



Please download and print these slides for note-taking and referencing while you watch the webinar. These slides are not meant to replace watching the webinar.

CASAS REMOTE TESTING IN ILLINOIS: CONSIDERATIONS & GUIDELINES



CASAS Remote Testing in Illinois: Considerations & Guidelines

JUNE 8, 2020

ILLINOIS PROFESSIONAL DEVELOPMENT NETWORK

Agenda

- Getting Started with Remote CASAS Testing
- Required Training
- Three ICCB-Approved Approaches to CASAS Remote Testing:
Basic Procedures & Technology Requirements
- Next Steps

Information in today's webinar applies to both the [Life and Work Reading](#) assessment for ESL and the [GOALS Reading and Math](#) assessments for ABE/ASE.

CASAS Remote Testing Website Page

<https://www.casas.org/>



Important:
CASAS is adding information to its Remote Testing page on an ongoing basis. Therefore images from this presentation may look different when you access the website.

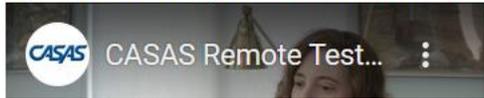
Welcome to CASAS

CASAS CATALOG

SUMMER INSTITUTE

Voices from the Field

Remote Testing 1:1 Demonstration



What's New

Remote Testing

Update on CASAS Testing During the COVID-19 Pandemic



Remote Testing

Getting Started with Remote CASAS Testing

Two Paths to Remote CASAS Testing

Program is a
New eTest User



Complete the
Going Live! Checklist



Complete the
Going Remote! Checklist

Program is an
Experienced eTest User



Complete the
Going Remote! Checklist

Program is a
New eTest User



Complete the
Going Live! Checklist



Complete the
Going Remote! Checklist

GOING LIVE! CHECKLIST: First Prerequisite for Remote Testing

Download the checklist [HERE](#)

- 12 Steps to get programs up and running with **in-person** eTest administration
- Slides from the May CASAS Implementation Trainings conducted by the PDN describe each step
- There are illustrated, downloadable **Start Up Guides** for each step of the Checklist linked directly from the [Checklist](#)
- Programs must complete all steps on the checklist, in particular Step 10: **PRACTICE!**

It is essential that new eTest proctors practice and become comfortable giving the eTest before trying to give the eTest remotely.

Q: How can staff practice the eTest without in-person testing?

A: Use the [Practice Session Template](#) that comes with the eTest:

eTests Online - Rolling Hills Adult School (RHAS) Logout

Testing Sessions Testing Session Templates (4 records) Refresh

Testing Session Templates

Test Results

Students

Testing Stations

Change Password

Testing Session Templates

			Template Name	Site	Number Of Sessions Using This Template
<input type="checkbox"/>	Save table filters		<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>
Edit	Delete	Copy	ABE/ASE	RHAS: 00 - Adult Education	8
Edit	Delete	Copy	ESL/ELL	RHAS: 00 - Adult Education	9
Edit	Delete	Copy	PRACTICE	RHAS: 00 - Adult Education	1
Edit	Delete	Copy	REGISTRATION	RHAS: 00 - Adult Education	2

Use the CASAS Simulation Server

- CASAS has a [Simulation Server](#) that is populated with fictional data of the fictional “Rolling Hills Adult School (RHAS).”
- Use the Simulation Server to practice administering the eTest to yourself to understand how eTests deliver web-based tests and to get a real-life experience of what to expect during live test administration.
- The RHAS database [restores nightly to its original state](#) so you can experiment with making changes yet be assured that you are working with the default database at the start of any given day.
- Click [HERE](#) to learn how to access the Simulation Server

Two Paths to Remote CASAS Testing

Program is a
New eTest User



Complete the
Going Live! Checklist

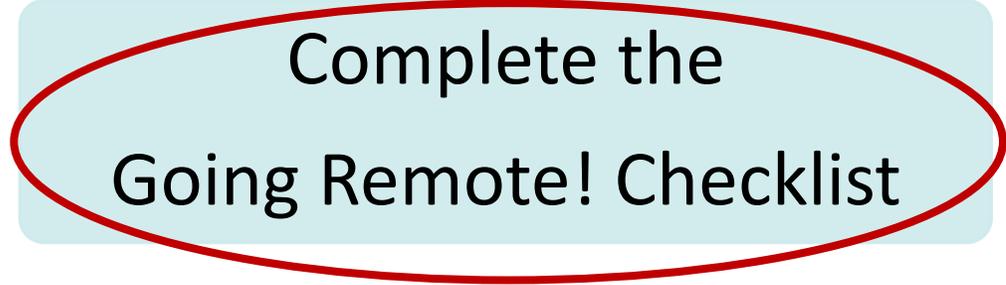
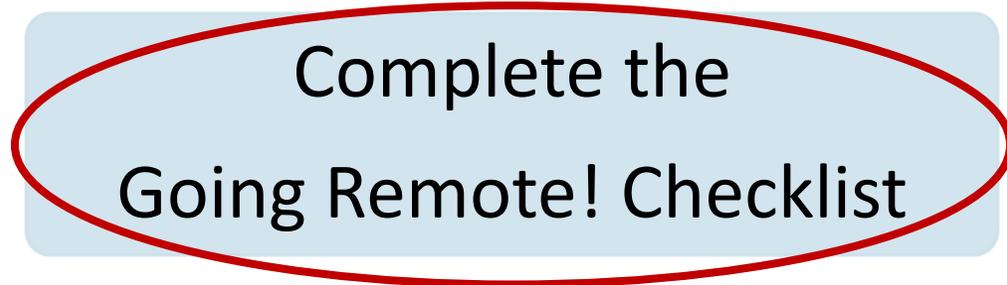


