox"/>	when recorded in TOPSpro Enterprise

**Question 3**

True or False: Programs can submit results of this test to USCIS.

Select the correct answer.

<input type="checkbox"/>	true
<input type="checkbox"/>	false

**Question 4**

What skills does the CIT assess?

Select the correct answer.

reading and math

listening and speaking

listening and writing

reading and writing

### Question 5

This test is most appropriate for ESL students enrolled in what kind of course?

Select the correct answer.

any course for adult ESL learners

an ESL course for advanced learners only

a citizenship preparation course

### Question 6

Is this test appropriate for low-beginning students?

Select the correct answer.

yes

no

only if they have been very well prepared in a citizenship preparation course

### Question 7

Approximately how much time is necessary to administer this test?

Select the correct answer.

a minimum of 60 minutes

	approximately 15 - 20 minutes
--	-------------------------------

### Question 8

Does this test include questions about U.S. government and history?

Select the correct answer.

	yes
	no

### Question 9

For which ESL level is the CIT most appropriate?

Select the correct answer.





	low-level learners who are well prepared
	advanced level only
	high-beginning to advanced levels

Note: Answers appear on the next page.

### Answer 1

Who scores the test?




Select the correct answer.

	CASAS
	the teacher
	the examiner
	the USCIS
<b>Correct Answer Feedback:</b> Correct!	

### Answer 2

When is the test scored?



Select the correct answer.

	during the interview
	after the interview
	when recorded in TOPSpro Enterprise
<b>Correct Answer Feedback:</b> Correct!	

### Answer 3

True or False: Programs can submit results of this test to USCIS.





Select the correct answer.

	true
	false
<b>Correct Answer Feedback:</b> Correct!	

#### Answer 4

What skills does the CIT assess?




Select the correct answer.

	reading and math
	listening and speaking
	listening and writing
	reading and writing
<b>Correct Answer Feedback:</b> Correct!	

#### Answer 5

This test is most appropriate for ESL students enrolled in what kind of course?




Select the correct answer.

	any course for adult ESL learners
	an ESL course for advanced learners only
	a citizenship preparation course
<b>Correct Answer Feedback:</b> Correct!	

#### Answer 6

Is this test appropriate for low-beginning students?



Select the correct answer.

	yes
	no
	only if they have been very well prepared in a citizenship preparation course
<b>Correct Answer Feedback:</b> Correct!	

### Answer 7

Approximately how much time is necessary to administer this test?



Select the correct answer.

	a minimum of 60 minutes
	approximately 15 - 20 minutes
<b>Correct Answer Feedback:</b> Correct!	

### Answer 8

Does this test include questions about U.S. government and history?




Select the correct answer.

	yes
	no
<b>Correct Answer Feedback:</b> Correct!	

### Answer 9

For which ESL level is the CIT most appropriate?


Select the correct answer.


	low-level learners who are well prepared
	advanced level only
	high-beginning to advanced levels
<b>Correct Answer Feedback:</b> Correct!	

## Unit 2: The Certification Process


Topic: Unit 2: The Certification Process

Participants who pass the three certification requirements are certified to administer the CIT, score the CIT, and to report standardized scores. Annual re-certification is required and completed online.

Item	Details
Standardized Administration	 <p>The CIT requires training to become a certified examiner authorized to order test materials, administer, and score the test. Although administration and scoring are relatively simple and designed for adult education programs, the test is a performance assessment that consists of rating a language sample. Therefore, training is necessary to achieve scoring consistency. Examiners may not train others.</p> <p>Throughout the certification process, examiners are thoroughly trained to conduct testing in a standardized manner. This process ensures that all individuals administer and score the test in a uniform manner. For example, a scorer in California will score the same examinee in the same way as a scorer in Colorado or Florida.</p> <p><b>Standardized test administration requires following the administration instructions and script precisely and scoring the test according to scoring criteria in the Test Administration Directions.</b></p> <p>Think About It</p> <ul style="list-style-type: none"><li>▪ What does standardized administration require?</li></ul> <p><b>Click next item to view more information.</b></p>
Steps to Certification	<ol style="list-style-type: none"><li>1. Complete the entire self-training online.</li><li>2. Be sure to use the Discussion Forums for discussion, questions, and to read important comments and Frequently Asked Questions (FAQ) added by CIT trainers. Discussing and hearing from others regarding what is not agreed on</li></ol>

	<p>or what is not understood is an important aspect of learning how to administer and score the CIT.</p> <ol style="list-style-type: none"> <li>3. Complete the test administration certification quiz given in Part I of this training.</li> <li>4. Complete the three certification interviews in Part II of this training.</li> <li>5. Send CASAS a digital recording or audiotape of two CIT interviews that you have conducted. Also send the corresponding scored test booklets for review and approval. See the recording guidelines in Unit 10 for more information.</li> </ol> <p>Participants who pass the three certification requirements are allowed to administer the CIT, score the CIT, and to report standardized scores. Annual re-certification is required to continue to administer the CIT.</p> <p><b>Note:</b> <i>Participants are not certified to train others.</i></p> <p><b>Click next item to view more information.</b></p>
Test Examiners	 <p>Test examiners should have strong English skills with little or no accent. Examiners should be individuals who will conduct testing in a standardized manner.</p> <p>All test examiners must be certified by CASAS.</p> <p><b>Click next item to view more information.</b></p>
Annual Recertification	<p>Annual re-certification is required to administer the CIT, and is completed online by scoring three interviews and passing two of the three at 85% accuracy.</p>



	<p>To maintain certification, examiners must participate in annual re-certification. Fees may be associated with the annual re-certification process for some agencies. Some programs may use test results from a CASAS certified examiner to report standardized scores for accountability within the fiscal year.</p> <p>Please check with your agency:</p> <ul style="list-style-type: none"> <li>▪ to determine if your agency is responsible for the annual re-certification fee</li> <li>▪ to determine if test results may be used for accountability in your program</li> </ul> <p><b>Remember:</b> Only test results from someone certified in test administration may be used for accountability.</p> <p><b>Click next item to view more information.</b></p>
CASAS Contacts	 <p>Send the two digital interview recordings to Michelle Chu at CASAS at:</p> <ul style="list-style-type: none"> <li>▪ <a href="mailto:mchu@casas.org">mchu@casas.org</a></li> </ul> <p>Send the two test booklets (and cassette interview recordings if applicable) to:</p> <ul style="list-style-type: none"> <li>▪ CASAS</li> <li>▪ Attn: Michelle Chu</li> <li>▪ 5151 Murphy Canyon Rd., Suite 220</li> <li>▪ San Diego, CA 92123</li> </ul> <p><b>Important!</b> Please also send an e-mail to <a href="mailto:mchu@casas.org">mchu@casas.org</a> when audio and test booklets are placed in the mail.</p> <p><b>Administration</b></p> <p>For questions about psychometric issues and scoring, contact:</p> <ul style="list-style-type: none"> <li>▪ Lori Howard 1-800-255-1036 ext. 183, or <a href="mailto:lbhoward@casas.org">lbhoward@casas.org</a>.</li> <li>▪ Linda Taylor 1-800-255-1036 ext. 186, or <a href="mailto:ltaylor@casas.org">ltaylor@casas.org</a>.</li> </ul> <p><b>Certification and Ordering Materials</b></p> <p>For questions about submitting certification materials to CASAS, or any other matter, contact:</p> <ul style="list-style-type: none"> <li>▪ Michelle Chu 800-255-1036, ext. 103, or e-mail <a href="mailto:mchu@casas.org">mchu@casas.org</a></li> </ul>

### Think About It

- Who makes the "certification recordings" and where should they be submitted?

**Click Continue or next topic at left.**

### Lesson Contents

Activity (Optional)
Discussion Forum (Optional)
Self-Test (Optional)

Topic:

Activity (Optional)

Sort the items into their associated categories by writing the item number in its corresponding option box below.

Category Items	
1	Complete the three certification interviews in Part II of the training.
2	Send CASAS audio recordings of two CIT interviews that you have conducted and include the corresponding scored test booklets for review and approval.
3	Pass the Certification Quiz in the online self-training.
4	Sign up for and begin the online self-training.
5	Participate in the Discussion Forum.

Category Items	
1	
2	
3	
4	
5	

Note: Answers appear on the next page.

Category Items	
1	Sign up for and begin the online self-training.
2	Participate in the Discussion Forum.
3	Pass the Certification Quiz in the online self-training.
4	Complete the three certification interviews in Part II of the training.
5	Send CASAS audio recordings of two CIT interviews that you have conducted and include the corresponding scored test booklets for review and approval.

**Discussion Forum (Optional)**

Do you have any questions about the certification process? Ask your questions in the optional Discussion Forum.

- [Click here to access the optional Discussion Forum.](#)

(When you are done in the optional Discussion Forum, close the window to return to the course.)

**Click Continue or next topic at left.**



For each question, indicate the correct answer by placing a mark in the column to the left.

### Question 1

What are the 3 steps required for CIT – Test Administration Certification?

Select the correct answer.

<input type="checkbox"/>	Pass the test administration quiz; pass 2 of 3 online interviews; and send in 2 recorded and scored interviews for review.
<input type="checkbox"/>	Complete the online course; score the 3 online interviews; and record all interviews for audit purposes.
<input type="checkbox"/>	Complete the online course; pass all the quizzes; and score the online interviews.

### Question 2

What does standardized administration require?

Select the correct answer.

<input type="checkbox"/>	scoring according to scoring criteria
<input type="checkbox"/>	following the script precisely
<input type="checkbox"/>	following administration instructions
<input type="checkbox"/>	certification
<input type="checkbox"/>	all of the above

### Question 3

True or False: All examiners must be certified by CASAS.

Select the correct answer.

<input type="checkbox"/>	true
<input type="checkbox"/>	false

**Question 4**

Participants who pass the three certification requirements are certified to:

Select the correct answer.

<input type="radio"/>	report standardized scores.
<input type="radio"/>	order test materials.
<input type="radio"/>	score the CIT.
<input type="radio"/>	administer the CIT.
<input type="radio"/>	all of the above

**Question 5**

The "certification audio" should be submitted to:

Select the correct answer.

<input type="radio"/>	USCIS.
<input type="radio"/>	CASAS.
<input type="radio"/>	the State Department of Education.

**Question 6**

True or False: Once an individual is certified to administer the CIT, that person can train others.

Select the correct answer.

<input type="radio"/>	true
<input type="radio"/>	false

**Question 7**

True or False: You must recertify every year to administer the CIT.

Select the correct answer.

	true
	false

### Question 8

Who makes the "certification audio?"

Select the correct answer.

	CASAS
	examinee
	examiner
	USCIS




Note: Answers appear on the next page.



### Answer 1

What are the 3 steps required for CIT – Test Administration Certification?






Select the correct answer.

	Pass the test administration quiz; pass 2 of 3 online interviews; and send in 2 recorded and scored interviews for review.
	Complete the online course; score the 3 online interviews; and record all interviews for audit purposes.
	Complete the online course; pass all the quizzes; and score the online interviews.
<b>Correct Answer Feedback:</b> Correct!	

### Answer 2

What does standardized administration require?


Select the correct answer.


	scoring according to scoring criteria
	following the script precisely
	following administration instructions
	certification
	all of the above
<b>Correct Answer Feedback:</b> Correct!	

### Answer 3

True or False: All examiners must be certified by CASAS.

Select the correct answer.






	true
---	------

	false
<b>Correct Answer Feedback:</b> Correct!	

#### Answer 4

Participants who pass the three certification requirements are certified to:




Select the correct answer.

	report standardized scores.
	order test materials.
	score the CIT.
	administer the CIT.
	all of the above
<b>Correct Answer Feedback:</b> Correct!	

#### Answer 5

The "certification audio" should be submitted to:


Select the correct answer.


	USCIS.
	CASAS.
	the State Department of Education.
<b>Correct Answer Feedback:</b> Correct!	

