

# Testing in a Remote Environment

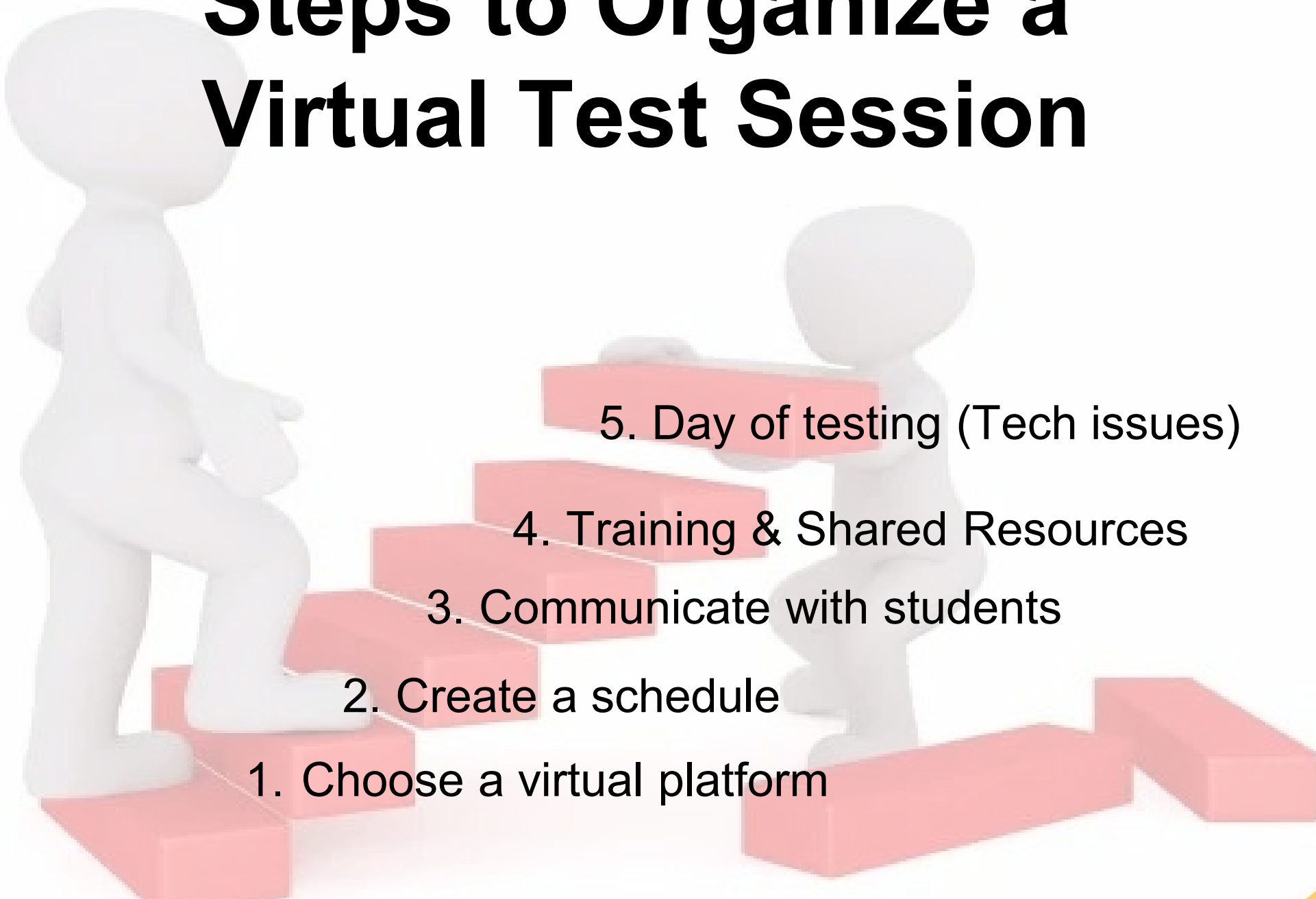
## Preparing for Virtual Testing

**Presented by**

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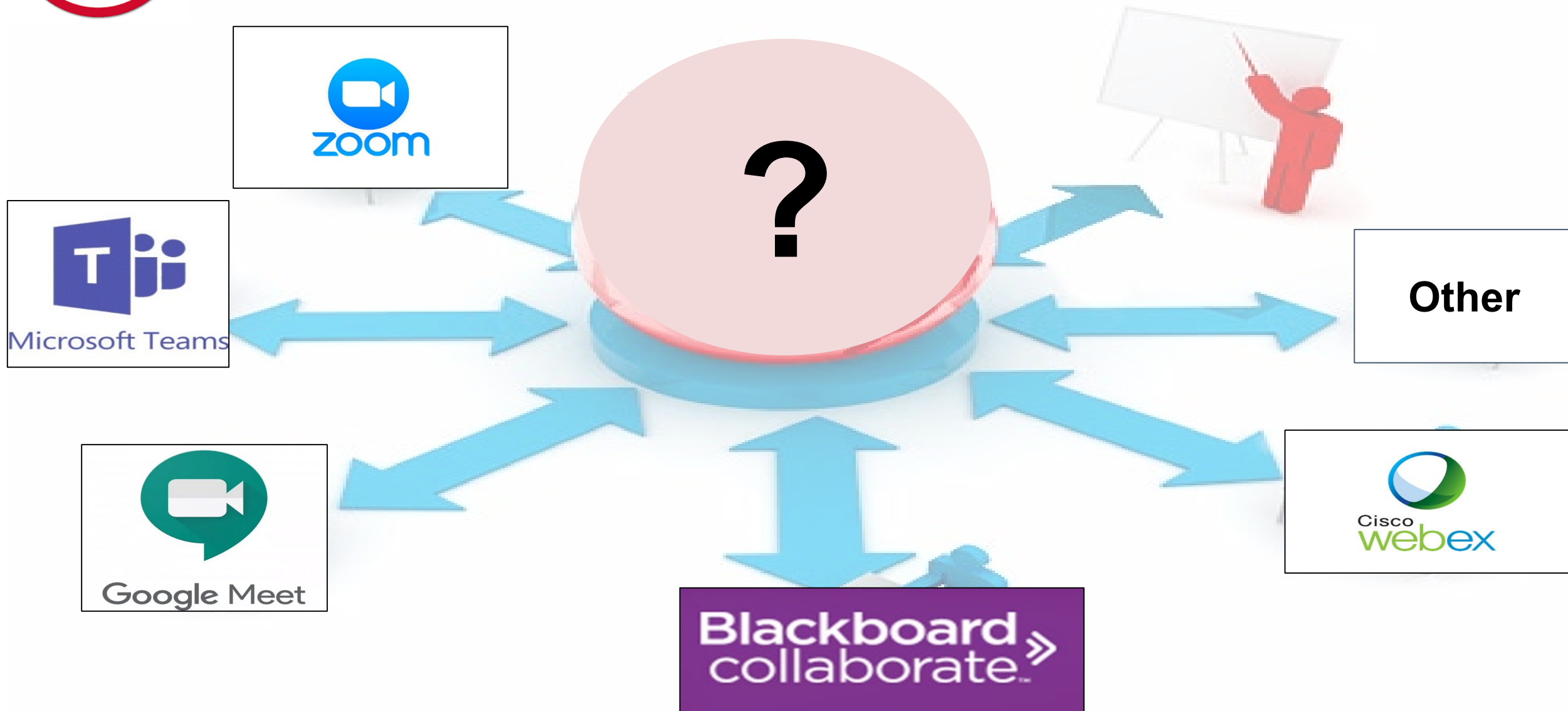
# Steps to Organize a Virtual Test Session

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- The illustration shows two white, featureless 3D human figures. One figure is on the left, standing on the first step of a set of red stairs and looking towards the right. The second figure is on the right, sitting on the fourth step and looking towards the left. The stairs are made of red rectangular blocks and lead upwards from the bottom left towards the top right. The list of steps is overlaid on the stairs.
1. Choose a virtual platform
  2. Create a schedule
  3. Communicate with students
  4. Training & Shared Resources
  5. Day of testing (Tech issues)