Complete the
Going Remote! Checklist

Program is an
Experienced eTest User



Complete the
Going Remote! Checklist



GOING REMOTE! CHECKLIST: Second Prerequisite for Remote Testing

Download the checklist from the CASAS Remote Testing webpage [HERE](#)

10 STEPS to get ready to remote test:

Step 1: Agency has already implemented **CASAS eTests** (see **Going Live! Checklist**).

Step 2: Read the **CASAS Remote Testing Guidelines** for the approach(es) to be used.

Step 3: Complete the **Agency Remote Testing Agreement** (the **ARTA**), one per program.

Agency Agreements: training.casas.org



The screenshot shows a navigation menu with two main sections:

- CASAS Remote Testing**
 - Agency Remote Testing Agreement
 - Agency Remote Testing Agreement for California
 - Proctor Remote Testing Agreement
 - Proctor Remote Testing Certification
- New Agency Agreement**
 - CASAS Implementation Agreement
 - TOPSpro Enterprise - Account Change Request

Red arrows point from the text on the right to the 'Agency Remote Testing Agreement' and 'CASAS Implementation Agreement' items.

This is where ALL programs register their agencies for remote CASAS testing by completing the **Agency Remote Testing Agreement** (the **ARTA**.)

This is where programs NEW to the eTest first register their agencies for the eTest (part of the **Going Live Checklist**).

This must be done before the Remote Testing Agreement above.

GOING REMOTE! CHECKLIST, *continued*

▼ **CASAS Remote Testing**

- Agency Remote Testing Agreement
- Agency Remote Testing Agreement for California
- Proctor Remote Testing Agreement**
- Proctor Remote Testing Certification

▼ **New Agency Agreement**

- CASAS Implementation Agreement
- TOPSpro Enterprise - Account Change Request

training.casas.org

Step 4:

Every proctor who will be remote testing must complete the **Proctor Remote Testing Agreement** and agree to adhere to protocols and requirements in the **Remote Testing Guidelines**.

The **Proctor Remote Testing Certification** course is **NOT REQUIRED** for Illinois proctors. They must take an **iLearn course** instead. This will be explained shortly.

GOING REMOTE! CHECKLIST, *continued*

Step 5: Ensure that **Proctors** meet the following **experience** and **equipment** requirements:

- Two Required Trainings (one from CASAS; one on iLearn--more in a minute)
- Experience proctoring eTests (ideally in a lab; otherwise using the **Practice Session Template** and **Simulation Server**)
- Appropriate device and technology for selected approach

Step 6: Identify **test takers** who have appropriate technology.

(we will address technology requirements later in the webinar)

GOING REMOTE! CHECKLIST, *continued*

Step 7: Register testing stations.

Step 8: Review/select eTest testing templates and sessions.

Step 9: Conduct multiple remote testing **trial runs with colleagues** until comfortable with CASAS eTests, with web conferencing technologies, and with each step of the Approach your program is using.

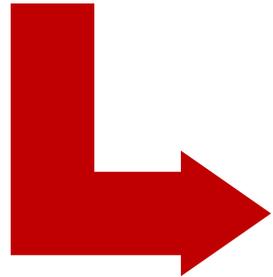
The ongoing pilot studies by CASAS continue to indicate that Step 9 is critical for success in remote proctoring.

Step 10: **Go Remote!**

Required Training

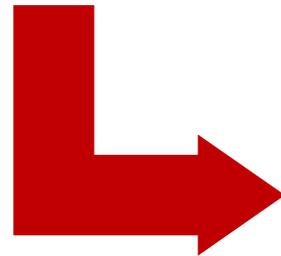
CASAS Implementation Training

- 3-hour training from Illinois PDN



CASAS eTests Proctor Training

- Free online course on the CASAS website; 45 minutes
- Certifies proctors to give the **in-person** eTest
- **Prerequisite** for iLearn course: *Remote Proctor Training for CASAS*
- Every person planning to remote test **MUST** complete this online course before taking the iLearn course



iLearn Course: *Remote Proctor Training for CASAS*

- Free online iLearn Course
- Must be a certified eTest Proctor prior to taking the course
- Every person who plans to remote test **MUST** complete this course
- Available in iLearn June 19, 2020

CASAS eTests Proctor Training Course

▼ Implementation

🔄 Module 1: CASAS Implementation Basics – Coming Soon!

🔄 Module 2: CASAS eTests Implementation – Coming Soon!

🔄 Module 3: Paper Test Implementation – Coming Soon!

🔄 Module 4: Test Results and Reports – Coming Soon!

