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CASAS Citizenship Interview Test Training

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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.



Module Contents

Navigation Overview

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Navigation Overview

Topic:

Navigation Overview

Welcome to CASAS Online Training

- 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.

Lesson Contents

Training and Technical Support

Topic:

Training and Technical Support

Training Support

For additional information about this training or CASAS materials for citizenship preparation, contact Michelle Chu at mchu@casas.org or 1-800-255-1036 extension 103.

Technical Support

For technical assistance with training access, registration, or Web site or software products, please contact Technical Support at:

- 1-800-255-1036 extension 4
- techsupport@casas.org



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

Course: CASAS Citizenship Interview Test Training

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.

Information	Details
Audience	This training is appropriate for programs currently offering a citizenship preparation program.
Prerequisites	<p>Participants should have:</p> <ul style="list-style-type: none"> • Basic computer skills • 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.). • Access to a quiet room to complete training. • Headphones (optional) <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: http://get.adobe.com/reader/.</p>
Estimated Time and Enrollment Duration	<p>Allow approximately 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"> • Your participation record is activated when you first access the training module and remains active for 30 days. • Your participation record becomes inactive after 30 days. • 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 in the course. Simply note this Web address for quick access: http://training.casas.org/.
Training Objectives	<p>At the end of this training, you will be able to:</p> <ul style="list-style-type: none"> • Administer the CIT according to standardized procedures. • Use the CIT Scoring Rubric, Guidelines, and Anchors to score the CIT as a standardized assessment. • Identify passing scores on CIT Forms 973 and 974. • Identify the three components of certification for CIT administration. • Identify the annual recertification requirement for CIT administration. <p>You may wish to print the content of this training for reference as you complete the course online.</p> <p>Optional: Download and print the course content.</p>
Completion and Certification	<p>To complete this training, you must do the following:</p> <ol style="list-style-type: none"> 1. Certification Part I: Test Administration Quiz – pass with a score of 100%.

2. **Certification Part II:** Score Three Interviews – pass with at least 85% accuracy on at least two interviews.
3. **Certification Part III:** Conduct Two Interviews – submit interview audio and test booklets to CASAS for review and approval of test administration skills.

Lesson Contents

Training Materials

Topic:

Training Materials

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

You will also need a blank audiotape and cassette recorder (or other equipment capable of recording audio and saving as a WAV or MP3 file) to send the first two interviews to CASAS when completing Certification Activity Part III.

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.



Course Contents

Topic:

Course Contents

CASAS Citizenship Interview Test (CIT) Training Course Contents

CIT Administration Overview

- The Certification Process
- Before Test Administration
- About the Test Booklets
- Test Administration
- Calculate and Interpret Scores
- The Scoring System
- Form 974 Anchors and Scoring Exercises
- Form 973 Anchors and Scoring Exercises
- Training Completion and Certification



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: The 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).

In This Unit...

This Unit covers the following topics:

- 1.1. Getting Started
- 1.2. Purpose of the CIT
- 1.3. Target Population
- 1.4. Test Design
- 1.5. Competencies Tested
- 1.6. Use of Test Results
- 1.7 Activity (Optional)
- 1.8 Discussion (Optional)
- 1.9 Self Test (Optional)



Lesson Contents

- 1.1 Getting Started
- 1.2 Purpose of the CIT
- 1.3 Target Population
- 1.4 Test Design
- 1.5 Competencies Tested
- 1.6 Use of Test Results
- 1.7 Activity
- 1.8 Discussion (Optional)
- 1.9 Self Test (Optional)

You will receive instructions on how to administer and score the CIT using the following documents:

1. **Scoring Rubric**
2. **Scoring Guidelines**
3. **Anchors, Form 973**
4. **Anchors, Form 974**

These documents are made available in Unit 5 for you to download and print to complete your training. When completing Units 7-10, and every time you score the CIT, use these documents. With successful completion of the entire training process on CIT preparation for test administration; as a newly trained examiner, you will receive test administration certification from CASAS.



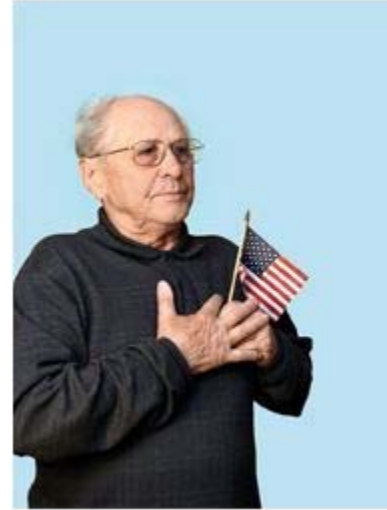
This is a standardized oral assessment instrument that assesses the listening and speaking skills of adult ESL and citizenship learners in the context of a simulated oral interview at the United States Citizenship and Immigration Services (USCIS), formerly the Immigration and Naturalization Service (INS).

The purpose of this assessment is to help programs determine if an individual is ready to pass the naturalization English oral interview successfully.

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.

Think About It

Which two skills does the CIT assess? Listening? Speaking? Reading? Writing?



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?



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 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?



Topics	CASAS Competencies
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

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 the topics listed in the image above.

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?

Topic:

1.6 Use of Test Results

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.

The CIT may be used for standardized reporting if only administered by a certified examiner according to all specified test directions.

Note: CIT assessments are not used for pre-/post-testing.

Think About It

Can programs submit the results of this test to USCIS?



Topic:

1.7 Activity

Explore the USCIS Web Site (Optional)

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 \(optional.\)](#)



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

Topic:

1.8 Discussion (Optional)

Optional Discussion

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

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

(When you're done in the Forum, close the window to return to the course.)



Topic:

1.9 Self Test (Optional)

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
--------------------------	----------------------

	After the interview
	When recorded in TOPSpro

Question 3

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

Select the correct answer.