#### Answer 6

True or False: Once an individual is certified to administer the CIT, that person can train others.

Select the correct answer.



	true
---	------

	false
<b>Correct Answer Feedback:</b> Correct!	

#### Answer 7

True or False: You must recertify every year to administer the CIT.





Select the correct answer.

	true
	false
<b>Correct Answer Feedback:</b> Correct!	

#### Answer 8

Who makes the "certification audio?"


Select the correct answer.

	CASAS
	examinee
	examiner
	USCIS
<b>Correct Answer Feedback:</b> Correct!	

## Unit 3: Before Test Administration

Topic: Unit 3: Before Test Administration

This unit discusses recommended guidelines and procedures for optimal test outcomes. The key is to plan ahead.

Item	Details
Follow Test Security Measures	 <p>Instructors and CIT examiners should understand that using test questions from the CIT to prepare students for the test is not appropriate; this invalidates results. Instructors and CIT examiners should tell examinees not to discuss test questions or answers with one another to ensure that everyone can benefit from the test. Plan your testing time so that students cannot share answers with each other at break-time.</p> <p>Blank test booklets, used test booklets, and all standardized test materials must be kept in a locked cabinet. Like all CASAS tests, store CIT test booklets and test administration materials in a secure place away from general use.</p> <p><b>Agencies should not duplicate any test materials. All CASAS test booklets are copyrighted.</b></p> <p>Think About It</p> <ul style="list-style-type: none"><li>Should test examiners or any citizenship instructors discuss test questions or answers with students?</li></ul> <p><b>Click next item to view more information.</b></p>

Select the  
Examinees



The CASAS Citizenship Interview Test is appropriate for adults:

- from any language background.
- with limited English-speaking skills.
- enrolled in a citizenship preparation program.
- at a beginning-high to advanced-high English level.

**Click next item to view more information.**

Prepare the  
Testing Room



The testing environment requires a quiet room or office removed from active student areas such as classrooms, cafeterias, or hallways. The interview room should be equipped with a table and two chairs.

**Important!** For test security and because examinees share personal information, conduct the interview process out of earshot from others.

Think About It

- Where should an examiner conduct interviews?

**Click next item to view more information.**

### Arrange the First Two Interviews



Arrange to make an audio recording of the first two interviews.

Do not forget to secure use of an audio recorder (digital or cassette) during the two interview sessions.

Note: Recording subsequent interviews is not necessary however; acquiring a recording of an examinee's performance may be helpful for future reference.

Be sure to use a good quality recorder and microphone.

Direct the microphone toward the examinee, not the examiner.

#### Think About It

- Is recording all interviews necessary?

**Click next item to view more information.**

### Conduct Interviews Outside the Classroom



Administer the test during a scheduled class period so students do not have a chance to discuss test interview questions.

**Important!** Any discussion of test questions will invalidate test results.

One method for scheduling testing is to arrange with instructors beforehand to excuse students from class, one-by-one, on specified days.

#### Think About It

- Why is administering the CIT during a scheduled class period important?

**Click next item to view more information.**

<p>Prepare the Instructor and Examinees</p>	<p>Examinees and classroom instructors must understand the nature of this test before the assessment process begins. This includes knowing the kinds of questions asked during the interview and what competencies these address to incorporate with classroom instruction.</p> <p>Examiners should acquaint instructors beforehand with the following points so the instructor can explain this information to students who will take the CIT. These points are for preparation and are not part of the test, and can be given in a student's native language, if necessary.</p> <ol style="list-style-type: none"> <li>1. The test is an interview that takes approximately 15 minutes.</li> <li>2. The test will help students prepare for the USCIS oral interview.</li> <li>3. Students take the test in a designated room, not in their classroom (specify when and where).</li> <li>4. Results can help students know more about their speaking skills in English.</li> <li>5. The test may be difficult for beginning-level students.</li> <li>6. During the test, the examiner cannot answer any questions.</li> <li>7. Students should not discuss questions with other class members or practice in class.</li> <li>8. Personal information given to the examiner during the interview is kept in confidence and not shared with USCIS.</li> <li>9. The examiner is not from the USCIS, nor is the examiner a USCIS representative.</li> <li>10. Results are not shared with the USCIS.</li> </ol> <p>Think About It</p> <ul style="list-style-type: none"> <li>▪ Think of two reasons why explaining the CIT to students before they begin the test is important.</li> </ul>
---	--

Click Continue or next topic at left.

Lesson Contents
Activity (Optional)
Discussion Forum (Optional)
Self-Test (Optional)

**(Optional)**

Read more about other CASAS products that are appropriate for use in Citizenship Preparation classes.

- [Click here to go to the CASAS web site to learn more.](#)

(When you are done, close the window to return to the training.)

**Click Continue or the next topic at left.**





**(Optional)**

Do you have any questions about what to do before test administration? Ask your questions in the optional Discussion Forum.

- [Click here to access the optional Discussion Forum.](#)

(When you are done in the optional Discussion Forum, close the window to return to the course.)

**Click Continue or the next topic at left.**



For each question, indicate the correct answer by placing a mark in the column to the left.

### Question 1

Why is it best to administer the CIT during a scheduled class period?

Select the correct answer.

<input type="checkbox"/>	so that learners do not have a chance to discuss the questions
<input type="checkbox"/>	so the teacher can discuss the questions with learners
<input type="checkbox"/>	so that learners have a chance to discuss the questions

### Question 2

True or False: Examiners will need to have access to an audio recorder and a microphone to record interviews for certification.

Select the correct answer.

<input type="checkbox"/>	true
<input type="checkbox"/>	false

### Question 3

Is it necessary to make a recording of all of the interviews you conduct?

Select the correct answer.

<input type="checkbox"/>	No, you only need to record the first two interviews.
<input type="checkbox"/>	Yes, you are required to record all interviews.
<input type="checkbox"/>	You should record all interviews in the first year of administering the CIT.

### Question 4

What is one reason why is it important to explain the CIT to students before they take the test?

Select the correct answer.

<input type="checkbox"/>	so the students can discuss the questions with each other
<input type="checkbox"/>	so the examiner can learn more about the student's personal information
<input type="checkbox"/>	so the student can know what to expect during testing

#### Question 5

Where should the examiner conduct interviews?

Select the correct answer.

<input type="checkbox"/>	off campus
<input type="checkbox"/>	in the examinee's classroom
<input type="checkbox"/>	in a quiet and private room or office

#### Question 6

True or False: Test examiners and citizenship instructors may discuss test questions with students.

Select the correct answer.




<input type="checkbox"/>	true
<input type="checkbox"/>	false

Note: Answers appear on the next page.

### Answer 1

Why is it best to administer the CIT during a scheduled class period?



Select the correct answer.

	so that learners do not have a chance to discuss the questions
	so the teacher can discuss the questions with learners
	so that learners have a chance to discuss the questions
<b>Correct Answer Feedback:</b> Correct!	

### Answer 2

True or False: Examiners will need to have access to an audio recorder and a microphone to record interviews for certification.




Select the correct answer.

	true
	false
<b>Correct Answer Feedback:</b> Correct!	

### Answer 3

Is it necessary to make a recording of all of the interviews you conduct?




Select the correct answer.

	No, you only need to record the first two interviews.
	Yes, you are required to record all interviews.
	You should record all interviews in the first year of administering the CIT.
<b>Correct Answer Feedback:</b> Correct!	

#### Answer 4

What is one reason why is it important to explain the CIT to students before they take the test?




Select the correct answer.

	so the students can discuss the questions with each other
	so the examiner can learn more about the student's personal information
	so the student can know what to expect during testing
<b>Correct Answer Feedback:</b> Correct!	

#### Answer 5

Where should the examiner conduct interviews?



Select the correct answer.

	off campus
	in the examinee's classroom
	in a quiet and private room or office
<b>Correct Answer Feedback:</b> Correct!	

#### Answer 6

True or False: Test examiners and citizenship instructors may discuss test questions with students.

Select the correct answer.

	true
	false
<b>Correct Answer Feedback:</b> Correct!	

## Unit 4: About the Test Booklets

Topic: Unit 4: About the Test Booklets

This unit introduces features about the CIT booklets.


The CIT comes in two forms, Forms 973S and 974S; so that examinees who need to take the test again can take another form of the test. Both tests are approximately equal in difficulty. Some questions appear on both tests.

If the examinee does not pass Form 973, wait until that examinee receives additional instruction, then administer Form 974. If the examinee fails Form 974, that examinee should participate in another period of instruction, and then take Form 973.

Note: The "S" indicates a speaking test.

Think About It

- Why are there two test forms?
- What is the appropriate time to wait between test administrations?

Item	Details	Display
Instructions to the Examinee	<p>At the beginning of the interview, the Instructions to the Examinee should be read verbatim to each examinee.</p> <p>Think About It</p> <ul style="list-style-type: none"><li>▪ What should an examiner do with the Instructions to the Examinee?</li></ul> <p>Click next item to view more information.</p>	 <div><b>Read these instructions to the examinee:</b> This is a practice interview for citizenship. Answer the questions as completely as you can. Use the best English you can. If you would like me to repeat the questions, please ask. I will repeat each question only once, and I cannot answer any of your questions or say things differently. Are you ready to begin?</div> <p><b>To the examiner:</b> Circle 0, 1 or 2 for each item. For two-part items with A and B, score only part B.</p> <p><b>PART 1</b></p> <p>1. Please state your full name. [Name: _____] 0</p>

## Demographic Fields

Test booklets contain fields on the back page to collect demographic information. The examiner will need to obtain some of the demographic information in advance from the instructor or the school administration office, such as the examinee's ID number.

The remainder of demographic information is collected from the following test questions during the interview process:

- Form 973: 1, 3, 7, and 28
- Form 974: 1, 3, 9, and 29

During the interview, write the examinee's responses to questions on the lines provided in the test booklet.

### Think About It

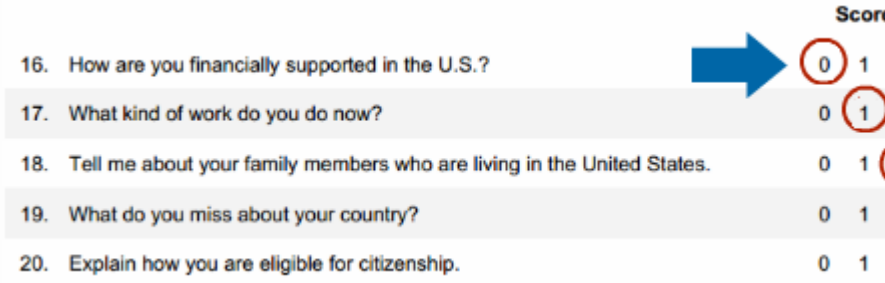

- Identify four places in each test booklet in which demographic information is collected.

**Click next item to view more information.**


## PART 1

1. Please state your full name. [Name: \_\_\_\_\_ ]
2. A. Please raise your right hand. Do you swear to tell the truth?  
B. You can put your hand down now. What did you just promise?
3. What is your age? [Age: \_\_\_\_ ]
4. When is your birthday?
5. How long have you been living at your current address?
6. What year did you legally enter this country?
7. Where was your port of entry?
8. How many times have you been married?