🔄 Implementation Basics Training

🔄 CASAS eTests Coordinator Training

🔄 CASAS eTests Proctor Training



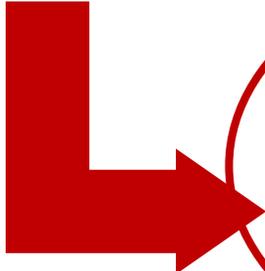
Go to training.casas.org

Scroll down to find **CASAS eTests Proctor Training**

Remember: Every proctor who will be remote testing must be certified by taking this course before taking the iLearn course on remote CASAS proctoring.

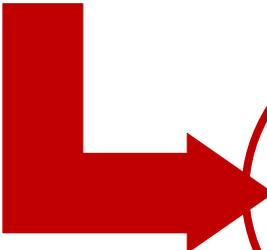
CASAS Implementation Training

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CASAS eTests Proctor Training

- Free online course on the CASAS website; 45 minutes
- Certifies proctors to give the **in-person** eTest
- **Prerequisite** for iLearn course: *Remote Proctor Training for CASAS*
- Every person planning to remote test **MUST** complete this online course before taking the iLearn course



iLearn Course: *Remote Proctor Training for CASAS*

- Free online iLearn Course
- Must be a certified eTest Proctor prior to taking the course
- Every person who plans to remote test **MUST** complete this course
- Available in iLearn June 19, 2020

Three ICCB-Approved Approaches to CASAS Remote Testing

Basic Procedures & Technology Requirements

Three ICCB-Approved Approaches to CASAS Remote Testing

Approach #1: 1:1 Remote Control

Approach #2: 1:1 or Multiple Test Takers (up to 5) on Windows 10 PCs

Approach #3: 1:1 or Multiple Test Takers (up to 5) on Chromebooks or iPads

CASAS tests cannot be taken on smartphones, as the screens are too small.

For each approach, there are **two documents** on the CASAS Remote Testing Webpage:

- Remote Testing Guidelines
- Quick Reference Document

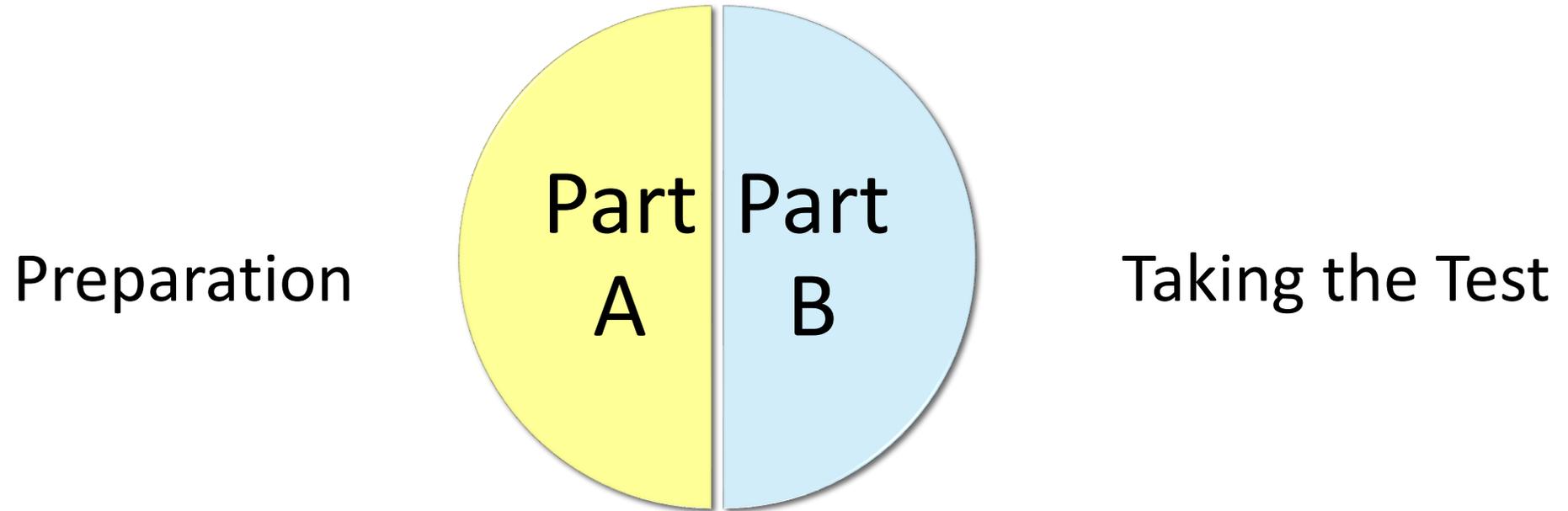
Example:

1:1 Remote Control

File	Type	Size	Download
 CASAS Remote Testing Guidelines, 1:1 Remote Control v2.2	PDF	483.09 KB	 Download
 Quick Reference for 1:1 Remote Control v2.2	PDF	221.57 KB	 Download

It is essential that you print and read the complete **Remote Testing Guidelines** for each approach in order to decide what approach to use in your program. The **Quick Reference** document is only to be used after carefully studying the longer Testing Guidelines document.

Each Remote Proctoring Approach has a 2-part Process



Part A and Part B can take place on the same day or on different days.

Part A and Part B do not have to be done by the same person.

Part A: Preparation

- Scheduling & setting up meeting
- Verifying student identity
- Technology & environment review
- Trial run
- eTest practice with *eTests sampler*



Part B: Taking the Test

The procedures in Part B vary according to which **Approach** is used for remote CASAS testing.



