Citizenship Interview Test (CIT)
Preparation for Test Administration Certification

http://training.casas.org

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General Course Information

Course Title:	**CIT – Preparation for Test Administration Certification**
Course Duration:	• This course will take approximately 4 hours to complete. • You have 30 days from enrolling in this course to complete the course.
Course Location:	**Facilitated (self-paced) training online –** http://training.casas.org • Provides group learning and communication in an asynchronous environment. • Participants and facilitator independently access the Web at any time, day or night. • Although participants and facilitator are not online together, they participate in collaborative discussions.
Training Materials	• All training materials are accessible within the course. • You may print any training materials for your own use. • You are asked to refer to training materials throughout the course. • You are also linked directly to any training resources.

Course Manager Information

Name:	CASAS Staff
Email:	training@casas.org
Availability:	Daily between 8:00 am to 5:00 pm (PT), Monday through Friday
Assistance:	If you have questions or need assistance, please use the Send Message feature in Moodle to contact the Course Facilitator. **Email is the primary source of communication.** You should receive a reply within 24 hours.

Where to Go to Class

CASAS Online Self-Paced Courses are delivered using

The online self-paced courses developed by CASAS are made possible through the course management delivery system called Moodle. Moodle is an e-learning software platform designed to provide a virtual learning environment.

CASAS is using Moodle to provide more opportunities for training to maintain the integrity and quality of the assessment process.

These online self-paced courses are open-entry/open-exit; therefore, participants may join a course anytime within the specified date range and complete the course at their own pace. Each course provides a Certificate of Completion, Training Verification and Evaluation. Training required by CASAS includes a Certification activity.

If this is your first Moodle course, we recommend that you prepare for online training by accessing or printing (optional) the "Moodle How-To Guide for Online Training." Please take the time to read through this document to make the most of your online training experience.

How to Begin Your Course

1. Go to http://training.casas.org
2. Select the CASAS online course for which you registered.
3. You are taken momentarily to the CASAS Website to log on with your CASAS user account.
4. After your account is confirmed, you are returned to the Training Website.
5. You are now enrolled in the course for which you registered.
6. When returning to the course, repeat these steps.

Note: **You have 30 days from the time you enroll to complete this course.**

General Course Description

CIT – Preparation for Test Administration Certification

Course 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 determine if an individual is ready to pass the USCIS naturalization oral interview. Training is required to administer this test.

This training prepares you to administer and score the Citizenship Interview Test (CIT) in a standardized and accurate manner. Standardized test administration requires following the administration instructions and script precisely and scoring the test according to scoring criteria. Examiners are trained to know all requirements to give and to score the test.

For Certification, you must:

1. Pass the test administration quiz given in this training.
2. Pass three certification interviews online (linked to the training).
3. Send CASAS an audio tape (or CD) of yourself conducting two CIT interviews with corresponding scored test booklets.

Course Overview

This training has three main sections – Administration, Scoring, Certification – and units within these sections with built-in activities and discussion to reinforce learning. Each unit has topic areas that serve as the foundation for each unit. Certification requires the successful completion of certification activities divided in three parts. Successful completion of this online training course satisfies Part I. You will complete Part II through the CASAS Certifications online Website. You must conduct Part III of the certification activities on your own to complete the CIT certification process.

- ***Allow approximately four hours to complete the online training portion for CIT Certification.***

If you have any questions before you begin this training course, please contact CASAS at 1-858-292-2900 or 1-800-255-1036 and ask to speak to a Distance Training Representative; or send an email to the Course Facilitator.

Training Goals

Participants will be able to:

- Administer the CIT according to CASAS standardized procedures
- Use CIT rubric, guidelines, and anchors to score the CIT as a standardized assessment
- Identify the three components of certification for CIT administration
- Identify the passing score on CIT Forms 973 and 974
- Identify the annual requirement to remain certified in CIT administration

Training Objectives

Participants will:

- Read about the Citizenship Interview Test (CIT) and Administration
- Review the scoring rubric, scoring guidelines, anchor performances, and scoring procedure
- Practice scoring exercises on five interviews
- Submit Certification Activity Part I: CIT Test Administration Quiz
- Participate in Certification Activity Part II (online): Score Three Interviews
- Complete Certification Activity Part III (on your own): Conduct Two Interviews

To complete the online training portion for CIT Certification successfully requires:

- Reading through all training content
- Completing all review quizzes and exercises
- Completing Certification Part I
- Submitting Training Verification and Evaluation for successful completion of Part I

Successful completion of all three parts required for certification includes:

- Certification Part I: CIT Test Administration Quiz – pass with a score of 100%
- Certification Part II: Score Three Interviews – pass with at least 85% accuracy on all three interviews
- Certification Part III: Conduct Two Interviews – submit interview audio and test booklets to CASAS for review

Upon successful completion for CIT Certification, you will receive:

- CASAS Citizenship Interview Test (CIT) Test Administration Certification

When certified, you may order test booklets to begin testing at your site location.