Student name	
Student ID#	
Gender	<input type="checkbox"/> M <input type="checkbox"/> F
Age	
Country of origin	
Native language	
Years of education	

<p>Scoring Column</p>	<p>The scoring column is on the right side of each page.</p> <p>Circle the score for each item as you proceed through the test.</p> <p>Think About It</p> <ul style="list-style-type: none"> <li>Where should you mark scores?</li> </ul> <p><b>Click next item to view more information.</b></p>	 <p>16. How are you financially supported in the U.S.?</p> <p>17. What kind of work do you do now?</p> <p>18. Tell me about your family members who are living in the United States.</p> <p>19. What do you miss about your country?</p> <p>20. Explain how you are eligible for citizenship.</p>
<p>Test Sections</p>	<p>The test has three parts.</p> <p>In general, the test questions progress in difficulty.</p> <ol style="list-style-type: none"> <li><b>Section one</b> contains the swearing-in question, which often proves somewhat challenging. Including this question in the first section is necessary for following the same procedures as that of a USCIS interview.</li> <li><b>Section two</b> contains personal information including questions on eligibility for citizenship and immigration status, which can be more difficult.</li> <li><b>Section three</b> contains two-part questions and</li> </ol>	



	<p>word definitions. This is the most difficult part of the test.</p> <p><b>Think About It</b></p> <ul style="list-style-type: none"> <li>How many test sections are there?</li> <li>Which section is the most difficult?</li> </ul> <p><b>Click next item to view more information.</b></p>	
Two-Part Questions	<p>For questions that have two parts, A and B, the examiner will score only part B.</p> <p><b>Think About It</b></p> <ul style="list-style-type: none"> <li>What is the procedure for scoring two-part (A and B) questions?</li> </ul> <p><b>Click next item to view more information.</b></p>	<p><b>PART 3</b></p> <p><i>To the examiner: Score only part B of each item.</i></p> <p>21. A. When you become a citizen, you will be able to vote.  <input checked="" type="radio"/> B. What does it mean, "to vote"? 0</p> <p>22. A. Have you ever been deported from the United States?  <input checked="" type="radio"/> B. What does "deported" mean? 0</p> <p>23. A. Have you ever been in prison?  <input checked="" type="radio"/> B. What is "prison"? 0</p>
The Final Question	<p><b>"Where are you from?"</b></p> <p>The final question on the test should help examinees feel successful at the end of the interview.</p> <p>The final question is not scored; however, the examiner should write the answer in the field provided for demographic data collection purposes.</p> <p><b>Click next item to view more information.</b></p>	

Speaking Level Descriptors	<p>CASAS descriptors explain in general terms what most learners can accomplish at the scale score level.</p> <p>The <a href="#">CASAS Basic Skill Levels for Oral Language</a> provides descriptive indicators of students' oral skills upon completion of each level.</p> <p>The <a href="#">Skill Level Descriptors for ESL</a> provide descriptions of listening and speaking, reading and writing, and employability skills of non-native speakers of English.</p> <p>These charts are helpful references if the examiner does not already know an examinee's ability level.</p> <p><b>Note:</b> The speaking level may not be the same as reading or writing skill levels.</p> <p>Think About It</p> <ul style="list-style-type: none"> <li>What is the purpose of the Skill Level Descriptors for ESL?</li> </ul>
----------------------------	--



Click Continue or the next topic at left.

Lesson Contents
Activity (Optional)
Discussion Forum (Optional)
Self-Test (Optional)



The **Civics and Citizenship Toolkit** from the USCIS is a collection of civics and citizenship resources for immigrants and the organizations that serve them.

The Toolkit is a great resource for new and experienced organizations. The Toolkit may be used to:

- provide basic information to the immigrant community.
- develop content for classes.
- train staff and volunteers.

[Click here to learn more and download your free Toolkit \(optional\).](#)

(When you are done, close the window to return to the training.)

**Click Continue or the next topic at left.**



**U.S. Citizenship  
and Immigration  
Services**

**(Optional)**

Do you have any questions about the test booklets? Ask your questions in the Discussion Forum.

- [Click here to access the Discussion Forum.](#)

(When you are done in the Discussion Forum, close the window to return to the course.)

**Click Continue or the next topic at left.**



For each question, indicate the correct answer by placing a mark in the column to the left.

### Question 1

**Work through the questions by clicking the numbers along the top of your screen. Click the Continue button when you are finished.**

What is the purpose of the CASAS Basic Skill Levels for Oral Language and the Skill Level Descriptors for ESL?

Select the correct answer.

<input type="checkbox"/>	They provide information about what a student can do at each level.
<input type="checkbox"/>	They are used to determine a passing grade.
<input type="checkbox"/>	They provide information about math skills.

### Question 2

Which question on the test is not scored?

Select the correct answer.

<input type="checkbox"/>	the last question
<input type="checkbox"/>	the first question
<input type="checkbox"/>	None. They are all scored.

### Question 3

What should an examiner do with the Instructions to the Examinee?

Select the correct answer.

<input type="checkbox"/>	Let the examinee read the instructions.
<input type="checkbox"/>	Translate the instructions into the examinee's native language.
<input type="checkbox"/>	Read the instructions verbatim to the examinee.

**Question 4**

Where should you mark the scores?

Select the correct answer.

<input type="radio"/>	on a note pad, then transfer to the test booklet
<input type="radio"/>	using a calculator
<input type="radio"/>	on the computer
<input type="radio"/>	in the scoring column

**Question 5**

Select the correct answer.

<input type="radio"/>	two
<input type="radio"/>	three
<input type="radio"/>	four

**Question 6**

Which test section is the most difficult?

Select the correct answer.

<input type="radio"/>	The first part is the most challenging.
<input type="radio"/>	The last part can be the most difficult.
<input type="radio"/>	All parts are equally difficult.

**Question 7**

What is the appropriate time to wait between test administrations?

Select the correct answer.

	after six months regardless of instruction
	after the examinee receives more instruction
	The CIT can only be administered one time per year.

#### Question 8

Why are there two test forms?

Select the correct answer.

	to give an alternate for retaking
	to give the examiner a choice
	to let students choose

#### Question 9

When is demographic information collected?

Select the correct answer.

	Demographic information is collected before test administration begins.
	Demographic information is collected during test administration.
	Demographic information may be collected at the conclusion of test administration.
	all of the above

#### Question 10

What is the procedure for scoring two-part (A and B) questions?

Select the correct answer.

	Score only Part B.
	Score only Part A.
	Score both Part A and Part B.






Note: Answers appear on the next page.

### Answer 1

**Work through the questions by clicking the numbers along the top of your screen. Click the Continue button when you are finished.**

What is the purpose of the CASAS Basic Skill Levels for Oral Language and the Skill Level Descriptors for ESL?

Select the correct answer.




	They provide information about what a student can do at each level.
	They are used to determine a passing grade.
	They provide information about math skills.

**Correct Answer Feedback:** Correct!

### Answer 2

Which question on the test is not scored?

Select the correct answer.




	the last question
	the first question
	None. They are all scored.

**Correct Answer Feedback:** Correct!

### Answer 3

What should an examiner do with the Instructions to the Examinee?

Select the correct answer.





	Let the examinee read the instructions.
	Translate the instructions into the examinee's native language.
	Read the instructions verbatim to the examinee.

**Correct Answer Feedback:** Correct!

#### Answer 4

Where should you mark the scores?




Select the correct answer.

	on a note pad, then transfer to the test booklet
	using a calculator
	on the computer
	in the scoring column

**Correct Answer Feedback:** Correct!

#### Answer 5

Select the correct answer.




	two
	three
	four

**Correct Answer Feedback:** Correct!

#### Answer 6

Which test section is the most difficult?

Select the correct answer.




	The first part is the most challenging.
	The last part can be the most difficult.
	All parts are equally difficult.

**Correct Answer Feedback:** Correct!

#### Answer 7

What is the appropriate time to wait between test administrations?

Select the correct answer.




	after six months regardless of instruction
	after the examinee receives more instruction
	The CIT can only be administered one time per year.

**Correct Answer Feedback:** Correct!

#### Answer 8

Why are there two test forms?

Select the correct answer.



	to give an alternate for retaking
	to give the examiner a choice
	to let students choose



**Correct Answer Feedback:** Correct!

#### Answer 9

When is demographic information collected?

Select the correct answer.




	Demographic information is collected before test administration begins.
	Demographic information is collected during test administration.

	Demographic information may be collected at the conclusion of test administration.
	all of the above
<b>Correct Answer Feedback:</b> Correct!	

#### Answer 10

What is the procedure for scoring two-part (A and B) questions?

Select the correct answer.

	Score only Part B.
	Score only Part A.
	Score both Part A and Part B.
<b>Correct Answer Feedback:</b> Correct!	

# Unit 5 Test Administration

Topic: Unit 5 Test Administration

This unit describes test preparation and acceptable and unacceptable test administration practices. Follow these instructions for test administration.

Item	Details
Gather the Materials	<p>You will need these materials for test administration:</p> <ul style="list-style-type: none"><li>▪ One test booklet for each examinee (Important: Be sure to alternate between Form 973 and 974.)</li><li>▪ Scoring Rubric</li><li>▪ Scoring Guidelines</li><li>▪ Anchors, Form 973</li><li>▪ Anchors, Form 974</li><li>▪ Pen or pencil for the examiner</li></ul> <p>A clipboard is helpful to hold the test booklet with questions and scores away from the examinee's view.</p> <p><b>Remember:</b> You will need a digital recorder or cassette recorder and audio cassette and a microphone for the two required interviews in Part III of the training.</p> <ul style="list-style-type: none"><li>▪ <b>Training materials are available to download and print at the beginning of the training.</b></li></ul> <p><b>Click next item to view more information.</b></p>
Begin the Interview	<p>The examiner sits behind a small table in the testing room and begins by filling out some of the demographic fields.</p> <p>When the examinee enters the testing room, the examiner greets the examinee, and asks the examinee to take a seat in the chair opposite the examiner to ensure that the examinee cannot read the test questions.</p> <p>Using the test booklet, the examiner begins by reading the test instructions as indicated on the test script. Translating these comments into the examinee's native language is not allowed.</p> <p>Whenever the examiner is recording an interview, he or she must ask the examinee to sign the recording release on the back of the test booklet.</p> <p><b>Note:</b> When recording the interview, aim the microphone toward the examinee.</p> <p><b>Click next item to view more information.</b></p>

<p>Interviewing Procedures: Protocol for Examiners</p>	<p>The examiner should follow protocols during the interview:</p> <ul style="list-style-type: none"> <li>▪ Be pleasant and <b>natural</b>.</li> <li>▪ Read the question <b>exactly as written</b>, at a <b>normal rate of speech</b>.</li> <li>▪ Wait silently and patiently at least <b>three seconds</b> for a response.</li> <li>▪ If the examinee asks the examiner to repeat the question, asks for clarification, makes a facial expression that clearly asks for clarification, or asks a question; the examiner should <b>repeat the entire question only once</b>, using the exact words. Examiners cannot repeat questions a second time.</li> <li>▪ <b>If the examinee does not answer</b> the question after the first repetition, <b>wait three seconds</b> for a response. <b>Proceed to the next question.</b></li> <li>▪ If the <b>examiner cannot hear</b> the examinee's response because it is too softly spoken, the examiner should say, <b>"I'm sorry, I can't hear you. Please say that again."</b></li> <li>▪ If the examinee gives a <b>partial answer</b> to a question, <b>wait three seconds</b>, then proceed to the next question.</li> </ul> <p>Think About It</p> <ul style="list-style-type: none"> <li>▪ What should the examiner do if the examinee asks for clarification?</li> <li>▪ How many times can the examiner repeat the question?</li> <li>▪ What should the examiner do if the examinee does not respond?</li> </ul> <p><b>Click next item to view more information.</b></p>
<p>Interviewing Procedures: Restrictions</p>	<p>The examiner should not...</p> <ol style="list-style-type: none"> <li>1. Use body language or hand gestures.</li> <li>2. Translate any part of the test into the examinee's native language.</li> <li>3. Discuss test questions before, during, or after the test.</li> <li>4. Answer questions from the examinee during the interview or after the test.</li> <li>5. Make comments to the examinee, such as "Good," "Next question," or "Almost done."</li> <li>6. Repeat a question if the examinee says, "I don't know."</li> <li>7. Paraphrase any test question.</li> <li>8. Announce the item numbers.</li> <li>9. Deviate from the test script.</li> </ol> <p>Think About It</p> <ul style="list-style-type: none"> <li>▪ Should the examiner repeat the question if the examinee says, "I don't know"?</li> </ul>

Click Continue or next topic at left.