	True
	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.	
<input type="checkbox"/>	Yes.
<input type="checkbox"/>	No.
<input type="checkbox"/>	Only if they have studied in a citizenship preparation course.

Question 7

Approximately how much time is necessary to administer this test?

Select the correct answer.

<input type="checkbox"/>	A minimum of 60 minutes.
<input type="checkbox"/>	Approximately 15 minutes.
<input type="checkbox"/>	Mo time limit.

Question 8

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

Select the correct answer.

<input type="checkbox"/>	Yes.
<input type="checkbox"/>	No.

Question 9

For which ESL level is the CIT most appropriate?

Select the correct answer.

<input type="checkbox"/>	Low-level learners who are well prepared.
<input type="checkbox"/>	Advanced level only.
<input type="checkbox"/>	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

Correct Answer Feedback: Correct!

Answer 2

When is the test scored?

Select the correct answer.



During the interview



After the interview



When recorded in TOPSpro

Correct Answer Feedback: Correct!

Answer 3

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

Select the correct answer.



True







False

Correct Answer Feedback: 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
Correct Answer Feedback: 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
Correct Answer Feedback: Correct!	

Answer 6

Is this test appropriate for low-beginning students?

Select the correct answer.

	Yes.
	No.
	Only if they have studied in a citizenship preparation course.
Correct Answer Feedback: Correct!	

Answer 7

Approximately how much time is necessary to administer this test?

Select the correct answer.



A minimum of 60 minutes.



Approximately 15 minutes.



Mo time limit.

Correct Answer Feedback: Correct!

Answer 8

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

Select the correct answer.



Yes.



No.

Correct Answer Feedback: 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.

Correct Answer Feedback: 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.

In this Unit...

- 2.1. Standardized Administration
- 2.2. Steps to Certification
- 2.3. Test Examiners
- 2.4. Annual Re-Certification
- 2.5. CASAS Contacts
- 2.6 Activity (Optional)
- 2.6 Discussion (Optional)
- 2.7 Self Test (Optional)



Lesson Contents

- 2.1 Standardized Administration
- 2.2 Steps to Certification
- 2.3 Test Examiners
- 2.4 Annual Recertification
- 2.5 CASAS Contacts
- 2.6 Activity (Optional)
- 2.7 Discussion (Optional)
- Self Test (Optional)

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.

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.

Standardized test administration requires following the administration instructions and script precisely and scoring the test according to scoring criteria in the Test Administration Directions.

Think About It

What does standardized administration require?

Once an individual is certified to administer the CIT; can that person train others?



1. Complete the entire self-training online.
2. Be sure to use the forums for discussion and read important comments added by CIT trainers. Discussing and hearing from others regarding what is not agreed on or what is not understood is an important aspect of learning how to administer and score the CIT.
3. Complete the test administration certification quiz given in this training.
4. Complete the three certification interviews through the CASAS Certifications Website.
5. Send CASAS an audio tape (or CD) of two CIT interviews that you have conducted and include the corresponding scored test booklets for review and approval.

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 administer the CIT, and completed online by scoring three interviews and passing two of the three at 85% accuracy.



Note: *Participants are not certified to train others.*

Think About It

Who makes the “certification audio” and where should it be submitted?

Topic:

2.3 Test Examiners

Test examiners should have strong English skills with little or no accent.

Examiners should be individuals who will conduct testing in a standardized manner.

All test examiners must be certified by CASAS.



Topic:

2.4 Annual Recertification

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.

Please check with your agency:

- to determine if your agency is responsible for the annual re-certification fee
- to determine if test results may be used for accountability in your program

Remember: Test results from only someone certified in test administration may be used for accountability.



Topic:**2.5 CASAS Contacts**

Send the two interview audios and test booklets to
CASAS

Attn: Michelle Chu

5151 Murphy Canyon Rd., Suite 220

San Diego, CA 92123

Important Note: Please send an e-mail message to mchu@casas.org when the audio and test booklets are placed in the mail.

Administration

For questions about psychometric issues and scoring, contact:

- Susana van Bezooijen 800-255-1036 ext. 505, or e-mail svanb@casas.org.
- Linda Taylor 800-255-1036 ext. 186, or e-mail ltaylor@casas.org.

Certification and Ordering Materials

For questions about submitting certification materials to CASAS, or any other matter, contact:

Michelle Chu 800-255-1036, ext. 103, or e-mail mchu@casas.org.

Topic:**2.6 Activity (Optional)**

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

Category Items	
1	Participate in the forum discussion.
2	Complete the three certification interviews through the CASAS Certifications Website.
3	Pass the Certification Quiz in the online self-training.
4	Send CASAS an audio tape (or CD) of two CIT interviews that you have conducted and include the corresponding scored test booklets for review and approval.
5	Sign up for and begin the online self-training.

Category Items	
1	
2	

3	
4	
5	

Note: Answers appear below

Category Items	
1	Sign up for and begin the online self-training.
2	Participate in the forum discussion.
3	Pass the Certification Quiz in the online self-training.
4	Complete the three certification interviews through the CASAS Certifications Website.
5	Send CASAS an audio tape (or CD) of two CIT interviews that you have conducted and include the corresponding scored test booklets for review and approval.

Topic:	2.7 Discussion (Optional)
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Optional Discussion

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

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

(When you're done in the Forum, close the window to return to the course.)



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 taped and scored interviews for review.
<input type="checkbox"/>	Complete the online course; score the 3 online interviews; and tape 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"/>	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 taped and scored interviews for review.
	Complete the online course; score the 3 online interviews; and tape all interviews for audit purposes.
	Complete the online course; pass all the quizzes; and score the online interviews.
Correct Answer Feedback: 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
Correct Answer Feedback: Correct!	