step  
1

# Choose a Virtual Platform

*What do you need to know?*



# Virtual Platform

## Requirements for ZOOM Remote Testing

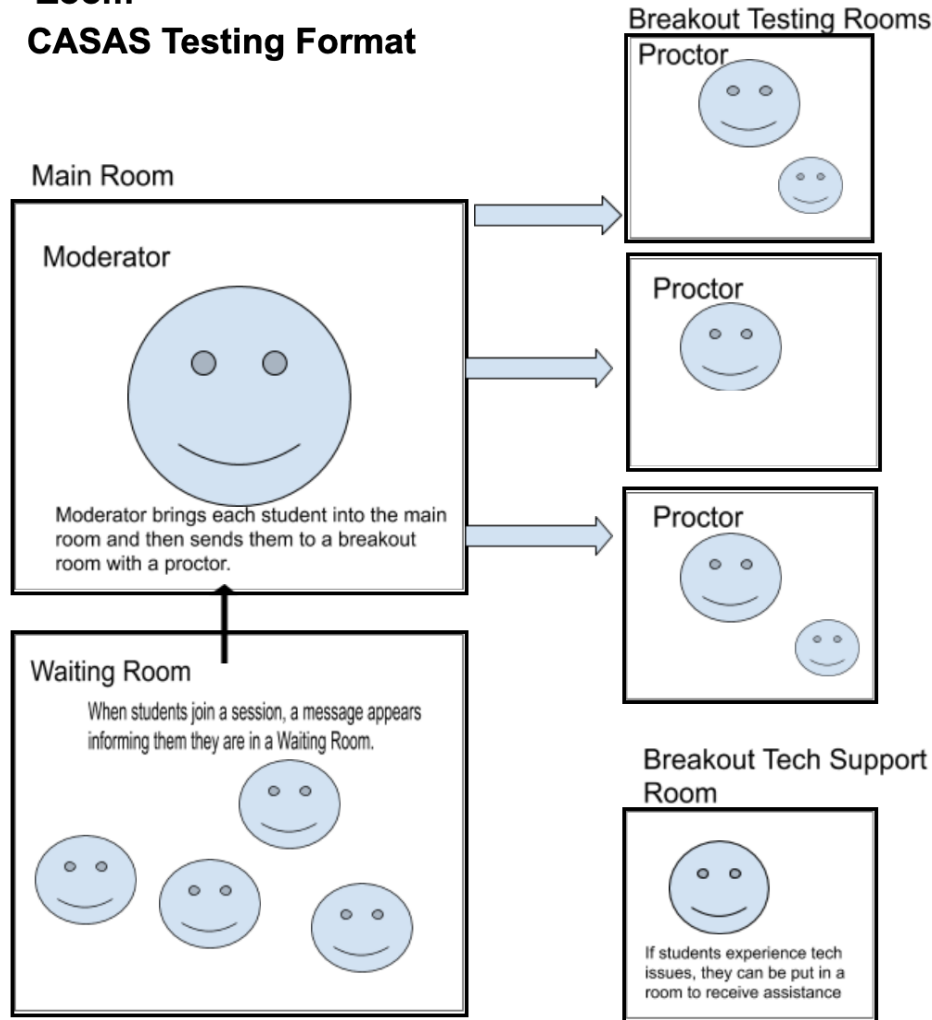
### 1:Many vs 1:1

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- **Paid Zoom Account (multiple hosts) needed for 1 to many vs 1:1 free account**
- How to set up testing links
- We needed audio and video in both the main room and breakout rooms.
- How our staff and students move throughout the platform
- How we communicate in our platform
- Screen sharing capabilities

## Zoom CASAS Testing Format



- Students are sent session info and Zoom link
- Host sets up Zoom so students wait in waiting room until admitted (can show customized message in waiting room).
- Host greets students, checks audio, video, and environment, then moves them to a private testing breakout room.
- Proctor will verify student identity & find their name on the test session roster.
- Proctor will administer CASAS according to guidelines provided on [casas.org](https://casas.org)
- Student will leave session or, if providing additional information, go back to main room and Host will move student to an orientation breakout room.

## Step 2

# Create a Schedule

### ACC (CASAS test)

# Proctors	# Students	Time Slots (max 7 per hour)	Length of session (when taking 2 tests)
4	21	9am, 10am, 11am	4+ hours

### What we considered:

- intake time
- tech issues/can't test
- attrition (no shows)
- student wait time (for proctor to intake/start test)