Lesson Contents
Activity (Optional)

Discussion Forum (Optional)
Self-Test (Optional)



Topic:

Activity (Optional)

Sort the items into their associated categories by writing the item number in its corresponding option box below.

Category Items	
1	Repeat the questions as many times as needed.
2	Allow students to read the questions.
3	Read the directions verbatim to the student before testing.
4	Wait three seconds for a response.
5	Translate the questions into the student's native language.
6	Use the scoring rubrics to score the test.
7	Repeat the question one time if the student asks or indicates a need for repetition.
8	Score both parts of the two-part questions.

Category 1		Category 2
OK		Not OK

Note: Answers appear on the next page.

Category 1		Category 2
OK		Not OK
3, 4, 6, 7		1, 2, 5, 8

**(Optional)**

Do you have any questions about how to administer the CIT? Ask your questions in the Discussion Forum.

- [Click here to access the Discussion Forum.](#)

(When you are done in the Discussion Forum, close the window to return to the course.)

**Click Continue or the next topic at left.**



For each question, indicate the correct answer by placing a mark in the column to the left.

### Question 1

**Work through questions by clicking numbers along the top of your screen. Click the Continue button when you are finished.**

What materials are necessary for Certification?

Select the correct answer.

<input type="checkbox"/>	one test booklet per examinee
<input type="checkbox"/>	rubric and scoring guidelines
<input type="checkbox"/>	anchors
<input type="checkbox"/>	pen or pencil
<input type="checkbox"/>	all of the above

### Question 2

True or False: The examiner is allowed to translate the test instructions into the examinee's native language.

Select the correct answer.

<input type="checkbox"/>	true
<input type="checkbox"/>	false

### Question 3

What should the examiner do if the examinee does not respond?

Select the correct answer.

<input type="checkbox"/>	Repeat the question a second time.
<input type="checkbox"/>	Proceed after three seconds.

	Wait for a response.
--	----------------------

#### Question 4

What should the examiner do if the examinee asks for clarification?

Select the correct answer.

	Repeat the question only once using similar words.
	Translate into the examinee's native language.
	Tell them no.
	Repeat the entire question only once using the same words.

#### Question 5

How often can the examiner repeat the question?

Select the correct answer.

	as many times as needed
	only once
	four times

#### Question 6

Should the examiner repeat the question if the examinee says, "I don't know"?

Select the correct answer.

	No, this is not acceptable.
	only after the question is repeated once
	Yes, this is acceptable.

#### Question 7

What must be done before an interview is recorded?

Select the correct answer.

	The examiner signs the recording release on back of the test booklet.
	Practice interviewing the examinee beforehand, then record.
	Ask the examinee to sign the recording release on back of the test booklet.

### Question 8

When can the examiner answer questions from the examinee about the test questions?

Select the correct answer.

	after the test
	during the interview
	anytime
	never






Note: Answers appear on the next page.

### Answer 1

**Work through questions by clicking numbers along the top of your screen. Click the Continue button when you are finished.**

What materials are necessary for Certification?



Select the correct answer.

	one test booklet per examinee
	rubric and scoring guidelines
	anchors
	pen or pencil
	all of the above
<b>Correct Answer Feedback:</b> Correct!	

### Answer 2

True or False: The examiner is allowed to translate the test instructions into the examinee's native language.



Select the correct answer.


	true
	false
<b>Correct Answer Feedback:</b> Correct!	

### Answer 3

What should the examiner do if the examinee does not respond?

Select the correct answer.





	Repeat the question a second time.
	Proceed after three seconds.

	Wait for a response.
<b>Correct Answer Feedback:</b> Correct!	

#### Answer 4

What should the examiner do if the examinee asks for clarification?




Select the correct answer.

	Repeat the question only once using similar words.
	Translate into the examinee's native language.
	Tell them no.
	Repeat the entire question only once using the same words.
<b>Correct Answer Feedback:</b> Correct!	

#### Answer 5

How often can the examiner repeat the question?


Select the correct answer.

	as many times as needed
	only once
	four times
<b>Correct Answer Feedback:</b> Correct!	



#### Answer 6

Should the examiner repeat the question if the examinee says, "I don't know"?

Select the correct answer.

	No, this is not acceptable.
---	-----------------------------






	only after the question is repeated once
	Yes, this is acceptable.
<b>Correct Answer Feedback:</b> Correct!	

#### Answer 7

What must be done before an interview is recorded?





Select the correct answer.

	The examiner signs the recording release on back of the test booklet.
	Practice interviewing the examinee beforehand, then record.
	Ask the examinee to sign the recording release on back of the test booklet.
<b>Correct Answer Feedback:</b> Correct!	

#### Answer 8

When can the examiner answer questions from the examinee about the test questions?

Select the correct answer.

	after the test
	during the interview
	anytime
	never
<b>Correct Answer Feedback:</b> Correct	

# Unit 6: Calculate and Interpret Scores

Topic: Unit 6: Calculate and Interpret Scores

This unit explains in detail how to tally a raw score, determine a scale score, and identify passing scores.

Item	Details	Display
Tally the Raw Score	<p>Add scores circled from each test question to arrive at the total score at the end of the test.</p> <ul style="list-style-type: none"> <li><b>The total score is the raw score.</b></li> </ul> <p><b>Click next item to view more information.</b></p>	<p><b>PART 3</b></p> <p><i>To the examiner: Score only part B of each item.</i></p> <p>21. A. Have you ever been deported from the United States? B. What does "deported" mean?</p> <p>22. A. Have you ever been a habitual drunkard or an alcoholic? B. What is an "alcoholic"?</p> <p>23. A. Have you ever been declared legally incompetent or confined to a mental institution? B. What is a "mental institution" or "mental hospital"?</p> <p>24. A. Have you ever been arrested, cited, or detained by any law enforcement officer? B. What does "arrested" mean?</p> <p>25. A. Have you ever helped anyone enter the U.S. illegally? B. What does it mean, "to help someone enter illegally"?</p> <p>26. A. Do you owe any federal, state or local taxes that are overdue? B. What does it mean, "to owe taxes"?</p> <p>27. A. Have you ever been a member of a terrorist organization? B. What is a "terrorist"?</p> <p>28. A. Are you willing to take the full Oath of Allegiance to the United States? B. What is an "Oath of Allegiance"?</p> <p>29. What country are you from? [Country: _____]</p> <p><b>RAW SCORE (Add total points)</b></p>

Determine the Scale Score

Use the conversion chart at the back of the test booklet to convert the raw score to a CASAS scale score.

Look at the conversion chart for Form 973.

Notice that if an examinee receives a raw score of "20" on this form, the scale score is 196.

- **The raw score for passing is different on 973 and 974.**

To download a copy of the CIT Score Conversion chart, [click here](#).


**Click next item to view more information.**

## CIT Forms 973 and 974 - Speaking

CIT Form 973	
Score Conversion Chart	
Raw Score	Scale Score
0	160
1	170
2	175
3	178
4	180
5	182
6	183
7	185
8	186
9	187
10	188
11	189
12	190
13	190
14	191
15	192
16	193
17	194
18	194
19	195
20	196
21	196
22	197
23	198
24	198
25	199
26	199
27	200
28	201
29	201
30	202
31	203
32	203
33	204
34	205
35	205
36	206
37	207
38	207
39	208
40	209
41	210
42	210
43	211
44	212
45	213
46	214
47	215
48	216
49	218
50	220
51	222
52	225
53	230
54	240

Passing range

CIT Form 974	
Score Conversion Chart	
Raw Score	Scale Score
0	159
1	170
2	175
3	179
4	181
5	183
6	184
7	186
8	187
9	188
10	189
11	190
12	191
13	192
14	193
15	193
16	194
17	195
18	196
19	197
20	197
21	198
22	199
23	199
24	200
25	201
26	201
27	202
28	203
29	203
30	204
31	205
32	205
33	206
34	207
35	207
36	208
37	209
38	209
39	210
40	211
41	211
42	212
43	213
44	214
45	215
46	215
47	216
48	217
49	219
50	220
51	221
52	223
53	225
54	229
55	234
56	245

<p>Identify a Passing Score</p>	<p>CASAS set a cut score (passing score) for the CIT that predicts if students are ready to pass their immigration interviews based on the best available studies and data. This research takes into consideration pass and fail experiences from USCIS offices throughout the various regions of the country.</p> <p>A passing score on the CIT is a scale score of 206 or higher on both forms. Passing score ranges vary:</p> <ul style="list-style-type: none"> <li>▪ Form 973: 206 to 240</li> <li>▪ Form 974: 206 to 245</li> </ul> <p><b>Examinees with CIT scale scores above 206 have a higher probability of passing the USCIS naturalization interview.</b></p> <p><b>Click next item to view more information.</b></p>	
---------------------------------	--	--

Enter Scores in TOPSpro Enterprise (California)

***This information is applicable for California agencies funded for a Citizenship Preparation program.***

To record CIT results on the TOPSpro Enterprise Test Record form:

1. Fill in all starred (\*) fields.
2. Enter the test form number in Field 4 (973S or 974S)
3. Enter the raw score in Field 9.
4. In Field 10 (Test 1),
  - If the scale score is **206 or more**, enter **'999'** for Pass.
  - If the scale score is **below 206**, enter **'000'** for Fail.

Additional information specific to California is in the *Administration Manual for California*.

- To download the Administration Manual for California, [Click here](#).
- To download a sample copy of the TOPSpro Enterprise Test Record Form, [Click here](#).

**TOPS**  
Tracking Of Programs and Students

**Test Record**

① **Trujillo** **Lucy** **G.**  
Student Last Name First Middle

② **Donald West**  
Instructor Name

Agency # \_\_\_\_\_  
Site # \_\_\_\_\_

**TEST**

1 (A) (B) (C) (D)  
2 (A) (B) (C) (D)  
3 (A) (B) (C) (D)  
4 (A) (B) (C) (D)  
5 (A) (B) (C) (D)  
6 (A) (B) (C) (D)  
7 (A) (B) (C) (D)  
8 (A) (B) (C) (D)  
9 (A) (B) (C) (D)  
10 (A) (B) (C) (D)  
11 (A) (B) (C) (D)  
12 (A) (B) (C) (D)  
13 (A) (B) (C) (D)  
14 (A) (B) (C) (D)  
15 (A) (B) (C) (D)  
16 (A) (B) (C) (D)  
17 (A) (B) (C) (D)  
18 (A) (B) (C) (D)  
19 (A) (B) (C) (D)  
20 (A) (B) (C) (D)  
21 (A) (B) (C) (D)  
22 (A) (B) (C) (D)  
23 (A) (B) (C) (D)  
24 (A) (B) (C) (D)  
25 (A) (B) (C) (D)  
26 (A) (B) (C) (D)  
27 (A) (B) (C) (D)  
28 (A) (B) (C) (D)  
29 (A) (B) (C) (D)  
30 (A) (B) (C) (D)  
31 (A) (B) (C) (D)  
32 (A) (B) (C) (D)  
33 (A) (B) (C) (D)  
34 (A) (B) (C) (D)  
35 (A) (B) (C) (D)  
36 (A) (B) (C) (D)  
37 (A) (B) (C) (D)  
38 (A) (B) (C) (D)  
39 (A) (B) (C) (D)  
40 (A) (B) (C) (D)  
41 (A) (B) (C) (D)  
42 (A) (B) (C) (D)  
43 (A) (B) (C) (D)  
44 (A) (B) (C) (D)  
45 (A) (B) (C) (D)  
46 (A) (B) (C) (D)  
47 (A) (B) (C) (D)  
48 (A) (B) (C) (D)  
49 (A) (B) (C) (D)  
50 (A) (B) (C) (D)

**Directions for marking answers**

- Use No. 2 pencil only
- Do NOT use ink or ballpoint pen
- Make dark marks that fill rectangle completely
- Erase cleanly any answers you change

**Right**  
(A) (B) (C) (D)

**Wrong**  
(A) (B) (C) (D)

③ **STUDENT IDENTIFICATION**

④ **FORM NUMBER**  
973S

⑤ **TEST DATE**

⑥ **CLASS NUMBER**

⑦ **INSTRUCTIONAL PROGRAM**  
(Mark one)

- ☐ Basic Skills (ABE)
- ☐ ESL
- ☐ ESL / Citizenship
- ☐ Citizenship
- ☐ High School Diploma
- ☐ GED
- ☐ Spanish GED
- ☐ Voc. / Occup. skills
- ☐ Workforce Readiness
- ☐ Adults w/ Disabilities
- ☐ Health & Safety
- ☐ Home Economics
- ☐ Parent Education
- ☐ Older Adults
- ☐ Other

☐ Student does not yet have the skills to be tested.