Answer 3

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

Select the correct answer.






	True
---	------

	False
Correct Answer Feedback: 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.
Correct Answer Feedback: Correct!	

Answer 5

The "certification audio" should be submitted to...


Select the correct answer.


	USCIS
	CASAS
	State Department of Education
Correct Answer Feedback: 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
Correct Answer Feedback: Correct!	

Answer 7

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





Select the correct answer.

	True
	False
Correct Answer Feedback: Correct!	

Answer 8

Who makes the "certification audio?"

Select the correct answer.

	CASAS
	Examinee
	Examiner
	USCIS
Correct Answer Feedback: 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.

In This Unit...

- 3.1. Follow Test Security Measures
- 3.2. Select the Examinees
- 3.3. Prepare the Testing Room
- 3.4. Arrange First Two Interviews
- 3.5. Conduct Interviews Outside the Classroom
- 3.6. Prepare the Instructor and Examinees
- 3.7 Activity (Optional)
- 3.8 Discussion (Optional)
- 3.9 Self Test (Optional)



Lesson Contents

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| 3.1 Test Security |
| 3.2 Select the Examinees |
| 3.3 Prepare the Testing Room |
| 3.4 Arrange the First Two Interviews |
| 3.5 Conduct Interviews Outside the Classroom |
| 3.6 Prepare the Instructor and Examinees |
| 3.7 Activity (Optional) |
| 3.8 Discussion (optional) |
| 3.9 Self Test (Optional) |

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 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.

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.

Agencies should not duplicate any test materials. All CASAS test booklets are copyrighted.

Think About It

Should test examiners or any citizenship instructors discuss test questions with students?



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



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?



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

Do not forget to secure use of a recorder (cassette or CD) during the two interview sessions.

Note: Taping 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, a microphone, and a blank audiotape or CD.

Direct the microphone toward the examinee, not the examiner.

Think About It

Is recording all interviews necessary?



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?



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.

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.

1. The test is an interview that takes approximately 15 minutes.
2. The test will help students prepare for the USCIS oral interview.
3. Students take the test in a designated room, not in their classroom (specify when and where).
4. Results can help students know more about their speaking skills in English.
5. The test may be difficult for beginning-level students.
6. During the test, the examiner cannot answer any questions.
7. Students should not discuss questions with other class members or practice in class.
8. Personal information given to the examiner during the interview is kept in confidence and not shared with USCIS.
9. The examiner is not from the USCIS, nor is the examiner a USCIS representative.
10. Results are not shared with the USCIS.



Think About It

Think of two reasons why explaining the CIT to students before they begin the test is important.

Topic:

3.7 Activity (Optional)

Optional Activity

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.)



Topic:

3.8 Discussion (optional)

Optional Discussion

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

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

(When you're done in the Forum, close the window to return to the course.)



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, a blank audiotape or CD, 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
Correct Answer Feedback: Correct!	

Answer 2

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




Select the correct answer.

	True
	False
Correct Answer Feedback: 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.
Correct Answer Feedback: 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.

Correct Answer Feedback: 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

Correct Answer Feedback: Correct!

Answer 6

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

Select the correct answer.



True



False

Correct Answer Feedback: Correct!

Unit 4: About the Test Booklets

Topic:

Unit 4: About the Test Booklets

This lesson introduces features about the CIT booklets.

In This Unit...

- 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
- 4.8. Speaking Level Descriptors
- 4.9 Activity (Optional)
- 4.10 Discussion (Optional)
- 4.11 Self Test (Optional)



Lesson Contents

- 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
- 4.8 Speaking Level Descriptors

4.9 Activity (Optional)

4.10 Discussion (Optional)

4.11 Self Test (Optional)

Topic:

4.1 Two Test Forms, 973 and 974

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, 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?



**Read these instructions to the examinee:**

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 can repeat each question only once, and I cannot answer any of your questions or say things differently. Are you ready to begin?

To the examiner: Circle 0, 1 or 2 for each item.

For two-part items with A and B, score only part B.

PART 1**Score**

- | | |
|--|-----------|
| 1. Please state your full name. [Name: _____] | 0 1 2 |
| 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? | 0 1 2 |
| 3. How old are you? [Age: ____] | 0 1 2 |
| 4. Where were you born? [Country: _____] | 0 1 2 |
| 5. What is your current address? | 0 1 2 |
| 6. How many times have you been married? | 0 1 2 |
| 7. How many years of education did you receive in your country? [Years: ____] | 0 1 2 |

At the beginning of the interview, the Instructions to the Examinee should be read verbatim to each examinee.

Think About It

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

To the examiner: Circle 0, 1 or 2 for each item.

For two-part items with A and B, score only part B.

PART 1

Score

- | Item | 0 | 1 | 2 |
|--|---|---|---|
| 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. How old are you? [Age: _____] | | | |
| 4. Where were you born? [Country: _____] | | | |
| 5. What is your current address? | | | |
| 6. How many times have you been married? | | | |
| 7. How many years of education did you receive in your country? [Years: _____] | | | |
| 8. How long have you been living in this country? | | | |
| 9. What city did you enter when you came to the U.S.? | | | |
| 10. When you become a citizen, are you planning to change it? | | | |
| 11. When is your INS interview scheduled? | | | |
| 12. When was the last time you traveled outside the U.S.? | | | |

PART 2

- | |
|--|
| 13. How did you learn English? |
| 14. A. Do you like living in the U.S.?
B. Why? (or, Why not?) |
| 15. How did you get here today? |

Student name
Student ID#
Gender <input type="checkbox"/> M <input type="checkbox"/> F
Age
Country of origin
Native language
Years of education
Instructional level (check one)
<input type="checkbox"/> Low Beginning ESL
<input type="checkbox"/> High Beginning ESL
<input type="checkbox"/> Low Intermediate ESL



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.