Three ICCB-Approved Approaches to CASAS Remote Testing

Approach #1: 1:1 Remote Control

Approach #2: 1:1 or Multiple Test Takers (up to 5) on Windows 10 PCs

Approach #3: 1:1 or Multiple Test Takers (up to 5) on Chromebooks or iPads

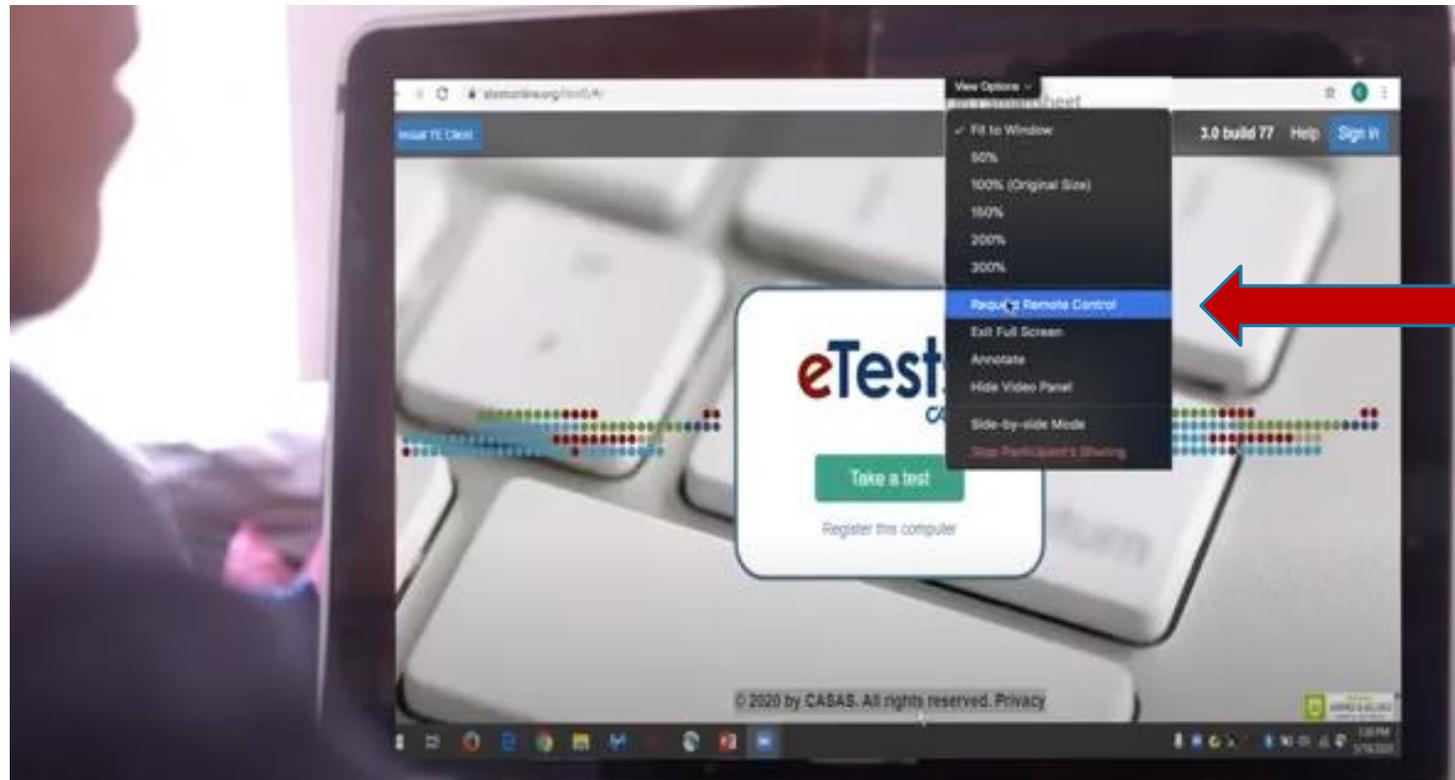
Approach #1

1:1 Remote Control

One proctor, one test-taker.

The test taker takes the eTest through remote control of the proctor's computer screen via a web conferencing platform.