\* = required for TOPSpro software

⑧ **HOURS OF INSTRUCTION\***

⑨ **RAW SCORE**  
37

⑩ **TEST 1**  
999

⑪ **TEST 2**

⑫ **TEST 3**

⑬ **TEST 4**

**PRACTICE QUESTIONS**

1 (A) (B) (C) (D)  
2 (A) (B) (C) (D)  
3 (A) (B) (C) (D)  
4 (A) (B) (C) (D)  
5 (A) (B) (C) (D)  
6 (A) (B) (C) (D)

© ALL RIGHTS RESERVED. Foundation for Educational Improvement, CASAS 2001  
SCANSYB01F000001 FORM NO. F-15430-CASAS © 2001 CASAS CORPORATION  
ALL RIGHTS RESERVED. TN 1001-019-1-1-12

www.casas.org CASAS

Click Continue or the next topic at left.

## Lesson Contents

Activity (Optional)

Discussion Forum (Optional)

Self-Test (Optional)

**Learn More About Research Studies (Optional)**

Several years prior to beginning CIT test development, CASAS participated in a research project in collaboration with [USCIS](#) and the [Center for Applied Linguistics \(CAL\)](#) to predict the target speaking performance level needed to pass the USCIS English oral interview.

This study related applicant performance to the Student Performance Levels (SPL's) developed in the early 1980s for use in the federally funded refugee project for limited English speakers.

This research suggested that examinees would generally pass the English language component of the USCIS oral interview at or above SPL Level 4, which corresponds to the [CASAS Skill Level Descriptors for \[Low-Intermediate\] ESL](#).

**Expert Opinion Standard Setting**

After the 2002-2003 CIT field-test, CASAS conducted a standard setting study to determine a passing score for the CIT. This study involved field practitioners from different parts of the country who have been preparing citizenship students for USCIS interviews for many years, and who have received repeated feedback from their students with respect to whether they went on to pass or fail their USCIS interviews.

Based on this experience, these experts used their best judgment to rate a set of 20 recorded CIT interviews. For each of the 20 interviews, the field experts predicted the students' chances of passing the USCIS English interviews. During their independent reviews, the expert raters were not given the students' class level or scale score on the CIT interview. The results from their surveys were carefully analyzed and compared to the study sample examinees' CIT scores.

Another factor considered in setting the standard is that a 60% passing rate was used by USCIS to determine the minimum passing score for the standardized Government and History test in the 1990s. This information was also used to derive the initial cut score for the CIT.

**Click Continue or the next topic at left.**



**(Optional)**

Do you have any questions about calculating and interpreting scores? Ask your questions in the Discussion Forum.

- [Click here to access the Discussion Forum.](#)

(When you are done in the Discussion Forum, close the window to return to the course.)

**Click Continue or the next topic at left.**





For each question, indicate the correct answer by placing a mark in the column to the left.

**Question 1**

True or False: A passing score on the CIT is a scale score of 206 or higher on both forms.

Select the correct answer.

true

false

**Question 2**

True or False: Citizenship Preparation Programs can use TOPSpro Enterprise to record and track CIT results.

Select the correct answer.

true

false

**Question 3**

True or False: Examinees with CIT scale scores above 206 have a greater possibility of passing the naturalization interview.

Select the correct answer.

true

false

**Question 4**

How is the scale score determined?

Select the correct answer.

	Add the scores circled from each test question.
	Convert the raw score to a scale score using the conversion chart.
	Total the number of correct responses.

#### Question 5

What is the raw score on a CIT?

Select the correct answer.

	the score you will use to report results
	the sum of scores circled from each test question
	the average number of correct responses

Note: Answers appear on the next page.

### Answer 1

True or False: A passing score on the CIT is a scale score of 206 or higher on both forms.

Select the correct answer.



true



false

**Correct Answer Feedback:** Correct!

### Answer 2

True or False: Citizenship Preparation Programs can use TOPSpro Enterprise to record and track CIT results.

Select the correct answer.



true



false

**Correct Answer Feedback:** Correct!

### Answer 3

True or False: Examinees with CIT scale scores above 206 have a greater possibility of passing the naturalization interview.

Select the correct answer.



true









false

**Correct Answer Feedback:** Correct!

### Answer 4

How is the scale score determined?

Select the correct answer.	
	Add the scores circled from each test question.
	Convert the raw score to a scale score using the conversion chart.
	Total the number of correct responses.
<b>Correct Answer Feedback:</b> Correct!	

Answer 5	
What is the raw score on a CIT?	
Select the correct answer.	
	the score you will use to report results
	the sum of scores circled from each test question
	the average number of correct responses
<b>Correct Answer Feedback:</b> Correct!	

# Unit 7: Scoring System


Topic: Unit 7: Scoring System

The CIT training includes extensive scoring instruction. The **Rubric**, **Scoring Guidelines**, and **Anchor performances** are three important documents that explain the scoring methods for CIT. You will learn about each of these in detail in this unit.

Although administration and scoring are relatively simple and designed for adult education programs, the test is a performance assessment that consists of rating a language sample. Therefore, training is necessary to achieve scoring consistency.

As you proceed, keep in mind these concepts:

1. Use the Rubric, Scoring Guidelines, and Anchors as references to score responses.
2. Score the test during the interview using the 0-1-2 scoring system.
3. Calculate the raw score by counting the number of correct answers.
4. Always give equal consideration to these two aspects of any response: clarity and completeness.

Item	Details
The Rubric	 <p>To learn scoring, begin with the Rubric. A <b>Rubric</b> is a scoring tool for subjective assignments, a set of criteria or standards linked to learning objectives, and used to assess a student's performance. The Rubric is the foundation of the scoring system and explains the underlying principles for scoring a 0, 1, or 2 for "Communication of Meaning."</p>

## **Communication of Meaning**

Two aspects for judging the quality of a spoken response to a question are

- Clarity
- Completeness

The CIT Scoring Rubric shows the minimum requirements for each score. Always return to the Rubric for answers to questions about scoring responses. Keep the Rubric with your scoring materials. During interview testing, examiners may refer to the Rubric.

### **Tips for Scoring**

1. Give a score of '2' only if the entire response is clear and complete.
2. Follow the policy that it is better to err on the side of conservative scoring.
3. Listen and try to score each test question, as the "average American" would, not a well-trained ESL teacher able to interpret every response.

### **Explanation with examples of a score of '2'**

A score of '2' is entirely clear and answers the question correctly. The examinee does not need to use correct grammar as long as the answer is completely clear and correct.

For example,

- **Examiner:** "How did you learn English?"
- **Examinee:** "In school."

### **Explanation with examples of a score of '1'**

Score a '1' when the answer is not complete, is only a partial answer, or if you must use inference to understand the answer.

For example,

- **Examiner:** "When was the last time you traveled outside the United States?"
- **Examinee:** "Three years."

This answer is not clear. We can infer "three years ago," or that he was "away for three years." This is scored as '1.'

Assign a score of '1' if part of the answer is not clear. Even if an examinee gives a correct response but part of the response is not clear, she cannot receive a score of '2' for the response.

For example,

- **Examiner:** "What is your source of income?"
- **Examinee:** "I don't have income. My husband has income. He loaned some dollars at the amount."

The last sentence is unclear. This is scored as '1.'

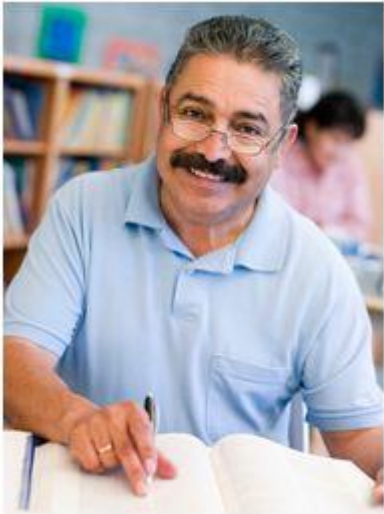
### **Explanation with examples of a score of '0'**

Score a '0' if no response is given, the answer is incorrect, or incomprehensible (you cannot understand the answer).

For example,

- **Examiner:** "How did you get here today?"
- **Examinee:** "I'm fine."

If you have not done so already, print the **Scoring Rubric** and keep this together in a binder or folder with all scoring materials.

	<ul style="list-style-type: none"> <li>▪ To download the CASAS Citizenship Interview Test (CIT) – Scoring Rubric, <a href="#">Click here.</a></li> </ul> <p><b>Click next item to view more information.</b></p>
Scoring Guidelines	 <p>The Scoring Guidelines contain general rules for standardized scoring and support the Rubric. The examiner scores each question during the interview. To become an accurate scorer, you must follow these rules regardless of your personal views about evaluating examinees' abilities.</p> <p>Please read the Scoring Guidelines thoroughly. During interview testing, examiners may also refer to the Scoring Guidelines.</p> <p>While scoring, examiners should not give credit or make allowances for:</p> <ol style="list-style-type: none"> <li>1. responses given in the native language.</li> <li>2. responses given through gestures.</li> <li>3. answers more intelligible to bilingual individuals or to instructors.</li> </ol> <p>Examiners should try to avoid scoring too leniently or too severely. <b>Keep the Rubric, Scoring Guidelines, and Anchors with you when you conduct an interview and refer to them with each question to avoid "drifting" in scoring.</b></p> <p>Take the time and review the CASAS Citizenship Interview Test (CIT) Scoring Guidelines now.</p> <p>If you have not done so already, access and print the Scoring Guidelines and keep this together in a binder or folder with all scoring materials.</p> <p>To download the CASAS Citizenship Interview Test (CIT) - Scoring Guidelines, <a href="#">Click here.</a></p> <p><b>Think About It</b></p> <ol style="list-style-type: none"> <li>1. If the examinee makes a syntax or grammar error; should the examiner always mark the response down to a '1'?</li> <li>2. If examinees use their native language, the maximum score is a '1.' What are the exceptions to this rule?</li> <li>3. If the examinee responds with clarity and completeness but answers the wrong question, what score should the examiner assign?</li> </ol>

	<p>4. In general, if an examinee is on topic, a score of '1' is appropriate. However, if the examinee is only tangentially on topic, or the message is unintelligible, how should an examiner score the response?</p> <p>5. If the examinee makes a small mistake that compromises the clarity of a long response, what is the maximum score for that response?</p> <p>6. When an examiner judges the clarity of a response; should judging be from the perspective of the "average American" or from the perspective of an ESL teacher?</p> <p><b>Click next item to view more information.</b></p>
<p>Anchor Performances</p>	<div data-bbox="456 569 781 1100" data-label="Image"> </div> <p>The interview tests have two sets of Anchors:</p> <ul style="list-style-type: none"> <li>▪ CASAS Citizenship Interview Test (CIT) Anchors, Form 973</li> <li>▪ CASAS Citizenship Interview Test (CIT) Anchors, Form 974</li> </ul> <p>Anchors provide examples of performance at various levels in the form of scored responses for each test question. The Anchors help solidify or "Anchor" your scoring. During interview testing, examiners may also refer to the Anchors to judge the examinee's responses to each test question accurately.</p> <p><b>Important!</b> Studying the Anchors for both test forms is important to become an accurate CIT scorer. The Anchors also provide notes on individual items when necessary and provide examples of differently scored responses for each item.</p> <p><b>The Anchors</b></p> <p>Take the time now and review Anchors Form 974 and Form 973 thoroughly. If you have not done so already, access and print the Anchors Form 974 and Form 973 and keep these together in a binder or folder with all scoring materials.</p> <ul style="list-style-type: none"> <li>▪ To download the CASAS Citizenship Interview Test (CIT) – Anchors, Form 973, <a href="#">Click here.</a></li> <li>▪ To download the CASAS Citizenship Interview Test (CIT) – Anchors, Form 974, <a href="#">Click here.</a></li> </ul>

**Click Continue or next topic at left.**



Lesson Contents
Self-Test (Optional)

For each question, indicate the correct answer by placing a mark in the column to the left.