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.

	Score		
16. How are you financially supported in the U.S.?	0	1	2
17. What kind of work do you do now?	0	1	2
18. Tell me about your family members who are living in the United States.	0	1	2
19. What do you miss about your country?	0	1	2
20. Explain how you are eligible for citizenship.	0	1	2

The scoring column is on the right side of each page.
Circle the score for each item as you proceed through the test.

Think About It

Where should you mark scores?

The test has three parts.

In general, the test questions progress in difficulty.

Section one 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.

Section two contains personal information including questions on eligibility for citizenship and immigration status which can be more difficult.

Section three contains two-part questions and word definitions. This is the most difficult part of the test.

Think About It

How many test sections are there?

Which section is the most difficult?



PART 3

To the examiner: Score only part B of each item.



- | | | | | |
|-----|---|---|---|---|
| 21. | A. When you become a citizen, you will be able to vote. | 0 | 1 | 2 |
| | B. What does it mean, "to vote"? | | | |
| 22. | A. Have you ever been deported from the United States? | 0 | 1 | 2 |
| | B. What does "deported" mean? | | | |
| 23. | A. Have you ever been in prison? | 0 | 1 | 2 |
| | B. What is "prison"? | | | |
| 24. | A. Have you ever sold or smuggled illegal drugs? | 0 | 1 | 2 |
| | B. What are "illegal drugs"? | | | |
| 25. | A. Do you support the Constitution and form of government of the United States? | 0 | 1 | 2 |
| | B. What is "the Constitution"? | | | |
| 26. | A. Have you ever been a member of the Communist Party? | 0 | 1 | 2 |
| | B. What is "the Communist Party"? | | | |

For questions that have two parts, A and B, the examiner will score only part B.

Think About It

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

"Where are you from?"

The final question on the test should help examinees feel successful at the end of the interview.

The final question is not scored; however, the examiner should write the answer in the field provided for demographic data collection purposes.

CASAS descriptors explain in general terms what most learners can accomplish at the scale score level.

The [CASAS Basic Skill Levels for Oral Language](#) provides descriptive indicators of students' oral skills upon completion of each level.

The [Skill Level Descriptors for ESL](#) provide descriptions of listening and speaking, reading and writing, and employability skills of non-native speakers of English.

These charts are helpful references if the examiner does not already know an examinee's ability level.

Note: The speaking level may not be the same as reading or writing skill levels.

Think About It

What is the purpose of the Skill Level Descriptors for ESL?



Learn more about the citizenship preparation process on the CASAS web site.

[Click here to view Citizenship Preparation FAQs.](#)

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



Topic:

4.10 Discussion (Optional)

Optional Discussion

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

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

(When you're done in the Forum, close the window to return to the course.)



Topic:

4.11 Self Test (Optional)

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

Question 1

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

	None, they are all scored
--	---------------------------

Question 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 in the examinee's native language
	Read the instructions verbatim to the examinee

Question 4

Where should you mark the scores?

Select the correct answer.

	On a note pad, then transferred to the test booklet
	Using a calculator
	On the computer
	In the scoring column

Question 5

Select the correct answer.

	Two
	Three
	Four

Question 6

Which test section is the most difficult?

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

Question 7

What is the appropriate time to wait between test administrations?

Select the correct answer.

<input type="checkbox"/>	After six months regardless of instruction
<input type="checkbox"/>	After the examinee receives more instruction
<input type="checkbox"/>	The CIT can only be administered one time per year.

Question 8

Why are there two test forms?

Select the correct answer.

<input type="checkbox"/>	To give an alternate for retaking
<input type="checkbox"/>	To give the examiner a choice
<input type="checkbox"/>	To let students choose

Question 9

When is demographic information collected?

Select the correct answer.

<input type="checkbox"/>	Demographic information is collected before test administration begins
<input type="checkbox"/>	Demographic information is collected during test administration
<input type="checkbox"/>	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 parts, A and B

Note: Answers appear below.

Answer 1

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 in 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 transferred 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
Correct Answer Feedback: 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 parts, A and B
Correct Answer Feedback: Correct!	

Unit 5 Test Administration

Topic:

Unit 5 Test Administration

This lesson describes test preparation, acceptable, and unacceptable test administration practices.

In this Unit...

- 5.1. Gather Test Materials
- 5.2. Begin the Interview
- 5.3. Interviewing Procedures: Protocols for Examiners
- 5.4. Interviewing Procedures: Restrictions
- 5.5. Your Training Materials
- 5.6 Activity (Optional)
- 5.7 Discussion (Optional)
- 5.8 Self Test (Optional)



Lesson Contents

- 5.1 Gather Test Materials
- 5.2 Begin the Interview
- 5.3 Interviewing Procedures: Protocol for Examiners
- 5.4 Interviewing Procedures: Restrictions
- 5.5 Your Training Materials
- 5.6 Activity (Optional)
- 5.7 Discussion (Optional)
- 5.8 Self Test (Optional)

You will need these materials for test administration:

- One test booklet for each examinee (Important: Be sure to alternate between Form 973 and 974.)
- Scoring Rubric
- Scoring Guidelines
- Anchors, Form 973
- Anchors, Form 974
- Pen or pencil for the examiner

A clipboard is helpful to hold the test booklet with questions and scores away from the examinee's view.

Remember: You will need a blank audiotape (or CD), recorder, and microphone for the first two interviews required for certification.

Training materials are available to download and print later in this Unit.



The examiner sits behind a small table in the testing room and begins by filling out some of the demographic fields.

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.

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.

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.

Note: When recording the interview, aim the microphone toward the examinee.



