DC CASAS Remote Testing Implementation Training

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Training Objectives

1. Discuss the benefits and challenges of remote testing.

2. Review the process for preparing students for remote testing.

3. Review the CASAS remote testing approaches, guidance and requirements for agencies and proctors to begin remote testing.

4. Explore the CASAS What's New Remote testing webpage and other related resources available on the CASAS website at www.casas.org.

5. Identify next steps to "Go Remote!"

USDE OCTAE & CASAS Guidance on Remote Testing

- The US Department of Education Office of Career, Technical and Adult Education's (OCTAE) March 27, 2020 (20-3) memo, Q7 states that remote testing with National Reporting System (NRS)-approved tests must **follow test publisher guidelines** regarding:

    - Student identification
    - Test security
    - Remote proctor training

- As such, the Comprehensive Adult Student Assessment System (CASAS) National Office has developed guidance for states on administering CASAS assessments remotely.

OSSE AFE Guidance on Remote Testing

- In accordance with the USDE OCTAE and CASAS National Office, DC WIOA providers and partners may administer CASAS eTests Online® (appraisals/locators, pre-tests and post-tests) via a place-based setting, **remotely** or a hybrid of the two approaches.

- All assessments must be administered in accordance with the *DC Assessment Policy for WIOA Providers and Core Partners* v. 3.1 and the CASAS guidelines which can be found at www.CASAS.org.

- *The OSSE Adult and Family Education FY 2019-20 DC Assessment Policy for WIOA Providers and Core Partners*, which has been updated to include CASAS Remote Testing, is posted on the OSSE website.

- Also see the OSSE Guidance Letter (OGL) – Adult and Family Education (OGL-AFE 1 – 20) on osse.dc.gov.

CASAS Remote Testing Benefits

- Provides **continuation of services**
- **Post-test** to measure student achievement of Measurable Skill Gains (MSGs)
- **Pretest** new students
  - baseline scores for National Reporting System (NRS) reporting
  - placement information to guide place-based or distance learning instruction or a hybrid of the two approaches
  - determine eligibility for workforce training

- Adds flexibility by developing the capacity to offer 1:1 and multiple testing options, including testing distance learners.

- Enables local program providers to make remote testing a regular and essential part of their programs.

- Remote testing is the wave of the future for distance learning.

Remote Testing Challenges

- **Equity concerns**!
  - Proctor and student **access to technology**
    - Appropriate devices
    - Low internet bandwidth – competition with others in household
  - Student **test environment** may lack:
    - Privacy and a quiet place to test without distractions
- **High staffing costs** due to limitation of test taker to proctor ratio.
  - Difficult to test large numbers at a time and still maintain test security.
- **New procedures** to learn and implement with multi-step processes for both proctors and students.

Emerging Assessment Scenarios

Remote Testing Only

- 1:1 (one proctor, one test taker)

- Multiple test takers (one proctor, multiple (up to 5) test takers)

Onsite Testing in 1 "Room"

- One computer lab with social distancing

- Onsite in cars in parking lot with Wi-Fi hotspot

Hybrid – Onsite and Remote Testing
- Proctor is onsite with test takers who are all off site/at home.

- Proctor is onsite with some test takers in same room and others in different rooms/remote.

Preparing for Remote Testing

- **Preparing students for remote testing consists of two parts:**

  - Part A—Remote Test Prep (CASAS Preparation for Remote Testing) consists of the Remote Proctor helping the test taker to prepare for CASAS eTesting at a distance.

  - This process includes setting up and troubleshooting the test taker's hardware (e.g. computer, laptop, Chromebook, and/or iPad), SmartPhone, where applicable, and the web conferencing platform (e.g., GoToMeeting, Microsoft Teams) with remote control and screen sharing functionality that will be used on the Remote Test Administration day.

  - Proctors and test takers should allot one to two hours for this process.

Preparing for Remote Testing (Cont.)