# Scheduling:

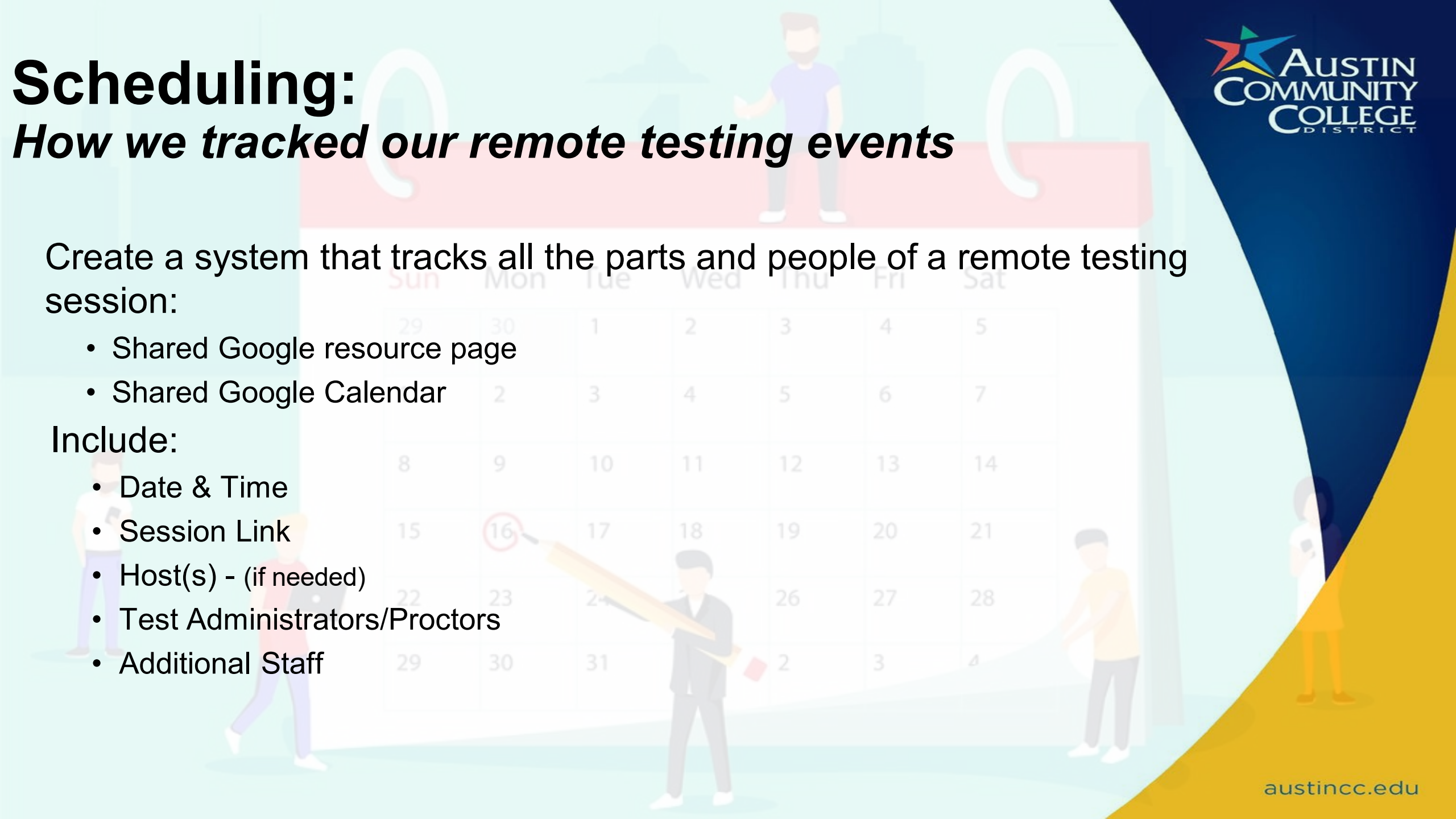
## *How we tracked our remote testing events*

Create a system that tracks all the parts and people of a remote testing session:

- Shared Google resource page
- Shared Google Calendar

Include:

- Date & Time
- Session Link
- Host(s) - (if needed)
- Test Administrators/Proctors
- Additional Staff

The background features a large, light-colored calendar grid. The days of the week are labeled at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in a standard grid. A magnifying glass is positioned over the date 16, which is circled in red. Several stylized human figures are scattered around the calendar: one at the top center, one on the left side, one at the bottom center holding a large pencil, one on the right side, and one on the far right edge. The overall theme is scheduling and planning.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31		2	3	4