### Question 1

While scoring, examiners should not give credit or make allowances for:

Select the correct answer.

<input type="checkbox"/>	responses given through gestures.
<input type="checkbox"/>	answers more intelligible to bilingual instructors.
<input type="checkbox"/>	responses given in the native language.
<input type="checkbox"/>	all of the above

### Question 2

What documents are necessary to explain scoring methods for CIT?

Select the correct answer.

<input type="checkbox"/>	the Rubric
<input type="checkbox"/>	the Scoring Guidelines
<input type="checkbox"/>	the Anchors
<input type="checkbox"/>	all of the above

### Question 3

Which document provides examples of performance at various levels in the form of scored responses for each test question?

Select the correct answer.

<input type="checkbox"/>	the Anchors
<input type="checkbox"/>	the Rubric

	the Scoring Guidelines
--	------------------------

#### Question 4

The Scoring Guidelines support the Rubric by:

Select the correct answer.

<input type="checkbox"/>	providing the foundation of the scoring system.
<input type="checkbox"/>	providing some general rules for using the rubric to score the test.
<input type="checkbox"/>	providing actual student responses and how they have been scored.

#### Question 5

True or False: The Anchors are the foundation of the scoring system.

Select the correct answer.





<input type="checkbox"/>	true
<input type="checkbox"/>	false

Note: Answers appear on the next page.

### Answer 1

While scoring, examiners should not give credit or make allowances for:





Select the correct answer.

	responses given through gestures.
	answers more intelligible to bilingual instructors.
	responses given in the native language.
	all of the above
<b>Correct Answer Feedback:</b> Correct!	

### Answer 2

What documents are necessary to explain scoring methods for CIT?



Select the correct answer.


	the Rubric
	the Scoring Guidelines
	the Anchors
	all of the above
<b>Correct Answer Feedback:</b> Correct!	

### Answer 3

Which document provides examples of performance at various levels in the form of scored responses for each test question?

Select the correct answer.




	the Anchors
	the Rubric

	the Scoring Guidelines
<b>Correct Answer Feedback:</b> Correct	

#### Answer 4

The Scoring Guidelines support the Rubric by:



Select the correct answer.

	providing the foundation of the scoring system.
	providing some general rules for using the rubric to score the test.
	providing actual student responses and how they have been scored.
<b>Correct Answer Feedback:</b> Correct!	

#### Answer 5

True or False: The Anchors are the foundation of the scoring system.

Select the correct answer.

	true
	false
<b>Correct Answer Feedback:</b> Correct!	

# Unit 8: Form 974 Anchors and Scoring Exercises

Topic:

Unit 8: Form 974 Anchors and Scoring Exercises

In this unit, you will learn how to use the anchors to score Form 974. Each part of this Unit is required for certification. Download these materials (if you have not already) for use during this unit:

- [Scoring Exercise Booklet](#)
- [Rubric](#)
- [Scoring Guidelines](#)
- [Form 974 Anchors](#)

The first few items that you score are typically scored with less accuracy. Gradually, your scoring will become more precise.

As you gain practice in scoring, try to notice any patterns that emerge. When you compare your scores, do you consistently score lower or higher than the consensus scores?

- **If you consistently score lower**, perhaps you are noticing mistakes that do not genuinely affect the clarity or completeness of the response.
- **If you consistently score higher**, try to become more aware of errors and be more conservative in your approach to scoring. Reduce your score for even small parts of unclear or vague responses. Again, try to judge the clarity of responses from the perspective of the average person, not the sympathetic and helpful ESL teacher.

**Click Continue or next topic at left.**



## Lesson Contents

Form 974 Activity Anchor Practice

Form 974 Anchor Practice Discussion Forum

Scoring Exercise 1: Gilberto Rios

Scoring Exercise 2: Lorena Dillalo

Scoring Exercise 3: Chang Khang

Form 974 Scoring Exercise Discussion Forum

Self-Test

This topic contains scenario based content. Each option offers a decision point with 1 to 4 possible outcomes. The topic explores various scenarios based on the choices, and presents an outcome based upon the choices.

Below is the content for one complete path of content. For the complete version of the topic, please use the online version of the course.

## Page 1

This Activity will help you practice Anchors, Form 974.  
You will listen to and score sample interview items based on Form 974.  
Follow these steps to complete this practice:

1. Listen to each sample item and score while you listen.
2. See how closely your score matches the Anchor score.
3. Review the Anchors for Form 974 thoroughly. Read the notes for each question and read the responses.
4. Repeat the activity until you can score questions accurately.



### Available options:

➤ Begin Practice (This option leads to Page 2)

Selected Option: Begin Practice

## Page 2

### Question 1

Listen to the question. Score without looking at the anchors. See how closely your score matches the anchor score.

Click on the link (below) to listen:

**When is your birthday?**

<http://www.casas.org/cit-audio/974practice1>

(The audio will open in a new window or tab.)



**Available options:**

➤ 0 (This option leads to Page 3)

➤ 1 (This option leads to Page 4)

➤ 2 (This option leads to Page 5)

Selected Option: 0

**Page 3**

Sorry, that is incorrect. Refer to 974, Anchor 4c.

A score of **0** indicates:

- No response; or
- The response does not answer the question correctly; or
- The response is not comprehensible.

Please try again.

**Available options:**

➤ Try again (This option leads to Page 2)

Selected Option: Try again

**(Required)**

Read any FAQs posted by the CIT Facilitator for Form 974 in the Discussion Forum (required). Ask any questions you have about the Anchors.

- [Click here to access the Discussion Forum.](#)

(When you are done in the Discussion Forum, close the window to return to the course.)

**Click Continue or the next topic at left.**



This topic contains scenario based content. Each option offers a decision point with 1 to 4 possible outcomes. The topic explores various scenarios based on the choices, and presents an outcome based upon the choices.

Below is the content for one complete path of content. For the complete version of the topic, please use the online version of the course.

## Page 1

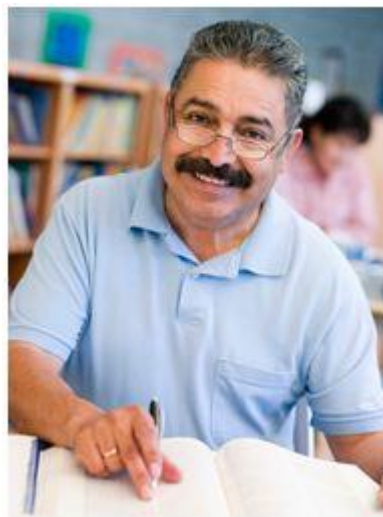
Listen to the interview. Click on the link (below) to open a new window with the audio. Toggle back and forth between this Exercise and the audio as necessary.

**Exercise 1 Audio:** <http://www.casas.org/cit-audio/cit-scoring-exercise-1>

Score the Examinee's response using the Scoring Rubric, Form 974 Anchors, and Scoring Guidelines.

You are allowed an unlimited number of attempts.

You may want to use the Scoring Exercise Booklet to follow along with the Exercises.



### Available options:

➤ Begin Exercise (This option leads to Page 2)

Selected Option: Begin Exercise

## Page 2

### Question 1

**Please state your full name.**

Click on the link (below) to listen:

<http://www.casas.org/cit-audio/cit-scoring-exercise-1>

(The audio will open in a new window or tab.)

### Available options:

➤ 0 (This option leads to Page 3)
➤ 1 (This option leads to Page 3)
➤ 2 (This option leads to Page 4)
Selected Option: 0

### Page 3

Sorry...this is not the consensus. Please try again.



#### Available options:

- Try again... (This option leads to Page 2)

Selected Option: Try again...

This topic contains scenario based content. Each option offers a decision point with 1 to 4 possible outcomes. The topic explores various scenarios based on the choices, and presents an outcome based upon the choices.

Below is the content for one complete path of content. For the complete version of the topic, please use the online version of the course.

## Page 1

Lorena's interview is an example of testing someone who was BL and not well prepared to take the CIT. Only part of Lorena's interview has been included because the rest of her answers were all 0s. **Once the CIT interview has begun, it must be conducted to the end.** Therefore, it is important that examinees be well prepared to avoid an unnecessary sense of failure.

Listen to the interview. Click on the link (below) to open a new window with the audio. Toggle back and forth between this Exercise and the audio as necessary.

**Exercise 2 Audio:** <http://www.casas.org/cit-audio/cit-scoring-exercise-2>

Score the Examinee's response using the Scoring Rubric.

You are allowed an unlimited number of attempts.

If you get an answer wrong, we encourage you to take the time and review the Scoring Guidelines and Anchors.



### Available options:

➤ Begin Exercise (This option leads to Page 2)

Selected Option: Begin Exercise

## Page 2

**Question 1**

Click on the link (below) to listen:

**Please state your full name.**

<http://www.casas.org/cit-audio/cit-scoring-exercise-2>

(The audio will open in a new window or tab.)

**Available options:**

➤ 0 (This option leads to Page 4)

➤ 1 (This option leads to Page 3)

➤ 2 (This option leads to Page 3)

Selected Option: 0

**Page 4**

Yes! This is the consensus... / Incorrect response.

A "0" score indicates:

- No response; or
- The response does not answer the question correctly; or
- The response is not comprehensible.

**Available options:**

➤ Go to Question 2 (This option leads to Page 5)

Selected Option: Go to Question 2

**Page 5****Question 2**

Click on the link (below) to listen:

**Please raise your right hand. Do you swear to tell the truth?**

**What did you just promise?**

<http://www.casas.org/cit-audio/cit-scoring-exercise-2>

(The audio will open in a new window or tab.)

**Available options:**

➤ 0 (This option leads to Page 7)

➤ 1 (This option leads to Page 6)

➤ 2 (This option leads to Page 6)

Selected Option: 0

**Page 7**

Yes! This is the consensus... / Incorrect response.

A "0" score indicates:

- No response; or
- The response does not answer the question correctly; or
- The response is not comprehensible.



**Available options:**

➤ Go to Question 3 (This option leads to Page 8)

Selected Option: Go to Question 3

**Page 8**

**Question 3**

Click on the link (below) to listen:

**What is your age?**

<http://www.casas.org/cit-audio/cit-scoring-exercise-2>

(The audio will open in a new window or tab.)

**Available options:**

➤ 0 (This option leads to Page 9)

➤ 1 (This option leads to Page 9)
➤ 2 (This option leads to Page 10)
Selected Option: 0

**Page 9**

Sorry, that is not the consensus. Please try again.



**Available options:**

➤ Try again... (This option leads to Page 8)

Selected Option: Try again...



This topic contains scenario based content. Each option offers a decision point with 1 to 4 possible outcomes. The topic explores various scenarios based on the choices, and presents an outcome based upon the choices.

Below is the content for one complete path of content. For the complete version of the topic, please use the online version of the course.

## Page 1

Listen to the interview. Click on the link (below) to open a new window with the audio. Toggle back and forth between this Exercise and the audio as necessary.

**Exercise 3 Audio:** <http://www.casas.org/cit-audio/cit-scoring-exercise-3>

Score the Examinee's response using the Scoring Rubric, Form 974 Anchors, and Scoring Guidelines.

You are allowed an unlimited number of attempts.