Student viewing proctor's shared screen and requesting remote control



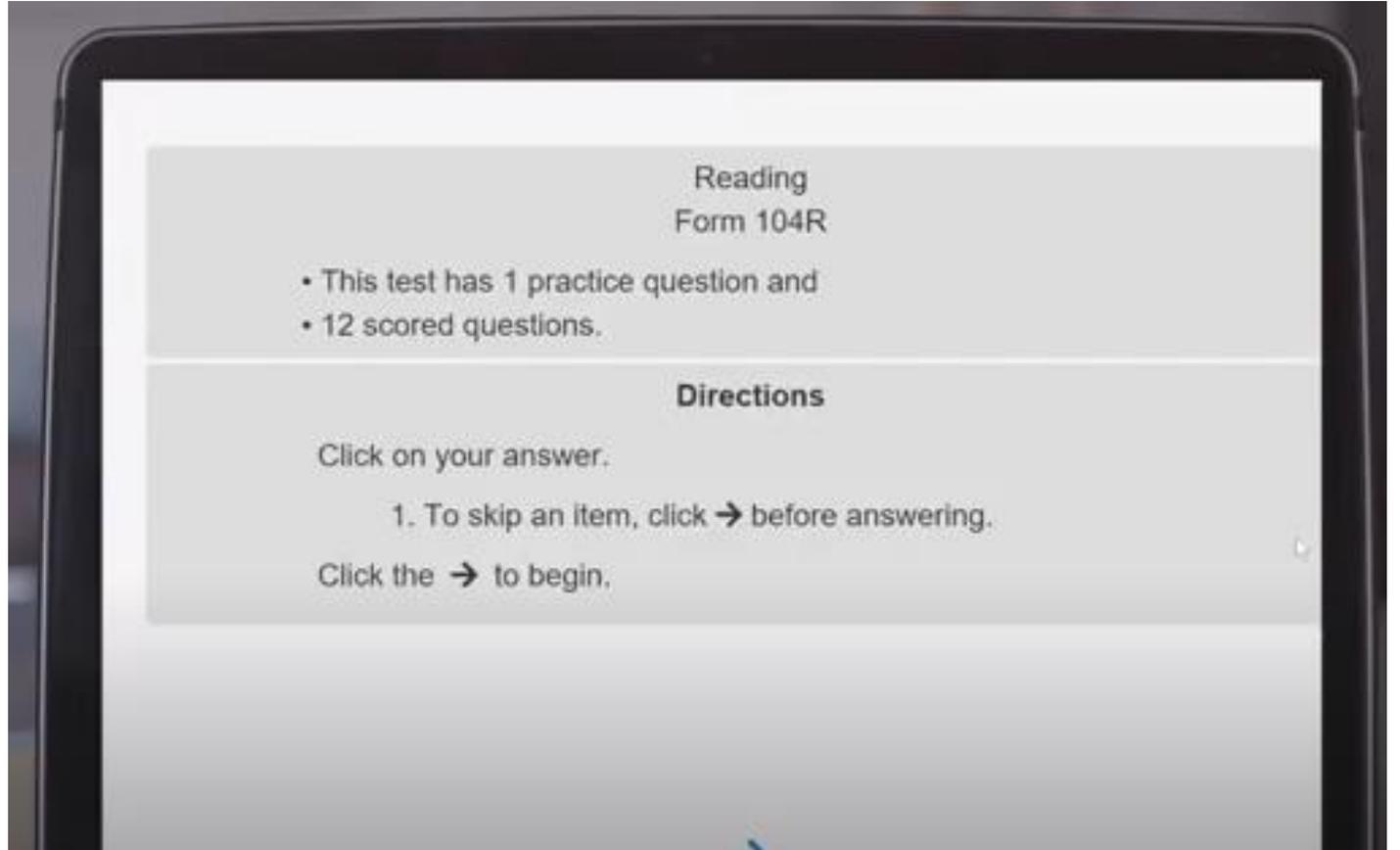
Approach #1

1:1 Remote Control

Student's device showing the test accessed from the proctor's computer.



The proctor's video is off while the student takes the test.



Approach #1

1:1 Remote Control

Proctor's Device - Registered for eTest

Desktop, laptop, or tablet computer running **Windows 10** (no Chromebooks)

Mac, if Apple Boot Camp is used to run **Windows 10**

Webcam or attached video camera

Microphone and speakers

Internet access with bandwidth of at least 2 megabits per second (Mbps) download speed

Proctor's device runs the web conferencing platform and administers the eTest

Test Taker's Devices

Windows laptop, desktop, or tablet computer

Mac desktop or laptop (no Chromebooks)