# Example: Shared Resource Page

## 'Testing Sessions Schedule' (Google sheet)

HSE BL Resource page ☆ 📎 ☁

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Sophie Reynolds

	A	B	C	D	E	F	H	I	J	K	
	Date	Time	Zoom Session Link		Moderator	Assessment Staff	Proctor 1	Proctor 2	Proctor 3	Proctor 4	Tech
1											
21	Wednesday AM 8/19/2020	8:30 AM- 1:30 PM	<a href="https://us02web.zoom.us/j/85985981432?pwd=bIU3djI4SzQ5dXRHaZhmVN3bzRtQT09">https://us02web.zoom.us/j/85985981432?pwd=bIU3djI4SzQ5dXRHaZhmVN3bzRtQT09</a>	AM	Cassandra Perez Seith	Charles Floyd		Amarilis Castillo	Gena Fleming	Denise Guckert	Digna 8:30
22	Wednesday PM 8/19/2020	3:30 PM- 8:00 PM	<a href="https://us02web.zoom.us/j/88969865149?pwd=bmtRdnl3TGxsUFpVbFdRdEpoMU41QT09">https://us02web.zoom.us/j/88969865149?pwd=bmtRdnl3TGxsUFpVbFdRdEpoMU41QT09</a>	PM	Dustin Jaquez	Karen Cook		Ambreen Salman	Tanya Rogers	don bahr	Rebeca 3:30
23	Thursday AM 8/20/2020	8:30 AM- 1:30 PM	<a href="https://us02web.zoom.us/j/87814865259?pwd=N0JONEExUTlkK0ZGME1WcVhZeGgrQT09">https://us02web.zoom.us/j/87814865259?pwd=N0JONEExUTlkK0ZGME1WcVhZeGgrQT09</a>	AM	Janet Couvillion	Sophie Reynolds	Denise Guckert	Amarilis Castillo	jyoti parimal	Derica	Rebeca 8:30
24	Thursday PM 8/20/2020	3:30 PM- 8:00 PM	<a href="https://us02web.zoom.us/j/85063854354?pwd=Snp1Rm1WSnl6YnVwdHlOWUxZFd2dz09">https://us02web.zoom.us/j/85063854354?pwd=Snp1Rm1WSnl6YnVwdHlOWUxZFd2dz09</a>	PM	Cassandra Perez Seith	Charles Floyd	Ambreen Salman	Sophie Reynolds	don bahr		Digna 3:30

Add 1000 more rows at bottom.



Step  
3

# Develop a Process for Communication

***How is ACC communicating  
the remote testing process  
to our students?***

# Develop a way to send students the information they need for:

- Technology requirements to test
- How to join the test session
- Date & time of session
- Contacts for Tech support or FAQs

*We created visual step-by-step guides and short videos that were a great way to communicate information to our students!*

[ACC's Welcome YouTube Video](#)

# Example: HSE email template

Hello {{First Name}},

Thank you for scheduling your Remote Orientation Session on [date].  
Your appointment time is {{Last Name}}.

★ **WATCH THIS** [YouTube video](#) to learn how to prepare for your Remote Orientation Session. **You will take a placement test and register for your HSE classes. You will need up to 3 hours to complete this process.**

In order to take a remote test, a computer/laptop with **Windows 10** is strongly recommended. If you do not have a device with Windows 10, perhaps you can borrow from a family member or friend.

However, you can test on an iPad or Chromebook. **Before the session, you must prepare your device:**

**iPad**

- [How-to: Set up your iPad for CASAS Testing](#) (video)
- [Setting up your iPad: Step-by-Step PDF](#)

**Chromebook**

- [Setting up your Chromebook: Step-by-Step PDF](#)

If using an iPad or Chromebook, you must also download the Zoom app on your smartphone. This will give us the ability to watch and hear you through your phone when using an iPad or Chromebook device to test.

**Everyone also needs:**

- the Zoom app ([zoom.us](https://zoom.us)) installed on your computer.
- audio and video capabilities (can be on your computer/laptop or a smartphone) We must be able to watch and see you as you take the test.
- reliable internet service
- a quiet room free of distraction - you will need to show your entire testing space and desk to the test proctor
- your photo ID to show the proctor

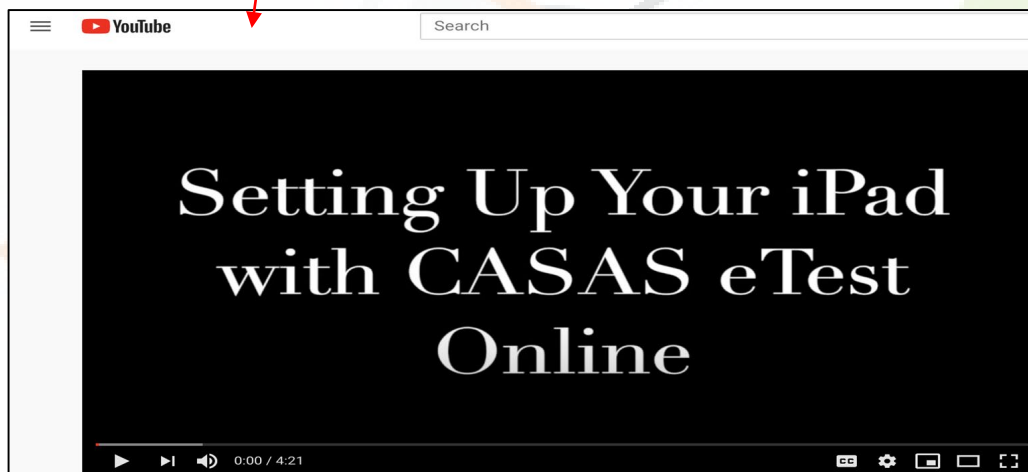
ACC Adult Education is working with all our students during this registration process to ensure they have the opportunity to register for the 2020 Fall semester. **Even if you feel you don't meet the technology testing requirements**, attend your scheduled remote orientation appointment and we will figure out something together.