You may want to use the Scoring Exercise Booklet to follow along with the Exercises.



### Available options:

➤ Begin Exercise 3 (This option leads to Page 2)

Selected Option: Begin Exercise 3

## Page 2

### Question 1

**Please state your full name.**

Click on the link (below) to listen:

<http://www.casas.org/cit-audio/cit-scoring-exercise-3>

(The audio will open in a new window or tab.)

**Available options:**

- 0 (This option leads to Page 3)
- 1 (This option leads to Page 3)
- 2 (This option leads to Page 4)

Selected Option: 0

**Page 3**

Sorry...this is not the consensus. Please try again.

**Available options:**

- Try again... (This option leads to Page 2)

Selected Option: Try again...

**(Required)**

Read any FAQs posted by the CIT Facilitator for Form 974 in the Discussion Forum (required). Ask any questions you have about the Anchors.

- [Click here to access the Discussion Forum.](#)

(When you are done in the Discussion Forum, close the window to return to the course.)

**Click Continue or the next topic at left.**



For each question, indicate the correct answer by placing a mark in the column to the left.

### Question 1

What if you cannot understand what the examinee said?

Select the correct answer.

	Ask for clarification.
	Score '0.'
	Ask the examinee to repeat his response.

### Question 2

If an examinee answers a question with a one-word response of "nothing" or "everything" without additional information, how is this scored?

Select the correct answer.

	Score '0' for responses of "everything" or "nothing."
	Score '1' - it is too general and not complete.
	Score '2' - a one-word response is acceptable.

### Question 3

What if an examinee answers the test question completely and clearly but gives extra information that is unclear?

Select the correct answer.

	It can be scored a '2' because the necessary part is clear complete and correct.
	It should be scored as '0.'
	It cannot receive a '2' if any part of the response is unclear.

**Question 4**

What if the examinee gives part of the answer to a question?

Select the correct answer.

Ask for more information.

Repeat the question.

If the answer is clear and partially correct, score '1.'

**Question 5**

If the examinee answers the question and you as examiner know what he/she means, but someone not used to ESL speakers might not understand; how should you score the response?

Select the correct answer.

If you are using inference to understand the answer, it must receive a '0.'

If you can infer what the examinee means, the response can receive a '2.'

If you are using inference to understand the answer, it cannot receive a '2.'

**Question 6**

What if the examinee answers the question in part B when the examiner asks part A? For example, "Have you ever been deported?" "I don't know what deported means."

Select the correct answer.

The examiner does not need to ask part B in this case.

The examiner must always ask part B. The examinee can repeat the answer.

Do not count the question.

**Question 7**

When is the response, "I don't know" an appropriate response to a question on the CIT?

Select the correct answer.

	In answer to the question, "When is your USCIS interview scheduled?"
	When it makes sense as an answer.
	It is never a correct answer.

### Question 8

How do you score if an examinee makes a false start and then corrects himself?

Select the correct answer.

	If the correction is clear and complete, then the response can receive a '2.'
	False starts are always ignored. Score the rest of the response only.
	If the false start is in the examinee's native language, the response can receive a '2.'

### Question 9

If an examinee gives a response that is not plausible, but you do not know the correct answer, such as "How many times have you been married?" "15", how should it be scored?

Select the correct answer.

	Score '2' because it is clear and complete.
	Score '0' because it is not plausible.
	Score '1' because you are not sure.

### Question 10

When is it acceptable for examinees to use words in their native language?

Select the correct answer.

	Foreign words are never acceptable on this test.
	Americanized foreign words such as "taco" and Los Angeles are acceptable, even when pronounced as in the foreign language.
	The examiner can give the examinee credit for foreign words if he or she understands the examinee's language.

Note: Answers appear on the next page.

### Answer 1

What if you cannot understand what the examinee said?

Select the correct answer.



Ask for clarification.



Score '0.'



Ask the examinee to repeat his response.

**Correct Answer Feedback:** Correct!

### Answer 2

If an examinee answers a question with a one-word response of "nothing" or "everything" without additional information, how is this scored?

Select the correct answer.



Score '0' for responses of "everything" or "nothing."



Score '1' - it is too general and not complete.



Score '2' - a one-word response is acceptable.

**Correct Answer Feedback:** Correct!

### Answer 3

What if an examinee answers the test question completely and clearly but gives extra information that is unclear?

Select the correct answer.



It can be scored a '2' because the necessary part is clear complete and correct.



It should be scored as '0.'



It cannot receive a '2' if any part of the response is unclear.



**Correct Answer Feedback:** Correct!

#### Answer 4

What if the examinee gives part of the answer to a question?

Select the correct answer.



Ask for more information.



Repeat the question.



If the answer is clear and partially correct, score '1.'

**Correct Answer Feedback:** Correct!

#### Answer 5

If the examinee answers the question and you as examiner know what he/she means, but someone not used to ESL speakers might not understand; how should you score the response?

Select the correct answer.



If you are using inference to understand the answer, it must receive a '0.'



If you can infer what the examinee means, the response can receive a '2.'



If you are using inference to understand the answer, it cannot receive a '2.'

**Correct Answer Feedback:** Correct!



#### Answer 6

What if the examinee answers the question in part B when the examiner asks part A? For example, "Have you ever been deported?" "I don't know what deported means."

Select the correct answer.






The examiner does not need to ask part B in this case.

	The examiner must always ask part B. The examinee can repeat the answer.
	Do not count the question.
<b>Correct Answer Feedback:</b> Correct!	

#### Answer 7

When is the response, "I don't know" an appropriate response to a question on the CIT?




Select the correct answer.

	In answer to the question, "When is your USCIS interview scheduled?"
	When it makes sense as an answer.
	It is never a correct answer.
<b>Correct Answer Feedback:</b> Correct!	

#### Answer 8




How do you score if an examinee makes a false start and then corrects himself?




Select the correct answer.

	If the correction is clear and complete, then the response can receive a '2.'
	False starts are always ignored. Score the rest of the response only.
	If the false start is in the examinee's native language, the response can receive a '2.'
<b>Correct Answer Feedback:</b> Correct!	

#### Answer 9

If an examinee gives a response that is not plausible, but you do not know the correct answer, such as "How many times have you been married?" "15", how should it be scored?

Select the correct answer.	
	Score '2' because it is clear and complete.
	Score '0' because it is not plausible.
	Score '1' because you are not sure.
<b>Correct Answer Feedback:</b> Correct!	

Answer 10	
When is it acceptable for examinees to use words in their native language?	
Select the correct answer.	
	Foreign words are never acceptable on this test.
	Americanized foreign words such as "taco" and Los Angeles are acceptable, even when pronounced as in the foreign language.
	The examiner can give the examinee credit for foreign words if he or she understands the examinee's language.
<b>Correct Answer Feedback:</b> Correct!	

# Unit 9: Form 973 Anchors and Scoring Exercises

Topic:

Unit 9: Form 973 Anchors and Scoring Exercises

In this unit, you will learn how to use the anchors to score Form 973. Each part of this unit is required for certification. Download these materials (if you have not already) for use during this Unit:

- [Scoring Exercise Booklet](#)
- [Rubric](#)
- [Scoring Guidelines](#)
- [Form 973 Anchors](#)

Study the Anchor document for Form 973. Read all item notes and sample responses.

You will notice that some questions are the same on both test forms. Therefore, you do not have to review these same questions unless you find this helpful. Questions in shaded boxes are the same on both test forms.

### Suggestions:

- Try to score a few questions by folding the Anchors paper in half lengthwise and hiding the scores.
- Look at some responses and try to guess the correct score.
- Pay special attention to #5, #9, and #11.

**Click Continue or next topic at left.**



## Lesson Contents

Form 973 Activity Anchor Practice

Form 973 Anchor Practice Discussion Forum

Scoring Exercise 4: Jang Wu

Scoring Exercise 5: Valdimir Bojko

Form 973 Scoring Exercise Discussion Forum

Scoring Exercises Self-Test

This topic contains scenario based content. Each option offers a decision point with 1 to 4 possible outcomes. The topic explores various scenarios based on the choices, and presents an outcome based upon the choices.

Below is the content for one complete path of content. For the complete version of the topic, please use the online version of the course.

## Page 1

This Activity will help you practice Anchors, Form 973.  
You will listen to and score sample interview items based on Form 973.  
Click on the link (below) to open a new window with the audio. Toggle back and forth between this Practice and the audio as necessary.

**Form 973 Practice Audio:** <http://www.casas.org/cit-audio/cit-973-practice>

1. Listen to each sample item and score while you listen.
2. See how closely your score matches the Anchor score.
3. Review the Anchors for Form 973 thoroughly. Read the notes for each question and read the responses.
4. Repeat the activity until you can score questions accurately.



### Available options:

➤ Begin Practice (This option leads to Page 2)

Selected Option: Begin Practice

## Page 2

### Question 1

Listen to the question. Score without looking at the anchors. See how closely your score matches the anchor score.

Click on the link (below) to listen:

**What is your current address?**

<http://www.casas.org/cit-audio/cit-973-practice>

(The audio will open in a new window or tab.)

**Available options:**

- 0 (This option leads to Page 3)
- 1 (This option leads to Page 4)
- 2 (This option leads to Page 3)

Selected Option: 0

**Page 3**

Sorry...this is not the consensus. Please try again.



**Available options:**

- Try again... (This option leads to Page 2)

Selected Option: Try again...

**(Required)**

Read any FAQs posted by the CIT Facilitator for Form 973 in the Discussion Forum (required). Ask any questions you have about the Anchors.

- [Click here to access the Discussion Forum.](#)

(When you are done in the Discussion Forum, close the window to return to the course.)

**Click Continue or next topic at left.**



This topic contains scenario based content. Each option offers a decision point with 1 to 4 possible outcomes. The topic explores various scenarios based on the choices, and presents an outcome based upon the choices.

Below is the content for one complete path of content. For the complete version of the topic, please use the online version of the course.

## Page 1

The first few items that you score are typically scored with less accuracy. Gradually, your scoring will become more precise. Are you making progress?

Listen to the interview. Click on the link (below) to open a new window with the audio. Toggle back and forth between this Exercise and the audio as necessary.

**Exercise 4 Audio:** <http://www.casas.org/cit-audio/cit-scoring-exercise-4>

Score the Examinee's response using the Scoring Rubric, Form 973 Anchors, and Scoring Guidelines.

You are allowed an unlimited number of attempts.

You may want to use the Scoring Exercise Booklet to follow along with the Exercises.



### Available options:

➤ Begin Exercise 4 (This option leads to Page 2)

Selected Option: Begin Exercise 4

## Page 2

### Question 1

**Please state your full name.**

Click on the link (below) to listen:

<http://www.casas.org/cit-audio/cit-scoring-exercise-4>

(The audio will open in a new window or tab.)



**Available options:**

- 0 (This option leads to Page 3)
- 1 (This option leads to Page 3)
- 2 (This option leads to Page 4)

Selected Option: 0

**Page 3**

Sorry...this is not the consensus. Please try again.



**Available options:**

- Try again... (This option leads to Page 2)

Selected Option: Try again...

This topic contains scenario based content. Each option offers a decision point with 1 to 4 possible outcomes. The topic explores various scenarios based on the choices, and presents an outcome based upon the choices.

Below is the content for one complete path of content. For the complete version of the topic, please use the online version of the course.

## Page 1

Listen to the interview. Click on the link (below) to open a new window with the audio. Toggle back and forth between this Exercise and the audio as necessary.

**Exercise 5 Audio:** <http://www.casas.org/cit-audio/cit-scoring-exercise-5>

Score the Examinee's response using the Scoring Rubric, Form 973 Anchors, and Scoring Guidelines.

You are allowed an unlimited number of attempts.

You may want to use the Scoring Exercise Booklet to follow along with the Exercises.



### Available options:

➤ Begin Exercise 5 (This option leads to Page 2)

Selected Option: Begin Exercise 5

## Page 2

### Question 1

**Please state your full name.**

Click on the link (below) to listen:

<http://www.casas.org/cit-audio/cit-scoring-exercise-5>

(The audio will open in a new window or tab.)