- **Preparing students for remote testing consists of two parts:**

  - Part B—Remote Test Administration (Taking the CASAS eTest) consists of the administration of a CASAS eTest by the Proctor to the test taker at a distance.

  - The Remote Proctor and test taker should allot 15-30 minutes on Remote Test Administration Day to complete the start-up test security protocol(s) prior to the administration of CASAS eTesting.

  - Once the start-up test security protocol(s) is completed, the Proctor starts the CASAS eTest session for the test taker to begin the test.

Preparing for Remote Testing (Cont.)

- The CASAS eTests Online® will use the locator to place students into the appropriate pre-test during a 1:1 or multiple test takers remote testing session.

- It is recommended that OSSE AFE sub-grantees use the options in which the learner completes the locator and pre-test in one remote test session per modality.

- CASAS recommends 45 to 60 minutes for the administration of each CASAS eTest remotely.

- After the test taker completes the test, the Remote Proctor and test taker should allot 15-30 minutes to engage in close out test security protocol(s).

Preparing for Remote Testing (Cont.)

- Part A—Remote Test Prep and Part B—Remote Test Administration may be completed on the same day or in two blocks of time on separate days.

- If Part A and Part B are scheduled on separate days, in Part B, the proctor will need to once again verify the test taker's ID and that the technology, internet bandwidth, and environment requirements have been met.

- If Part A and Part B are completed on the same day, a break in between is recommended.

4 Approaches to CASAS Remote Testing

- **Approach 1 - 1:1 Remote Control**

- **Approach 2 - 1:1 or Multiple Test Takers** -- test takers on **Windows 10 PCs**

- **Approach 3 - 1:1 or Multiple Test Takers** -- test takers on **Chromebooks or iPads**

- **Approach 4 - 1:1 Oral Responses**

4 Approaches to CASAS Remote Testing

- Each approach has unique instructions:

  - **Detailed, step-by-step, scripted directions** provided in the ***CASAS Remote Testing Guidelines*** document and in proctor training.

  - Detailed technical requirements for proctors and test takers.

CASAS Remote Testing Approach 1 – 1:1 Remote Control

- For test takers on PCs, Macs, iPads, or tablets.

- Proctor must use Windows 10 PC.

- Proctor's computer registered for testing and remotely shared with test taker using **remote control**, in addition to screen sharing.

- Test responses entered by test taker on own device.

- Proctor monitors via web conferencing platform using webcam.

- Reliable internet connection – 2 Mbps or faster.

# CASAS Remote Testing Approach 1 – 1:1 Remote Control (Cont.)

MBps

- Broadband speeds are measured in **'megabits per second'**, often shortened to Mb Mbits p/s or Mbps.

- Bits are tiny units of data, with a megabit representing a million of them.

- The higher the number of Mbps (megabits per second), the speedier the online activity should be.

- A high number means that downloads complete more quickly, webpages load faster, streaming of videos begins more rapidly and video calls should display smoothly.