iPad with 9.7 inch screen or larger, iOS 11 or higher

Webcam or attached video camera

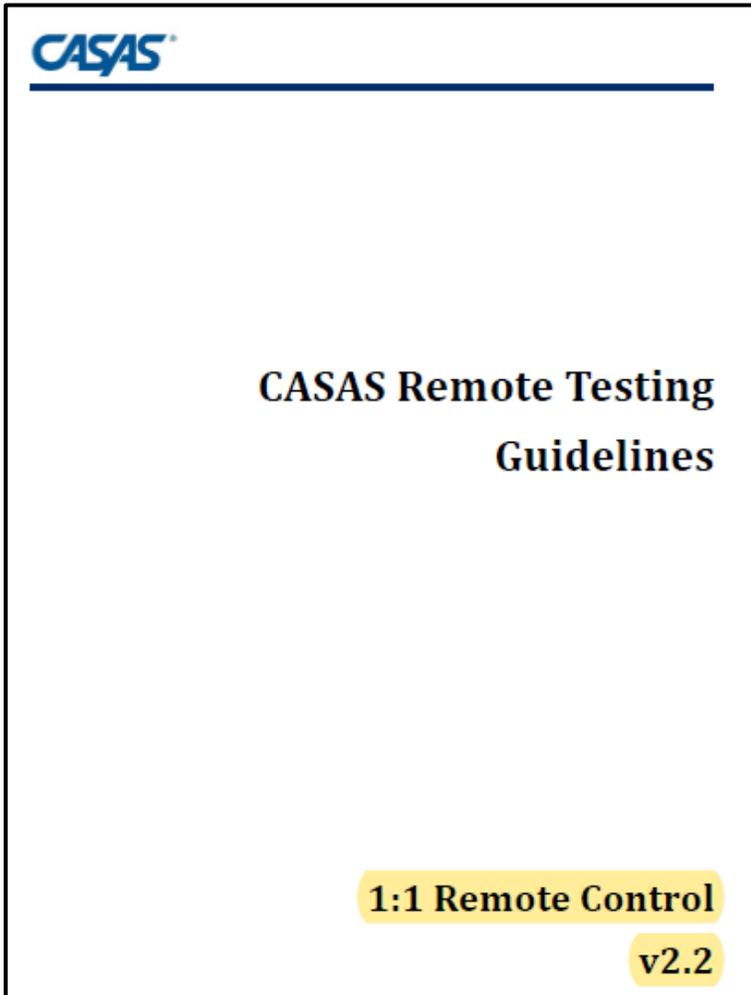
Microphone and speakers

Internet access with bandwidth of at least 2 megabits per second (Mbps) download speed

Test taker's device accesses the web conferencing platform

Web conferencing platform: Any platform with screen sharing, unlimited time, and remote control.

For complete instructions and detailed technology requirements, read the [Guidelines!](#)



Remember, for each approach, there are [two documents](#) on the CASAS Remote Testing webpage:

- Remote Testing Guidelines
- Quick Reference Document

The [Quick Reference](#) document is only to be used after carefully studying the longer [Testing Guidelines](#) document.

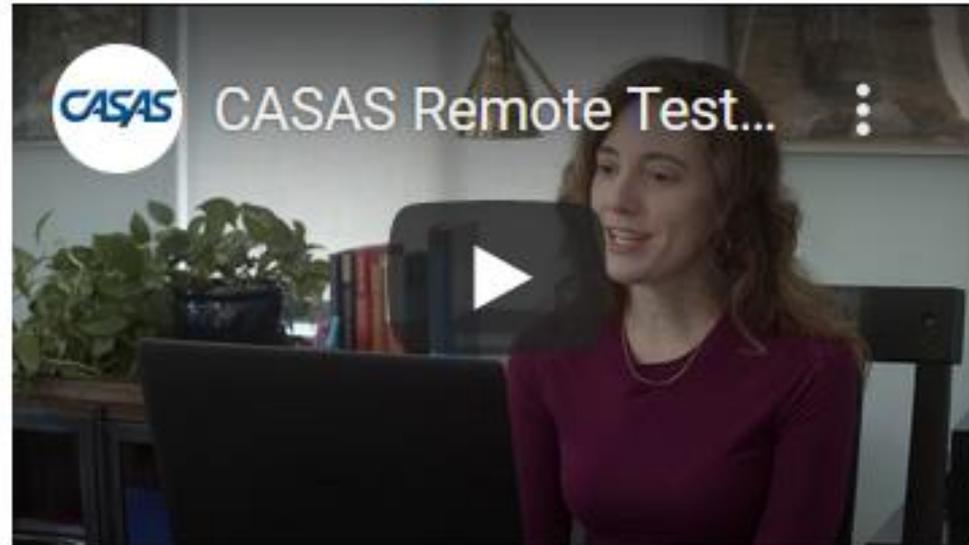
Video Demonstration of Approach #1 1:1 Remote Control

In this video demonstration, you will see the Proctor do [Part A](#) and [Part B](#) on the same day, in the same testing session.

Part A is similar (although not identical) in all three approaches.

[View Here](#)

Remote Testing 1:1 Demonstration



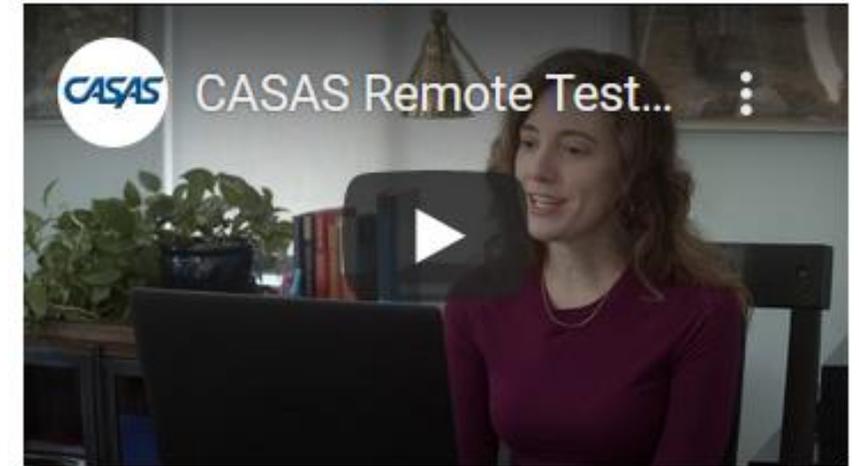
Video Demonstration Debrief

The Video Demonstration suggests the challenges proctors may face when remote proctoring students with very **limited English** or **limited technology** skills.

Recommendations:

- Target **higher level** ESL students to remote test as you get used to the remote testing process.
- Use **bilingual proctors** with beginning and intermediate ESL students. The native language can be used for Part A and for Part B until the student starts the test.