The examiner should follow protocols during the interview:

1. Be pleasant and natural.
2. Read the question exactly as written, at a normal rate of speech.
3. Wait silently and patiently at least three seconds for a response.
4. 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 repeat the entire question only once, using the exact words. Examiners cannot repeat questions a second time.
5. If the examinee does not answer the question after the first repetition, wait three seconds for a response. Proceed to the next question.
6. If the examiner cannot hear the examinee's response because it is too softly spoken, the examiner should say, "I'm sorry, I can't hear you. Please say that again."
7. If the examinee gives a partial answer to a question, wait three seconds, then proceed to the next question.

Think About It

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

How many times can the examiner repeat the question?

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



The examiner should not...

1. Use body language or hand gestures.
2. Translate any part of the test into the examinee's native language.
3. Discuss test questions before, during, or after the test.
4. Answer questions from the examinee during the interview or after the test.
5. Make comments to the examinee, such as "Good," "Next question," or "Almost done."
6. Repeat a question if the examinee says, "I don't know."
7. Paraphrase any test question.
8. Announce the item numbers.
9. Deviate from the test script.

Think About It

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



You will need to print some materials to help you administer and score the CIT.

CASAS recommends assembling your own CIT Assessment Manual with the materials presented in this training. This enables you to make notes and to use the manual as a reference.

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)

Problems downloading the documents? Contact CASAS Tech Support at 1-800-255-1036, ext. 4, or e-mail: techsupport@casas.org.

Topic:

5.6 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	Score both parts of the two-part questions.
3	Wait three seconds for a response.
4	Use the scoring rubrics to score the test.
5	Translate the questions into the student's native language.
6	Read the directions verbatim to the student before testing.
7	Allow students to read the questions.
8	Repeat the question one time if the student does not understand.

Category 1		Category 2
OK		Not OK

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

Topic:	5.7 Discussion (Optional)
--------	---------------------------

Optional Discussion	
<p>Do you have any questions about how to administer the CIT? Ask your questions in the Forum.</p> <p>Click here to access the Forum.</p> <p>(When you're done in the Forum, close the window to return to the course.)</p>	

Topic:	5.8 Self Test (Optional)
--------	--------------------------

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

Question 1	
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

Question 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

Question 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

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

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
Correct Answer Feedback: 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
Correct Answer Feedback: 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
Correct Answer Feedback: 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

Correct Answer Feedback: Correct!

Answer 5

How often can the examiner repeat the question?

Select the correct answer.




	As many times as needed
	Only once
	Four times

Correct Answer Feedback: 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

Correct Answer Feedback: 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

Correct Answer Feedback: 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

Correct Answer Feedback: 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.

In This Unit...

- 6.1. Tally the Raw Score
- 6.2. Determine the Scale Score
- 6.3. Identify a Passing Score
- 6.4. Enter Scores into TOPSpro (Calif.)
- 6.5 Activity (Optional)
- 6.6 Discussion (Optional)
- 6.7 Self Test (Optional)



Lesson Contents

- | |
|--|
| 6.1 Tally the Raw Score |
| 6.2 Determine the Scale Score |
| 6.3 Identify a Passing Score |
| 6.4 Enter the Scores in TOPSpro (California) |
| 6.5 Activity (Optional) |
| 6.6 Discussion (Optional) |
| 6.7 Self Test (Optional) |

PART 3

To the examiner: Score only part B of each item.

21. A. When you become a citizen, you will be able to vote.
B. What does it mean, "to vote"? 0 **1** 2
22. A. Have you ever been deported from the United States?
B. What does "deported" mean? 0 1 **2**
23. A. Have you ever been in prison?
B. What is "prison"? 0 1 **2**
24. A. Have you ever sold or smuggled illegal drugs?
B. What are "illegal drugs"? 0 **1** 2
25. A. Do you support the Constitution and form of government of the United States?
B. What is "the Constitution"? 0 **1** 2
26. A. Have you ever been a member of the Communist Party?
B. What is "the Communist Party"? **0** 1 2
27. A. If the law requires it, are you willing to bear arms on behalf of the United States?
B. What does it mean, "to bear arms"? **0** 1 2
28. What is your native language? [Language: _____] (not scored)

RAW SCORE (Add total points)	
-------------------------------------	--

Add the scores circled from each test question to arrive at the total score at the end of the test.
The total score is the raw 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](#).

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♦

CASAS set a cut score (passing score) for the CIT that predicts whether or not 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.

A passing score on the CIT is a scale score of 206 or higher on both forms. Passing score ranges vary:

- Form 973: 206 to 240
- Form 974: 206 to 245

Examinees with CIT scale scores above 206 have a higher probability of passing the USCIS naturalization interview.



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

To record CIT results on the TOPSpro 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 Test Record Form, [Click here](#).

Test Record

	Trujillo Student Last Name	Lucy First	6.1 Middle	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
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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

STUDENT IDENTIFICATION

9	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9

Is this your Social Security #? Yes ☐ No ☐

FORM NUMBER

9	7	3	S
---	---	---	---

TEST DATE

Month	Day	Year
Jan <input type="checkbox"/>	01	200 3
Feb <input type="checkbox"/>	01	200 3
Mar <input type="checkbox"/>	02	200 3
Apr <input type="checkbox"/>	03	200 3
May <input type="checkbox"/>	04	200 3
Jun <input type="checkbox"/>	05	200 3
Jul <input type="checkbox"/>	06	200 3
Aug <input type="checkbox"/>	07	200 3
Sep <input type="checkbox"/>	08	200 3
Oct <input type="checkbox"/>	09	200 3
Nov <input type="checkbox"/>		
Dec <input type="checkbox"/>		

CLASS NUMBER

0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9

INSTRUCTIONAL PROGRAM
(Mark one)

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

HOURS OF INSTRUCTION*

Learn More About Research Studies

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.