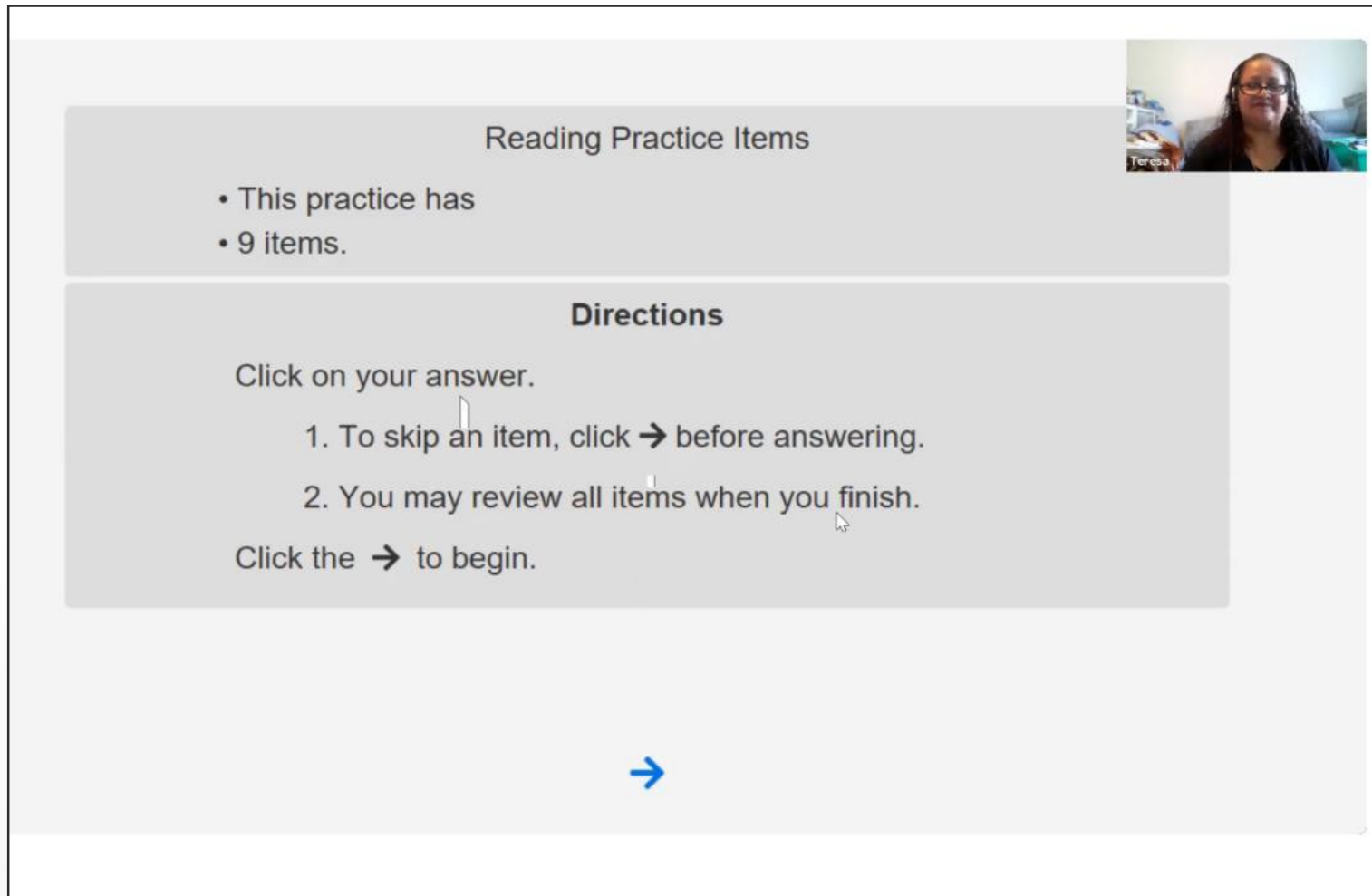# CASAS Remote Testing Approach 1 – 1:1 Remote Control (Cont.)

Internet connection speed	Time to load a typical web page	Time to download a typical 5 minute song	Streaming video quality
56k dial-up modem	14 seconds	12 mins 30 secs	Low quality
256k broadband	3 seconds	3 mins	
512k broadband	1.6 seconds	1 min 30 secs	
1Mbps broadband	0.8 seconds	41secs	
2Mbps broadband	0.4 seconds	20 secs	
4Mbps broadband	0.1 seconds	5 secs	Medium quality
6Mbps broadband	Instant	3.5 secs	
8Mbps broadband	Instant	2.5 secs	TV quality
12Mbps broadband	Instant	1 sec	
24Mbps broadband	Instant	Instant	
50Mbps broadband	Instant	Instant	Superfast
100Mbps broadband	Instant	Instant	
+100Mbps broadband	Instant	Instant	Ultrafast