On [date] at {{Last Name}}, [click this link](#) to join your Remote Orientation Session.  
Please be on time.

Click on this link [HSE schedule](#) to view available classes before your appointment.

*Welcome to ACC Adult Education!*

**Accommodations**, including any needed for orientation sessions, must be requested at least two weeks in advance. For questions on accommodation services, contact the Student Accessibility Services (SAS) office email: [SAS-NonCredit@austincc.edu](mailto:SAS-NonCredit@austincc.edu).



Chromebooks

**Steps to Set Up eTests Online App on Chromebooks**

Set-up eTests Online App

1. **Sign In** to Chromebook's [owner](#) account.
  - a. Note: This is the first account created on a Chromebook - the first user to log in after purchase (or after performing a "Powerwash" factory reset).
    - i. This essentially becomes the administrator account with full privileges on the device.
  - b. If you administer Chromebooks centrally using Google's [Chromebook Management Console](#), you may use that instead to deploy the eTests app in kiosk mode.
    - i. The App ID you will need is the last portion of the app's unique Web Store URL: bjeecptgckhpdhjmkmabmljdbefaad



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# Day of Testing

- Staff arrives 30 minutes prior to first appointment time
- Staff opens eTests Online and the BL Resource page shared with them, including testing roster and script
- Proctors are sent to their breakout rooms and wait for their first student
- Moderator (host) greets students and determines if they are ready to test
- Scores are recorded on the roster sheet and any technology issues the student had during testing



# Virtual Testing Roster

HSE BL Resource page   Saved to Drive

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	A	B	C	D	E	F	G	H	I	J	K	L	M
1	CASAS Virtual TESTING ROSTER									Date: August 19, 2020 8:30 am-1:30 pm			
2	This document is LIVE. Please enter scores CAREFULLY!												
3	Student ID	Last Name	First Name	CPW flag	Appointment Time (1 hr increments)	FY20 Potential Roll-Over Date	READING SCALE SCORE	MATH SCALE SCORE	Type of Device Student Has	MODERATOR: Please record any tech issues that prevented a student from testing			
4	1000111	Mouse	Mikey		10:30 AM								
5	292999	Diaz	Cameron		10:30 AM	12/12/2019 / 248R							
6	3487	Reynolds	Ryan		10:30 AM								
7	8887492	Swift	Taylor		10:30 AM	10/30/2019 / 241R 206M							
8	9018492	Livley	Blake		10:30 AM								
9	746184	Gomez	Selena		10:30 AM								
10	4801494	Black	Jack		10:30 AM								
11	475054	Danson	Ted		10:30 AM								
12	4801109	Bell	Kirsten		10:30 AM								
13					10:30 AM								
14					8:30 AM								
15					8:30 AM	3/5/2020 / 234M							
16					8:30 AM								

+ Testing Sessions Schedule 8/11 PM ROSTER 8/15 AM ROSTER 8/19 AM ROSTER ROSTER 8/19 PM ROSTE

# How We Handle Tech Issues

## Tech Help Staff

At every testing session we have staff who are familiar with common tech issues available to help out the host, proctors, and students.

## Tech Help Breakout Rooms

Helps keep the flow of the session going, so the host can move students quickly and efficiently.

## Tech Help Troubleshooting Spreadsheet

To keep track of common issues and solutions that staff members collaborate on.

A word cloud on a dark blue background. The central element is 'Q&amp;A' in large, white, bold letters. Surrounding it are various question words in different colors and sizes: 'What?' (blue, orange, light blue), 'Where?' (yellow, green, light blue), 'When?' (orange, light blue, yellow), 'How?' (green, blue, white), 'Who?' (green), and 'Why?' (green, light blue). The words are arranged in a circular pattern around the center, with some appearing multiple times.