Remote Testing 1:1 Demonstration

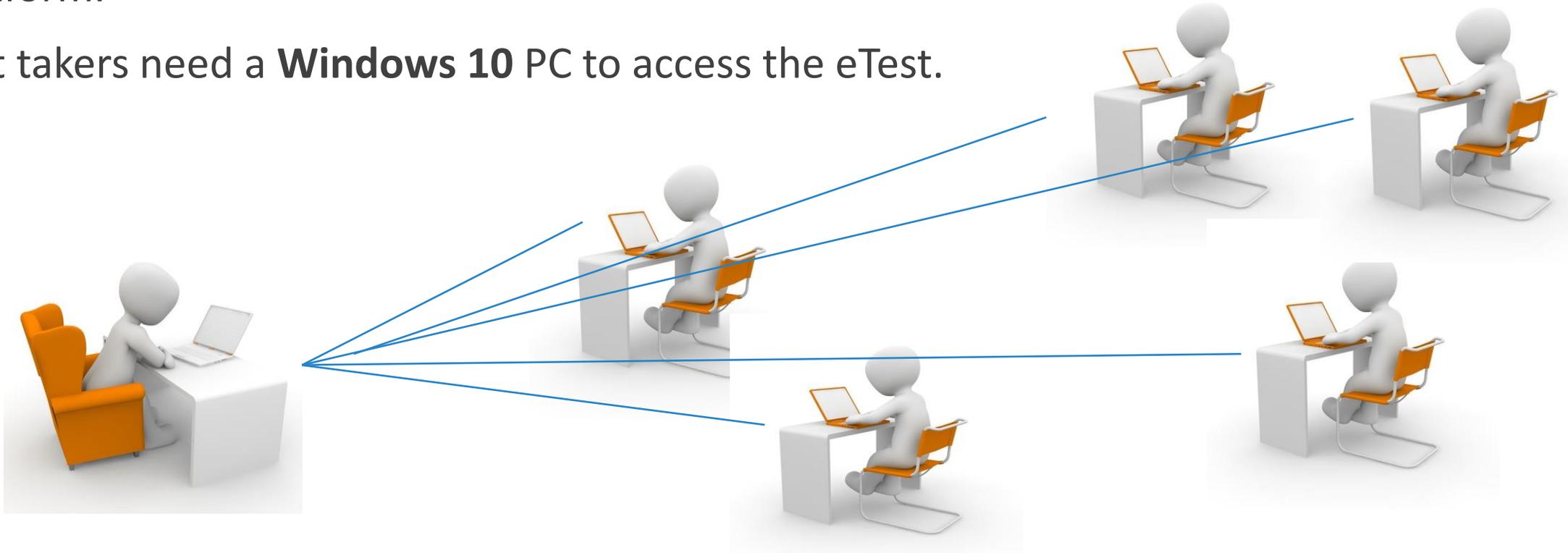


Approach #2

1:1 or Multiple Test Takers (up to 5) on Windows 10 PCs

One proctor with up to five test takers using breakout rooms on web conferencing platform.

Test takers need a **Windows 10** PC to access the eTest.



Approach #2

1:1 or Multiple Test Takers (up to 5) on Windows 10 PCs

Proctor's Devices

Windows desktop, laptop, or tablet computer

Mac, iPad, or Chromebook

Webcam or attached video camera

Microphone and speakers

Internet access with bandwidth of at least 2 megabits per second (Mbps) download speed