CASAS Remote Testing Guidelines – 1:1 Remote Control

CASAS Remote Testing Guidelines

1:1 Remote Control
v2.2
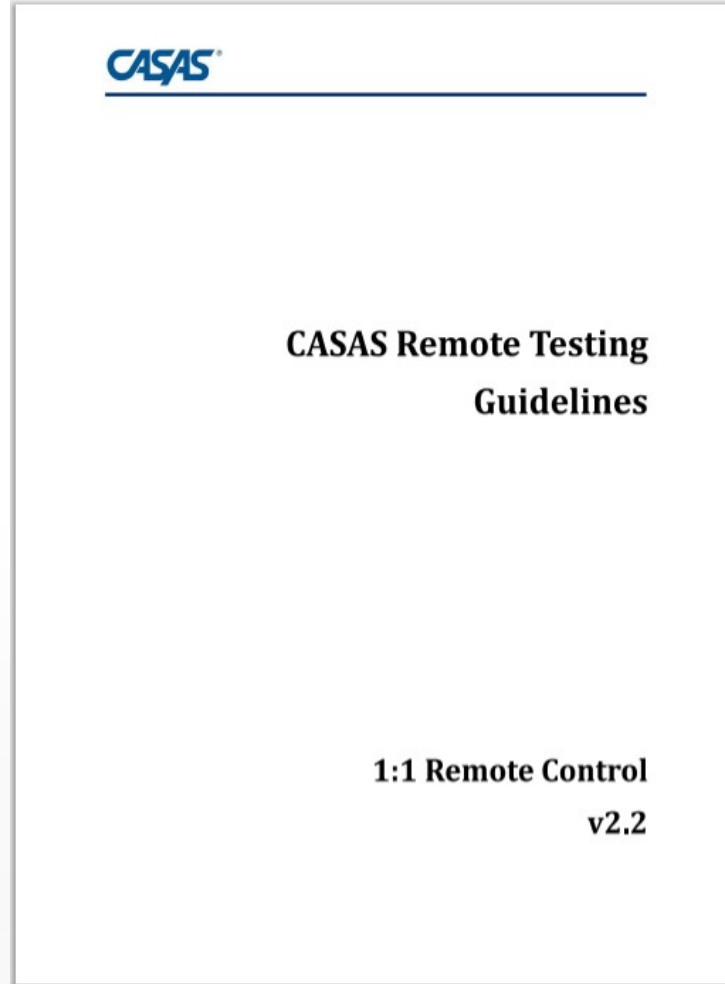
Example: Remote Control eTests 1:1 Using Zoom

Remote Testing Video Demonstration

This video shows the 1:1 Remote Control Approach.

It is also helpful to see how to begin a remote testing session with multiple test takers.

CASAS Remote Testing Approach 2 – 1:1 or Multiple Test Takers on PCs with Windows 10

- For test takers on PCs with Windows 10.

- Test taker's computer registered for eTesting.

- Test responses entered by test taker on own device.

- Proctor can use PC, Mac, iPad, or Chromebook.

- Proctor monitors up to five test takers via any web conferencing platform using webcam.

- Reliable internet connection – 2 Mbps or faster.

CASAS Remote Testing Approach 3 –
1:1 or multiple test takers on Chromebooks or iPads

- For test takers on Chromebooks in kiosk mode or iPads in guided access mode.

- Test taker's device registered for eTesting.

- Test responses entered by test taker on own device.

- Proctor can use PC, Mac, iPad, or Chromebook.

- Proctor monitors up to five test takers via any web conferencing platform using webcam.

- Reliable internet connection – 2 Mbps or faster.

Multiple Test Takers Considerations

- Determine how students will receive the link to enter the testing event.

- Determine how to handle students' technical issues.

- Web conferencing platform – need breakout rooms with audio and video.

- Put test takers in private breakout rooms to take the test.