### Available options:

➤ 0 (This option leads to Page 3)
➤ 1 (This option leads to Page 3)
➤ 2 (This option leads to Page 4)
Selected Option: 0

### Page 3

Sorry...this is not the consensus. Please try again.



#### Available options:

- Try again... (This option leads to Page 2)

Selected Option: Try again...

**(Required)**

Read any FAQs posted by the CIT Facilitator for Form 973 in the Discussion Forum (required). Ask any questions you have about the Anchors.

- [Click here to access the Discussion Forum.](#)

(When you are done in the Discussion Forum, close the window to return to the course.)

**Click Continue or the next topic at left.**



For each question, indicate the correct answer by placing a mark in the column to the left.

**Question 1**

If the examinee makes a syntax or grammar error, should the examiner always mark the response down to a "1"?

Select the correct answer.

<input type="checkbox"/>	No, if the error does not interfere with clarity.
<input type="checkbox"/>	always
<input type="checkbox"/>	Yes, if the examinee's response is unclear.

**Question 2**

If the examinee responds with clarity and completeness but answers the wrong question, what score should the examiner assign?

Select the correct answer.

<input type="checkbox"/>	0
<input type="checkbox"/>	1
<input type="checkbox"/>	2

**Question 3**

If examinees use their native language, the maximum score is a "1." What are the exceptions to this rule?

Select the correct answer.

<input type="checkbox"/>	Americanized foreign words are pronounced as in the foreign language.
<input type="checkbox"/>	The examinee immediately makes a correction.

**Question 4**

When an examiner judges the clarity of a response, should judging be from the perspective of the "average American" or from the perspective of an ESL teacher?

Select the correct answer.

a trained ESL professional

an "average, untrained American"

#### Question 5

If the examinee makes a small mistake that compromises the clarity of a long response, what is the maximum score for that response?

Select the correct answer.

0

1




2

Note: Answers appear on the next page.

### Answer 1

If the examinee makes a syntax or grammar error, should the examiner always mark the response down to a "1"?




Select the correct answer.

	No, if the error does not interfere with clarity.
	always
	Yes, if the examinee's response is unclear.
<b>Correct Answer Feedback:</b> Correct!	

### Answer 2

If the examinee responds with clarity and completeness but answers the wrong question, what score should the examiner assign?



Select the correct answer.

	0
	1
	2
<b>Correct Answer Feedback:</b> Correct!	

### Answer 3

If examinees use their native language, the maximum score is a "1." What are the exceptions to this rule?



Select the correct answer.

	Americanized foreign words are pronounced as in the foreign language.
	The examinee immediately makes a correction.
<b>Correct Answer Feedback:</b> Correct!	

#### Answer 4

When an examiner judges the clarity of a response, should judging be from the perspective of the "average American" or from the perspective of an ESL teacher?




Select the correct answer.

	a trained ESL professional
	an "average, untrained American"
<b>Correct Answer Feedback:</b> Correct!	

#### Answer 5

If the examinee makes a small mistake that compromises the clarity of a long response, what is the maximum score for that response?

Select the correct answer.

	0
	1
	2
<b>Correct Answer Feedback:</b> Correct!	



# Unit 10: Training Completion and Certification

Topic:

Unit 10: Training Completion and Certification

To become a CIT Administrator, you must do the following:

1. **Part I:** Complete and submit Certification Activity.
2. **Part II:** Score three Certification Interviews and submit.
3. **Part III:** Record two interviews on your own and submit to CASAS.

If you would like to **review** course content before moving on to completing Part I and Part II, now is the time to do so. Then return to Unit 10 to complete your training.


- This unit explains the process for completing each step for Certification. At the end of this unit, you will be directed to begin Certification for Part I, followed by Certification for Part II.

## Questions?

Do you have questions about the Certification process? Ask your questions in the Discussion Forum.

- [Click here to access the Discussion Forum.](#)

(When you are done in the Discussion Forum, close the window to return to the course.)

Item	Details	Display
Part I: Test Administration	<p>To complete Part I, you must pass the Certification Activity with a score of 100%. You will have unlimited attempts.</p> <p>This will test your understanding of CIT Test Administration.</p> <p><b>Click Continue or next topic at left.</b></p>	

Part II: Score  
Three  
Interviews

When you pass Part I, you are eligible to begin Part II of Certification. Part II tests your ability to score the CIT.

**To begin Part II:**

1. When you complete Part 1 with a score of 100%, you will be given a link to Part II.

**Scoring Instructions for Part II**

You must complete all three interviews in the following order:

1. Certification Exercise 1: Min Nwe, Form 973.
2. Certification Exercise 2: Yao Nin, Form 974.
3. Certification Exercise 3: Raphael Espino, Form 973

Use the Rubric, Scoring Guidelines, and corresponding Anchors as you score the interviews. Choose one score for each item.

- **You must pass two out of three interviews with at least 85% accuracy.**

Work alone and in a quiet place while scoring the certification interviews. This is very important and to your benefit. Discussing or sharing scores with others may invalidate your certification.

For technical assistance, contact a **CASAS Technology Support Team** member at:

- [techsupport@casas.org](mailto:techsupport@casas.org)

A team member is also available 8:00 am – 5:00 pm (Pacific), M – F, at:

- 1-800-255-1036, option 2

**Click next item to view more information.**



Part III:  
Conduct Two  
Interviews

To complete Part III of the certification process, you will interview two beginning-high or intermediate-level students using one Form 973 and one Form 974 and record those interviews.

After completion of Parts I and II, CASAS will mail you one copy each of Forms 973 and 974 and instructions for conducting the two recorded interviews.

Follow instructions carefully, especially about repetitions and pauses. Score the examinee's responses during the interview.

The examiner should be pleasant but natural. With inaudible responses, please ask the examinee to repeat the response.

Complete all demographic information on the back of the test booklets:


- Questions 1, 3, 7, and 28 on Form 973
- Questions 1, 3, 9, and 29 on Form 974


If you do not receive materials from CASAS within one week of submitting the Training Evaluation (the last task in Part I of this course); please contact Michelle Chu at [mchu@casas.org](mailto:mchu@casas.org) or 1-800-255-1036, ext. 103.


Your recorded interviews are checked using the following criteria:

- Utilized standardized test administration.
- Followed correct repetition guidelines.
- Followed scripted questions and directions.
- Added NO extra comments or clarifications.
- Paused using correct time frame.
- Used clear normal speech (not too fast or too slow).
- Selected examinees at the appropriate speaking level (beginning-high to intermediate-high).
- Submitted a clear recording.
- Labeled recording correctly.



	<ul style="list-style-type: none"> <li>Submitted accompanying booklets (Form 973 &amp; Form 974).</li> </ul> <p><b>Click next item to view more information.</b></p>	
Part III: Recording Guidelines	<p>To complete the certification process, you will need to record, score and submit two certification interview recordings, one for Form 973 and one for Form 974. The recorded interviews should be done with <u>beginning high or intermediate level speakers of English</u>. If you are not sure of an individual's speaking skills, please check the CASAS ESL Skill Level Descriptors for guidance.</p> <p>Please note that it is acceptable to use the recording to check your scores or to score the test from the recording.</p> <p><b>Recording Authorization</b></p> <p>Before you begin recording an interview, ask examinee to sign the recording release on the test booklet.</p> <p><b>Recording Tips</b></p> <p>It is advisable to do a sound check before an interview. Interviews will not be accepted if they are not clear. Try to avoid background noise. Turn off cell phones. Be sure to place the microphone facing the examinee and yourself. You may record the interview on a digital voice recorder with USB capabilities or on an audio cassette recorder using a blank audio cassette. Please note: Digital Voice Recorders are the preferred method.</p> <p><i>When you record on a digital voice recorder, extract the audio files to your computer:</i></p> <ul style="list-style-type: none"> <li>Label each file with the test form number, the examinee's name, agency, your name as the examiner and the date of testing. (F973_Examinee's name _ your agency name _ your name_ testing date)</li> </ul> <p><i>When you record on an audio cassette:</i></p>	

	<ul style="list-style-type: none"> <li>▪ Use one side of an audio cassette per examinee.</li> <li>▪ Rewind to the beginning on each side.</li> <li>▪ Label each side of the audiotape with the test form number, the examinee's name, agency, your name as the examiner and the date of testing. (F973_ Examinee's name _ your agency name _ your name_ testing date)</li> </ul> <p>After you pass Part III, you are not required to record further interviews. However, some examiners find having a recording of an interview to check scores helpful. Some agencies keep recorded interviews for accountability purposes. This is not a requirement, but CASAS recommends recording a small percentage of interviews and keeping the audio samples on file. Scoring or checking scores from the recording is acceptable.</p> <p><b>Click next item to view more information.</b></p>	
Part III: Submitting Materials	<p>Please send materials to CASAS as follows:</p> <p><b>Digital Recording:</b></p> <ul style="list-style-type: none"> <li>▪ E-mail to Michelle Chu at <a href="mailto:mchu@casas.org">mchu@casas.org</a></li> </ul> <p><b>Test booklets (and cassette tape(s), if applicable):</b></p> <ul style="list-style-type: none"> <li>▪ Send to: CASAS</li> <li>▪ Attn: Michelle Chu</li> <li>▪ 5151 Murphy Canyon Rd, Suite 220</li> <li>▪ San Diego, CA 92123</li> </ul> <p><b>Note:</b> If submitting an audiotape, please rewind to the beginning of the first interview.</p> <p><b>Important!</b></p> <p>Please also send an e-mail to <a href="mailto:mchu@casas.org">mchu@casas.org</a> when test booklets and audio cassette, if applicable, are placed in the mail. Please include a telephone number in the e-mail.</p>	

	<b>Click next item to view more information.</b>	
Part III: Certification Status	<ul style="list-style-type: none"> <li>You will receive a certificate via e-mail ten business days after you pass all three parts.</li> <li>Certification expires on June 30 of the following year.</li> <li>Recertification information is sent every year in January.</li> <li>When certified, you may order test booklets to begin testing.</li> <li>You will be notified by CASAS about your certification status within two weeks of submitting your certification materials. If you do not receive notification within two weeks, contact Michelle Chu at 1-800-255-1036, ext.103 or <a href="mailto:mchu@casas.org">mchu@casas.org</a>.</li> </ul>	

**Click Continue or next topic at left.**

Lesson Contents
Discussion Forum (Optional)
Begin Certification

**(Optional)**

What questions or concerns might you have about the Certification Activities? Ask your questions in the Discussion Forum.

- [Click here to access the Discussion Forum.](#)

(When you are done in the Discussion Forum, close the window to return to the course.)

**Click Continue or the next topic at left.**





**CIT Certification Part I & II****Part I - Test Administration**

1. The certification activity displays in a secure window requiring Javascript.
2. You are allowed an unlimited number of attempts to achieve 100%.
3. After you achieve a score of 100% for CIT Certification Part I, you are directed to click a link in the feedback field for the next step in certification, which is CIT Certification Part II - Certification Interviews.

**Part II - Certification interviews**

1. The certification interview displays in a secure window requiring Javascript.
2. You are allowed only one attempt to score each interview.
3. Listen to the interview by clicking the play button for each question.
4. Score the examinee's response using the Scoring Rubric.
5. After you submit your responses, you are directed to click a link in the feedback field to score the next interview.

After you complete CIT Certification Part I & II, you are directed to click a link in the feedback to complete and submit your **Test Security Agreement**.

- **When you submit your Test Security Agreement, you have completed CIT Certification Part I & II.**

**CIT Certification Part III**

Don't forget to complete **Part III** of Certification on your own.

Contact Michelle Chu at 1-800-255-1036 ext. 103, or [mchu@casas.org](mailto:mchu@casas.org), if you have any questions as you complete Certification.

**Ready to begin?**

- [Click on this link to begin the Certification process](#)