Training Outline

The CIT – Preparation for Test Administration Certification course contains the following units and topics:

About This Training

Your Training Materials
Course Overview
Training Topics
Before this Training
After this Training
Welcome: Discussion

Introduction

Section 1: About the Citizenship Interview Test (CIT) and Administration

1. Citizenship Interview Test Overview

1.1. Getting Started
1.2. Purpose of the Citizenship Interview Test
1.3. Target Population
1.4. Test Design
1.5. Competencies Tested
1.6. Use of Test Results
Unit 1: Discussion
Unit 1: Activity
Unit 1: Review

2. The Certification Process

2.1. Standardized Administration Requires Certification
2.2. Steps to Certification
2.3. Test Examiners
2.4. Annual Re-Certification
2.5. CASAS Contacts
Unit 2: Discussion
Unit 2: Activity
Unit 2: Review

3. Before Test Administration

3.1. Follow Test Security Measures
3.2. Select the Examinees
3.3. Prepare the Testing Room
3.4. First Two Interviews

3.5. Conduct Interviews Outside the Classroom
3.6. Prepare the Instructor and the Examinees
Unit 3: Discussion
Unit 3: Activity
Unit 3: Review

4. About the Test Booklets

4.1. Two Test Forms, 973 and 974
4.2. Instructions to the Examinee
4.3. Demographic Fields
4.4. Scoring Column
4.5. Test Sections
4.6. Two-Part Questions
4.7. The Final Question on the Test
4.8. Speaking Level Descriptors
Unit 4: Discussion
Unit 4: Activity
Unit 4: Review

5. Test Administration

5.1. Gather Test Materials
5.2. Begin the Interview
5.3. Interviewing Procedures: Protocols for Examiners
5.4. Interviewing Procedures: Restrictions
Unit 5: Discussion
Unit 5: Activity
Unit 5: Review

Section 2: Scoring

6. The Scoring System

6.1. The Rubric
6.2. The Scoring Guidelines
6.3. The Anchor Performances
6.4. Scoring Procedure
Unit 6: Discussion
Unit 6: Activity
Unit 6: Review

7. Calculate and Interpret Scores

7.1. Tally the Raw Score
7.2. Determine the Scale Score

7.3. Identify a Passing Score
7.4. Enter the Scale Score into TOPSpro Software (CA)
Unit 7: Discussion
Unit 7: Activity
Unit 7: Review

8. Scoring Exercises

8.1. Directions for Scoring Exercises
8.2. Exercise 1: Gilberto Rios, Form 974
8.3. Exercise 2: Lorena Dillalo, Form 974
8.4. Exercise 3: Chang Khang, Form 974
8.5. Review Anchors for Form 973
8.6. Exercise 4: Jang Wu, Form 973
8.7. Exercise 5: Vladimir Bojko, Form 973
Unit 8: Discussion
Unit 8: Activity
Unit 8: Review

Section 3: Certification

9. Certification Activities

9.1. Certification Part I: CIT Test Administration Quiz
9.2. Certification Part II: Score Three Interviews
9.3. Certification Part III: Conduct Two Certification Interviews
9.4. The Recording Process
9.5. Send Certification Materials to CASAS
Unit 9: Discussion
Unit 9: Activity
Unit 9: Review

10. What's Next?

10.1. Certification Notification
10.2. Online Training Verification & Evaluation

Resources

CASAS Contact Information

Mail: CASAS
5151Murphy Canyon Rd., Suite 220
San Diego, CA 92123-4339

Web site: www.casas.org

Telephone: 858-292-2900 – or – 800-255-1036

FAX: 858-292-2910

General questions: casas@casas.org

CASAS Training Web site: webmaster@casas.org

Thank you!

for participating in a CASAS Online Self-Paced Course using Moodle.