- Test takers can simultaneously take more than one test form at a time (e.g., Reading GOALS, 903R and 905R).

- Test takers can ask for assistance.

- Proctor circulates breakout rooms to monitor.

--Developed by CASAS and Karen Cook, Austin Community College

Multiple Test Takers Considerations (Cont.)

- Establish moderator and number of proctors.

- Develop scripts for both moderators and proctors.

- Clearly state the roles of the moderator and proctors.

- More than one proctor, or a moderator and a proctor, can be used to make the process more secure and efficient.

- Develop trainings and practice time among staff before testing.

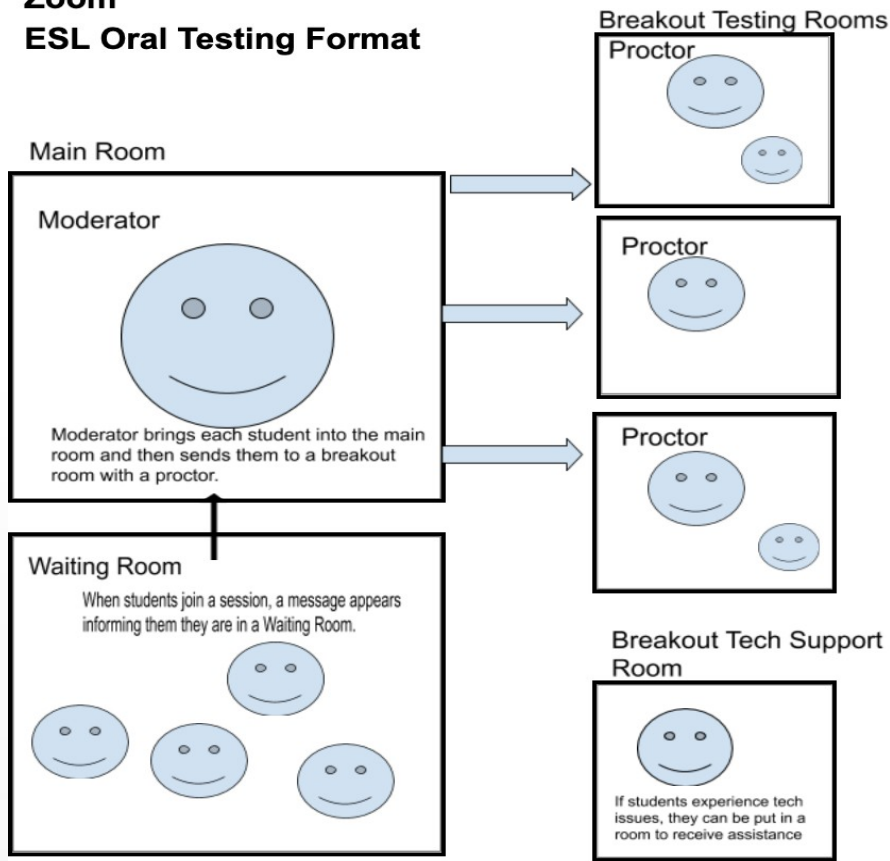--Developed by CASAS and Karen Cook, Austin Community College

Multiple Test Taker Considerations (Cont.) Example of Process from Austin CC in Texas

A CASAS EVENT

Zoom
ESL Oral Testing Format

Main Room

Moderator

Moderator brings each student into the main room and then sends them to a breakout room with a proctor.

Waiting Room

When students join a session, a message appears informing them they are in a Waiting Room.

Breakout Testing Rooms
Proctor

Proctor

Proctor

Breakout Tech Support Room

If students experience tech issues, they can be put in a room to receive assistance

The **Moderator** creates and runs the Testing Event.

The **Proctor** joins the Testing Event and administers CASAS to students in individual or group sessions.

--Developed by CASAS and Karen Cook, Austin Community College

CASAS Remote Testing Approach 4 –
1:1 with oral responses on Chromebooks or iPads

- Proctor must use Windows 10 PC.