Test Taker's Devices - Registered for eTest

Windows 10 laptop, desktop, or tablet computer

Not supported: Mac, iPad, and Chromebook

Webcam or attached video camera

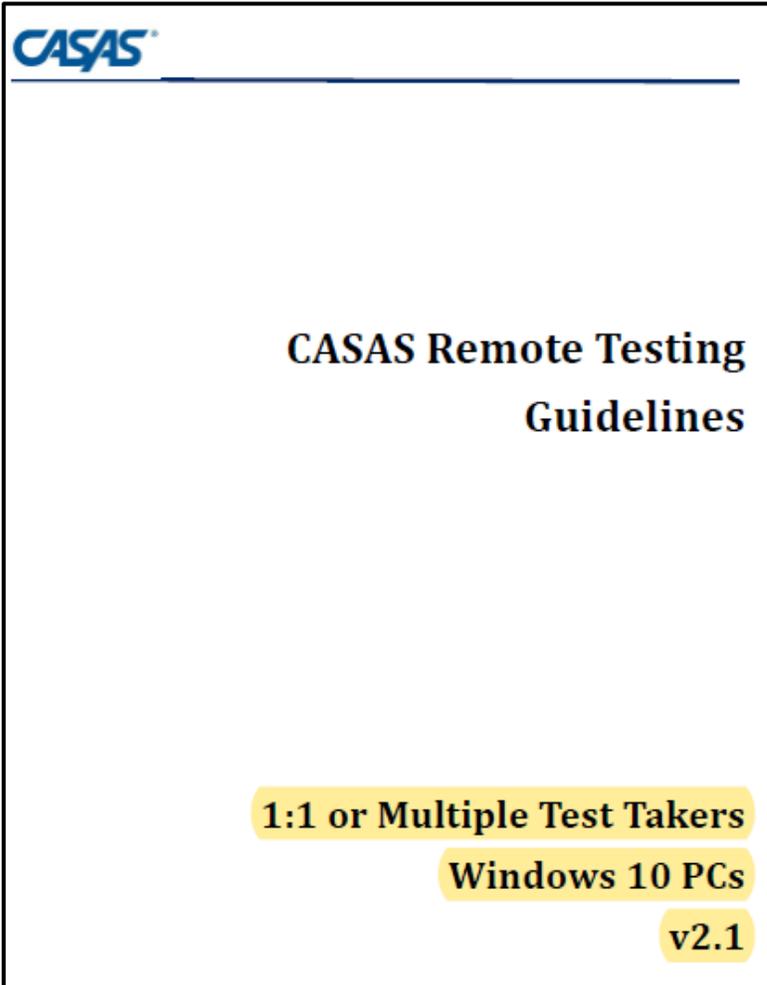
Microphone and speakers

Internet access with bandwidth of at least 2 megabits per second (Mbps) download speed

Test Takers take the eTest on their device

Web conferencing platform: Any platform with screen sharing, unlimited time, plus breakout rooms if more than 1 test taker

For complete instructions and detailed technology requirements, read the [Guidelines!](#)



Remember, for each approach, there are [two documents](#) on the CASAS Remote Testing webpage:

- Remote Testing Guidelines—include detailed information about how to register students' devices as testing stations
- Quick Reference Document

The [Quick Reference](#) document is only to be used after carefully studying the longer [Testing Guidelines](#) document.

Approach #3

1:1 or Multiple Test Takers (up to 5) on Chromebooks or iPads

One proctor with up to 5 test takers using Chromebooks or iPads.

This approach requires **two devices** for the test taker:

- a Chromebook or iPad to take the test
- another device, i.e. smartphone, for the proctor to monitor the test

Two Devices
for the Test Taker



Approach #3

1:1 or Multiple Test Takers (up to 5) on Chromebooks or iPads

Proctor's Devices

Windows desktop, laptop, or tablet computer

Mac, iPad, Chromebook

Webcam or attached video camera

Microphone and speakers

Internet access with bandwidth of at least 2 megabits per second (Mbps) download speed

Test Taker's Devices - Need Two Devices

Chromebook using Kiosk Mode (registered for eTest)

iPad using Guided Access Mode (registered for eTest)

Webcam or attached video camera

Microphone and speakers

Internet access with bandwidth of at least 2 megabits per second (Mbps) download speed on Chromebook or iPad

Test takers must use a smartphone or second device (not the same device for testing) as an external camera so the proctor can monitor the test

Web Conferencing Platform: Any platform with unlimited time and breakout rooms if more than 1 test taker

For complete instructions and detailed technology requirements, read the [Guidelines!](#)



**CASAS Remote Testing
Guidelines**

1:1 or Multiple Test Takers

Chromebooks and iPads

v2.0

Remember, for each approach, there are [two documents](#) on the CASAS Remote Testing webpage:

- Remote Testing Guidelines include detailed information on:
 - how to use Chromebooks in [Kiosk Mode](#) and iPads in [Guided Access Mode](#)
 - How to register students' devices as testing stations
- Quick Reference Document

The [Quick Reference](#) document is only to be used after carefully studying the longer [Testing Guidelines](#) document.

CASAS Approach #4

1:1 Oral Responses

This approach is **not permitted** in ICCB adult education programs due to concerns with test validity.

Next Steps

Next Steps for Program Administrators

- If new to eTests, complete the [Going Live! Checklist](#) prior to completing the [Going Remote! Checklist](#).
- Study the [CASAS Remote Testing Guidelines](#) for each of the three ICCB-approved approaches to determine which approach(es) is appropriate for your program.
- Decide if your program will do Part A and Part B on the same day or on different days.
- Identify and acquire [technology](#) needed for remote testing.
- Identify [proctors](#) and ensure that they complete the two required trainings:
 - CASAS course: *CASAS eTests Proctor Training*
 - iLearn course: *Remote Proctor Training for CASAS*
- Pair [experienced](#) eTest proctors with [new](#) eTest proctors for mentoring and coaching.

Tips for Successful Remote CASAS Testing

PRACTICE! Prior to remote testing, proctors should:

- Practice giving the eTest with the Simulation Server
- Practice with the web conferencing platform (e.g. Zoom)
- Practice giving the eTest **remotely to colleagues** before giving remotely to students

START SMALL!

- Have one or two proctors try the selected approach with a few students before having multiple proctors remote test.
- Provide opportunities for proctors to share their experiences, challenges, and solutions with one another.

Tips for Successful Remote CASAS Testing, Cont.

START SMALL!

For Approaches that allow up to 5 students to be tested at a time:

- Start by testing only one student, then two at a time, then three, etc.
- Managing and proctoring **multiple breakout rooms** requires practice

REMOTE TESTING ESL STUDENTS

- Begin with advanced-level students.
- For low and intermediate-level ESL students, use **bilingual proctors**. Remember, the student's native language can be used until the student starts the test.

Questions?

For questions about CASAS Implementation in Illinois, contact:

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cporter@cntrmail.org

Dawn Hughes, CIAESC

DJ-Hughes2@wiu.edu

For technical assistance from CASAS, contact:

eTests Implementation (for programs just getting started with eTesting): golive@casas.org

Technical Support: techsupport@casas.org

Remote Testing Support: remotetesting@casas.org