Topic:

6.6 Discussion (Optional)

Optional Discussion

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

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

(When you're done in the Forum, close the window to return to the course.)



Topic:

6.7 Self Test (Optional)

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.

<input type="checkbox"/>	True
<input type="checkbox"/>	False

Question 2

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

Select the correct answer.

<input type="checkbox"/>	True
<input type="checkbox"/>	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 correct number of responses

The sum of scores circled from each test question

The average number of correct responses

The score you will use to report results

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 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
Correct Answer Feedback: Correct!	

Answer 5

What is the raw score on a CIT?

Select the correct answer.

	The correct number of responses
	The sum of scores circled from each test question
	The average number of correct responses
	The score you will use to report results
Correct Answer Feedback: Correct!	

Unit 7: The Scoring System

Topic:

Unit 7: The Scoring System

The CIT training includes extensive scoring instruction. The Rubric, the Scoring Guidelines, and the Anchor performances, are three important documents designed to explain scoring methods for CIT. Please keep these documents with you for reference when you score the CIT. 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.

In This Unit...

- 7.1. The Rubric
- 7.2. The Scoring Guidelines
- 7.3. The Anchor Performances
- 7.4. Scoring Procedure
- 7.5 Discussion (Required)
- 7.6 Activity (Required)
- 7.7 Self Test (Required)

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.

Lesson Contents

- 7.1 The Rubric
- 7.2 The Scoring Guidelines
- 7.3 The Anchor Performances
- 7.4 Scoring Procedures
- 7.5 Self Test (Optional)

Topic:

7.1 The Rubric

To learn scoring, begin with the **Rubric**.

A Rubric 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."

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.

Topic	Information
Tips for Scoring	<ol style="list-style-type: none"> 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'	<p>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.</p> <p>For example, Examiner: "How did you learn English?" Examinee: "In school."</p>
Explanation with examples of a score of '0'	<p>Score a '0' if no response is given, the answer is incorrect, or incomprehensible (you cannot understand the answer).</p> <p>For example, Examiner: "How did you get here today?" Examinee: "I'm fine."</p>
Explanation with examples of a score of '1'	<p>Score a '1' when the answer is not complete, is only a partial answer, or if you must use inference to understand the answer.</p> <p>For example, Examiner: "When was the last time you traveled outside the United States?" Examinee: "Three years."</p> <p>This answer is not clear. We can infer "three years ago," or that he was "away for three years." This is scored as '1.'</p> <p>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.</p> <p>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."</p> <p>The last sentence is unclear. This is scored as '1.'</p>

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

To download the CASAS Citizenship Interview Test (CIT) – Scoring Rubric, [Click here.](#)

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.

Please read through the Scoring Guidelines thoroughly. During interview testing, examiners may also refer to the Scoring Guidelines.

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

1. Responses given in the native language.
2. Responses given through gestures.
3. Answers more intelligible to bilingual individuals or to instructors.

Examiners should try to avoid scoring too leniently or too severely. Refer to the Rubric, Scoring Guidelines, and Anchors with each question to avoid "drifting" in scoring.

Take the time and review the CASAS Citizenship Interview Test (CIT) Scoring Guidelines now. Keep these guidelines together in a binder or folder with your scoring materials.

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.

To download the CASAS Citizenship Interview Test (CIT) - Scoring Guidelines, [Click here.](#)

Think About It

1. If the examinee makes a syntax or grammar error; should the examiner always mark the response down to a '1'?
2. If examinees use their native language, the maximum score is a '1.' What are the exceptions to this rule?
3. If the examinee responds with clarity and completeness but answers the wrong question, what score should the examiner assign?
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?
5. If the examinee makes a small mistake that compromises the clarity of a long response, what is the maximum score for that response?
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?

The interview tests have two sets of Anchors:

- CASAS Citizenship Interview Test (CIT) Anchors, Form 973
- CASAS Citizenship Interview Test (CIT) Anchors, Form 974

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.

Important: 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.

The Anchors

Take the time now and review the Anchors thoroughly. Begin with CASAS Citizenship Interview Test (CIT) Anchors, Form 974.

If you have not done so already, access and print the Anchors and keep these together in a binder or folder with all scoring materials.

- To download the CASAS Citizenship Interview Test (CIT) – Anchors, Form 973, [Click here.](#)
- To download the CASAS Citizenship Interview Test (CIT) – Anchors, Form 974, [Click here.](#)

The examiner scores each question during the interview. For accurate scoring, rely on the Rubric, Scoring Guidelines and Anchors instead of your impressions of what a USCIS officer would find acceptable. Examiners should try to avoid scoring too leniently or too severely. Referring to the Rubric, Scoring Guidelines, and Anchors with each question will also help avoid “drifting” in scoring.

Remember, while scoring, examiners should not give credit or make allowances for

1. Responses given in the native language
2. Responses given through gestures
3. Answers more intelligible to bilingual individuals or to instructors



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 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 Anchor Performances
<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 defining:

Select the correct answer.

<input type="checkbox"/>	Clarity and completeness
<input type="checkbox"/>	Communication of meaning and completeness
<input type="checkbox"/>	Comprehension and clarity

Question 5

True or False: The Anchor Performances 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 instructors
	Responses given in the native language
	All of the above
Correct Answer Feedback: Correct!	

Answer 2

What documents are necessary to explain scoring methods for CIT?



Select the correct answer.


	The Rubric
	The Scoring Guidelines
	The Anchor Performances
	All of the above
Correct Answer Feedback: 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
Correct Answer Feedback: Correct	

Answer 4	
The Scoring Guidelines support the Rubric by defining:	
Select the correct answer.	
	Clarity and completeness
	Communication of meaning and completeness
	Comprehension and clarity
Correct Answer Feedback: Correct!	