- Proctor's computer registered for eTesting.

- Proctor's screen shared with test taker.

- Test taker tells the proctor the answer to select for each test question.

- Test taker can use PC, Mac, iPad, or tablet.

- Proctor monitors using any web conferencing platform via test taker's mobile phone.

- Easy to implement for proctor and test taker.

CASAS Remote Testing Summary

	Approach Description	1:1	Multiple Test Takers	Registers eTests on whose device?	Proctor Devices	Test Taker Devices*	Web Platform **	Smartphone for Proctor Monitoring
1	1:1 Remote Control	Yes	No	Proctor	Windows 10 PC	Mac, PC, iPad* or tablet*	Any with Remote Control & Screen Sharing	Recommended
2	1:1 or Multiple Test Takers on Windows 10 PC	Yes	Yes	Test Taker	PC, Mac, iPad, Chrome-book	Windows 10 PC	Any with Screen Sharing	Recommended
3	1:1 or Multiple Test Takers on Chromebooks or iPads	Yes	Yes	Test Taker	PC, Mac, iPad, Chrome-book	Chromebook in Kiosk mode or iPad in Guided Access Mode	Any with Screen Sharing	Yes
4	1:1 Oral Responses	Yes	No	Proctor	Windows 10 PC	Chromebook, Mac, iPad* or tablet*	Any with Screen Sharing	Recommended

See *CASAS Remote Testing FAQs* for screen size requirements.

** Check web conferencing platform to ensure it has all required features for remote testing.

NRS-Approved CASAS Tests for Remote Testing

- Reading GOALS for ABE/ASE
- Math GOALS for ABE/ASE

- Life and Work Reading for ESL

- Life and Work Listening 980 for ESL

Agency Remote Testing Agreement

- Local agencies must already be set up to deliver CASAS eTests.

- To transition to eTests, see the Going Live Checklist.

- Local agencies must submit an Agency Remote Testing Agreement prior to testing remotely; one per agency.

- The agreement covers all CASAS NRS-approved tests for Pre/Post Testing.

- The signed Agency Remote Testing Agreement attests that the agency will adhere to all privacy, test security, technology, test environment, and test administration requirements in the CASAS *Remote Testing Guidelines*.

Proctor Remote Testing Agreement

- Proctors must agree to:
  - Follow all privacy, test security, technology, and test administration procedures and protocols in the CASAS *Remote Testing Guidelines*.
  - Document test takers' agreement not to take assistance from others.

- The agreement covers all CASAS remote testing approaches.

- Local agencies:
  - are responsible for ensuring that their remote testing proctors are trained and are following remote testing protocols.
  - should keep a copy of the proctor remote testing agreements and each proctor's OSSE AFE CASAS Remote Testing Implementation Training Certificate on file and upload a copy of both documents in the staff document folder for each proctor in the Literacy and Adult Community Education (LACES) for OSSE AFE monitoring purposes.

Going Remote

1. Agency has already implemented CASAS eTests.
2. Read the Remote Testing Guidelines.
3. Complete the Agency Remote Testing Agreement.
4. Each Proctor completes the Proctor Remote Testing Agreement.
5. Proctors currently certified to administered place-based assessments participate in the state required OSSE AFE CASAS Remote Testing Implementation Training.
6. Verify proctor equipment and experience requirements.

Going Remote (Cont.)

6. Identify test takers who have required technology.
7. Register testing station(s).

   - For 1:1 - register proctor's computer

   - For 1:1 or multiple test takers - register

     each test taker's computer

8. Review/select testing session templates and sessions.
9. Conduct trial remote testing runs with colleagues.
10. Go Remote!

Test Preparation and Administration

Prior to Testing (on the day before or same day)

- Proctor (or moderator) meets with test taker to:
  - confirm technical requirements
  - verify test taker's identity
  - scan room
  - go over test procedures
  - answer questions to make the test taker comfortable with the process

Test Preparation and Administration (Cont.)

On Testing Day

- Proctor connects with test taker to:
  - verify test taker's identity
  - confirm technical readiness
  - scan room
  - administer test

Registering Testing Stations Remotely

- **Register station with code**
  - See step-by-step directions with screen shots on the Remote Testing page on the CASAS website.

- **Register station with credentials remotely**
  - See Remote Testing Guidelines.

- You can also use a **testing station that was previously registered** by adding it to the remote test session.

Registering Testing Stations Remotely (Cont.)

Register station with code

- See the How-To Video Demonstration on CASAS website.

Local Program Remote Testing Considerations

- Determine the procedures and approaches that will work best for your program.
    - Start with the 1:1 Remote Control Testing Approach
    - Gradually, move towards using more than one remote testing approach, if useful (e.g., 1:1, 1:1 oral responses, multiple test takers)

    - Consider offering testing remotely, via a place-based setting or a hybrid of both approaches, if possible.
    - Involve intake, assessment and tech support staff.
    - Use native language before testing begins to support lower level ESL learners, if needed.
        - **Note:** Communicating with test takers in their native language is acceptable during Part A and before the test begins in Part B. However, all assessments must be administered in English.

Local Program Remote Testing Considerations (Cont.)

- Basic eTests monitoring rules apply, including collecting cell phones and circulating to monitor test takers, if onsite.
- Start small 1:1 (Proctor and Test Taker) remotely and scale up to add more test takers when comfortable.
- May test more at a time if some are onsite – but never more than 25 test takers per proctor.
- Be creative – AND follow the guidelines to ensure test security.
- Share suggestions for innovative approaches to CASAS remote testing with OSSE AFE and CASAS National Office.

Quotes from the Field

- It's very helpful to **practice** with colleagues before testing students."

- "Shout out to CASAS for creating the registration code so remoting into the student's computer is no longer required. So, so easy!"

- "Where there's a will, there's a way!"
  - Linda Cianferra, Novi Adult School, MI, about the "Testing in Cars" model

- Local agencies are discovering innovative ways to implement remote testing while following CASAS guidelines.

CASAS Remote Testing Updates

- Go to the **Remote Testing page** at www.casas.org for all CASAS remote testing resources

- Periodically check the new "Remote Testing Updates" document that describes the latest changes.

CASAS Remote Testing Updates (Cont.)

Visit the CASAS website - www.casas.org to view the following:

- New **"Remote Testing Updates"** document

- New **Video** Demonstration
- New eTests **Station Registration with Code**
- New Proctor Remote Testing **Certification**

- Updated Summary Chart
- Updated Remote Testing **Guidelines**, Quick Reference Chart, FAQs

- Updated **Agency Remote Testing Agreement**
- Updated **Proctor Remote Testing Agreement**

- **Going Remote! Checklist**

CASAS Announces Weekly Office Hours

NEW – Office Hours with CASAS Staff

- Every Friday at 11 a.m. Pacific/2 p.m. Eastern.
- Join CASAS to get one-on-one support, help, suggestions and just plain old encouragement in using CASAS eTests.
- Attending participants drive the session with their questions and needs.
- First session: Friday, Oct. 23, 2020.
- Register for CASAS Office Hours at: https://zoom.us/meeting/register/tJ0ofu-tqTIjGtXPjrxX_lrvpn8P5uewTjjE

What's New
Remote Testing

CASAS Office Hours Registration

Field Testing Opportunities

Getting started with CASAS eTests

CASAS Open During COVID-19 Pandemic

We're Going Online! 2021 Summer Institute

News and Updates Webinars

Next Steps

- Sign your Agency Remote Testing Agreement.

- Sign the Proctor Remote Testing Agreement.

- Go Remote.

- If you have questions, please contact us at OSSE.AFETA@DC.GOV and/or email remotetesting@casas.org.

- For technical questions, contact techsupport@casas.org