Answer 5	
True or False: The Anchor Performances are the foundation of the scoring system.	
Select the correct answer.	
	True
	False
Correct Answer Feedback: 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.

In this Unit...

- 8.1 Form 974 Anchor Practice
- 8.2 Form 974 Anchor Practice Discussion
- 8.3 Scoring Exercise 1
- 8.4 Scoring Exercise 2
- 8.5 Scoring Exercise 3
- 8.6 Form 974 Scoring Exercise Discussion
- 8.7 Self Test

Lesson Contents

- 8.1 Form 974 Activity Anchor Practice (Required)
- 8.2 Form 974 Anchor Practice Discussion (Required)
- 8.3 Scoring Exercise 1: Gilberto Rios (Required)

8.4 Scoring Exercise 2: Lorena Dillalo (Required)
8.5 Scoring Exercise 3: Chang Khang (Required)
8.6 Scoring Exercise Form 974 Discussion (Required)
8.7 Self Test (Required)

Topic:

8.1 Form 974 Activity Anchor Practice (Required)

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.



Topic:

8.2 Form 974 Anchor Practice Discussion (Required)

Required Discussion

Share your response about the Anchor Practice for Form 974 in the Forum (required).

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

(When you're done in the Forum, close the window to return to the course.)

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

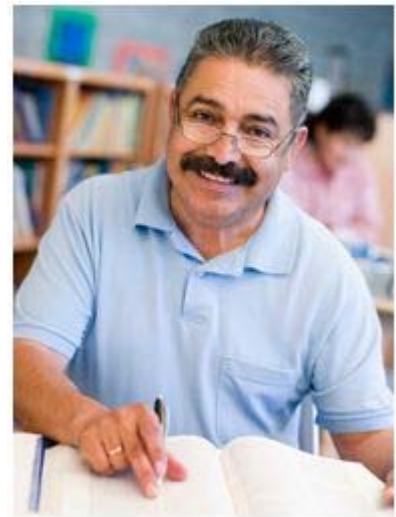
Listen to the interview. Click on the link (below) to open a new window with the audio. Toggle back and forth between this Exercise and the audio as necessary.

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.



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.

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.

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.



Required Discussion

Share your response about the Scoring Exercises for Form 974 in the Forum (required).

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

(When you're done in the Forum, close the window to return to the course.)



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

Question 1

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
	Should score 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.

<input type="checkbox"/>	Ask for more information
<input type="checkbox"/>	Repeat the question
<input type="checkbox"/>	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.

<input type="checkbox"/>	If you are using inference to understand the answer, it must receive a '0'
<input type="checkbox"/>	If you can infer what the examinee means, the response can receive a '2'
<input type="checkbox"/>	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.

<input type="checkbox"/>	The examiner does not need to ask part B in this case
<input type="checkbox"/>	The examiner must always ask part B. The examinee can repeat the answer
<input type="checkbox"/>	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 don't 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

Answer 1




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
	Should score 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
Correct Answer Feedback: 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
Correct Answer Feedback: 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'
Correct Answer Feedback: Correct!	

Answer 9

If an examinee gives a response that is not plausible, but you don't 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
Correct Answer Feedback: 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
Correct Answer Feedback: 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](#)

In this Unit...

- 9.1 Form 973 Anchor Review
- 9.2 Form 973 Anchor Practice
- 9.3 Form 973 Anchor Practice Discussion
- 9.4 Scoring Exercise 4
- 9.5 Scoring Exercise 5
- 9.6 Form 973 Scoring Exercise Discussion
- 9.7 Scoring Exercises Self Test

Lesson Contents

- 9.1 Review 973 Anchors
- 9.2 Form 973 Activity Anchor Practice (Required)
- 9.3 Form 973 Anchor Practice Discussion (Required)
- 9.4 Scoring Exercise 4: Jang Wu (Required)
- 9.5 Scoring Exercise 5: Valdimir Bojko (Required)
- 9.6 Exercise Discussion (Required)
- 9.7 Scoring Exercises Self Test (Required)

Topic:

9.1 Review 973 Anchors

Take a break from scoring interviews to study the Anchor document for Form 973. Read through all the item notes and sample responses.

You will notice that some of the questions are the same on both test forms. Therefore, you do not have to review these 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.



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.



Required Discussion

Share your response about the Anchor Practice for Form 973 in the Forum (required).

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

(When you're done in the Forum, close the window to return to the course.)



Topic:**9.4 Scoring Exercise 4: Jang Wu (Required)**

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.

**Topic:****9.5 Scoring Exercise 5: Valdimir Bojko (Required)**

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.



Topic:

9.6 Exercise Discussion (Required)

Required Discussion

Share your response about the Scoring Exercises for Form 973 in the Forum (required).

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

(When you're done in the Forum, close the window to return to the course.)



Topic:

9.7 Scoring Exercises Self Test (Required)

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.

☐ No, if the error does not interfere with clarity

	Always
	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.

	0
	1
	2

Question 3

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?

Select the correct answer.

	0
	1
	2

Question 4

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

Select the correct answer.

	When Americanized foreign words are pronounced as in the foreign language
	When the examinee immediately makes a correction

Question 5

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.

As a trained ESL professional

According to an "average, untrained American"

Question 6

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

Correct Answer Feedback: 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
Correct Answer Feedback: Correct!	

Answer 3

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?



Select the correct answer.

	0
	1
	2
Correct Answer Feedback: Correct!	

Answer 4



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

Select the correct answer.

	When Americanized foreign words are pronounced as in the foreign language
	When the examinee immediately makes a correction
Correct Answer Feedback: Correct!	

Answer 5




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.	
	As a trained ESL professional
	According to an "average, untrained American"
Correct Answer Feedback: Correct!	

Answer 6

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
Correct Answer Feedback: Correct!	

Unit 10: Training Completion and Certification

Topic:

Unit 10: Training Completion and Certification

To complete this training, you must do the following:

1. Part I (this training course): Complete and submit Certification Activity
2. Part II: Score three interviews on the CASAS Certifications Web site
3. Part III: Record two interviews on your own and submit to CASAS

If you would like to **review** any of the course content for Part I, now is the time to do so. Return to this Unit to complete your training.

This Unit explains the process for completing each step. At the



end of this Unit, you will be directed to Begin Certification for Part I.

Questions?

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

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

(When you're done in the Forum, close the window to return to the course.)

Lesson Contents

Part I: Test Administration

Part II: Score Three Interviews

Part III: Conduct Two Interviews

Part III: Recording Instructions

Part III: Recording Tips

Part III: Submitting Materials

Discussion (Optional)

What's Next?

Begin Part I Certification

Topic:

Part I: Test Administration

CIT Certification Part I: Test Administration

Successful completion of this online training course satisfies Part I of your Certification.

To complete Part I, you must pass the Certification Activity with a score of 100%. You will have unlimited attempts.

This will test your understanding of CIT Test Administration.

You will be directed to begin Certification for Part I at the end of this Unit.

CIT Certification 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.

After you complete Part I, a link will be provided for you to begin Part II.

To begin Part II:

1. Go to: [CASAS Certifications Website](#)
2. Request: Access to the CIT Certification area

An e-mail is sent by close of the next business day notifying you of authorization to access the Certification Interviews. Once received, proceed with the following steps:

1. Return to: [CASAS Certifications Website](#)
2. Enter: E-mail address
3. Click: Submit

After you complete Part I, you may access the CIT Certifications web site. ***A link to the CIT Certifications web site will be provided to you when you complete Part I of your training.***

Scoring Instructions

You must complete all three interviews in the following order:

1. Certification Exercise 1: Min Nwe, Form 9732.
2. Certification Exercise 2: Yao Nin, Form 9743.
3. Certification Exercise 3: Raphael Espino, Form 973

Use the Rubric, Scoring Guidelines, and Anchors. As you listen, choose one score for each item.

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

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

Important: After scoring the interviews, remember to complete the final step – Certification Part III: Conduct Two Interviews.

For technical problems, contact CASAS Technical Support at 1-800-255-1036, ext. 4 or techsupport@casas.org.

Part III: Conduct Two Interviews

Part III is the final step and determines your ability to administer the CIT. You will interview two beginning-high or intermediate-level students and record those interviews. After completion of Parts I and II, CASAS will mail you one copy of Forms 973 and 974 and instructions for conducting the two taped interviews.

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

Your recorded interviews are checked using the following criteria:

- Standardized test administration.
- Followed correct repetition guidelines.
- Followed scripted questions and directions.
- Added NO extra comments or clarifications.
- Pauses are correct length.
- Clear normal speech (not too fast or too slow).
- Examinee is the appropriate speaking level (beginning-high to intermediate).
- Clarity of recording.
- Correct labeling.
- Submitted accompanying booklets (Form 973 & Form 974).

To complete Part III of the certification process, you must record and submit two "certification audios," one Form 973 and one Form 974.

CASAS will send instructions for recording the interviews.

Follow the instructions carefully, especially in regard to 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



Do a sound check before the interview. Many microphones record muffled sound. Please test yours. Try to avoid background noise — be aware of squeaky chairs, street sounds, and other noises. Turn off cell phones.

Place the microphone near the examinee.

Use one side of an audio cassette per examinee. Rewind back to the beginning on the first interview (Form 973) before submission. You may also use a digital recorder and submit your interviews on CD.

Label each side of the audiotape with the examinee's name, form number, agency, the examiner's name, and the date of testing. (See image at the left.) The spine should show the examiner's name.

Important: Before recording any interview, ask the student to sign the recording release on the test booklet.

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.

CIT Test 11-1-10 Jefferson Adult School

Edna Travis, Examiner

Side A

Teresa Escobar

Form 973

Side B

Nicolas Polisky

Form 974

Topic:

Part III: Submitting Materials

Send an e-mail message to Michelle Chu (mchu@casas.org) when you mail your certification materials. Please include a telephone number in the e-mail.

Note: If submitting an audiotape, please rewind to the beginning of the first interview.

- Submit scored test booklets
- Submit audiotape or CD

Send to:

CASAS Attn: Michelle Chu
5151 Murphy Canyon Rd, Suite 220
San Diego, CA 92123
1-800-255-1036 ext. 103

Topic:

Discussion (Optional)

Optional Discussion

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

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

(When you're done in the Forum, close the window to return to the course.)



Topic:

What's Next?

Review Steps for Certification

Part I: Complete and submit Certification Activity and Training Evaluation

Part II: Score three interviews on the CASAS Certifications web site

Part III: Record two interviews on your own and submit to CASAS

Certification Status

- You will receive a certificate via e-mail ten business days after you pass all three parts.
- Certification expires on November 30 of the following program year.
- Recertification information is sent every year in the fall.

- When certified, you may order test booklets to begin testing.

You will hear from 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 mchu@casas.org.

Topic:

Begin Part I Certification

Begin Part I Certification

1. Complete **Certification Activity**.
2. When you achieve 100% on the Activity, you will be directed to complete your **Training Evaluation**. Find this link in the Feedback field.
3. When you complete your training evaluation, you will be directed to the **CASAS Certifications Website to complete Part II** of your training.

[Click on this link to begin the Certification Activity for Part I.](#)

Don't Forget

Don't forget to complete **Part III** of your Certification on your own.
Contact Michelle Chu at 1-800-255-1036 ext. 103 or mchu@casas.org if you have any questions as you complete Certification.

