



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

OSSE GUIDANCE LETTER (OGL) - ADULT AND FAMILY EDUCATION (OGL-AFE 1 – 20)

DATE: July 1, 2020

TO: OSSE Adult and Family Education Sub-grantees,
Workforce Innovation and Opportunity Act (WIOA) Core Partners, and
Other DC Agencies and Providers
Implementing the Comprehensive Adult Student Assessment Systems (CASAS)

FROM: J. Michelle Johnson, State Director, OSSE Adult and Family Education

RE: CASAS Remote Testing – Guidance for CASAS eTest Administration Remotely

The DC Office of the State Superintendent of Education, Adult and Family Education (OSSE AFE) announces an update to the *FY 2019-20 DC Assessment Policy for WIOA Providers and Core Partners* that allows local program providers and partners to administer CASAS eTests Online remotely.

CASAS Testing Options

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* and the CASAS guidelines which can be found at www.CASAS.org.

CASAS eTests Online® and TopsPro Enterprise®

CASAS eTests Online® measure multiple skills including reading, listening, math, writing, speaking. CASAS eTests Online® are adaptive and assign a test appropriate for the test taker's ability level. With automated scoring, certified CASAS proctor can generate test results and share them with the test taker immediately.

Remote Testing Options

In order to increase access to assessment services, CASAS has developed the following remote testing options:

- **1:1 Remote Control** — This remote testing solution is used for 1:1 proctoring using a web conferencing platform. CASAS tests are administered on the proctor's computer. The web conferencing platform enables the test taker to take the test through remote sharing of the proctor's computer screen. To ensure a secure test administration, providers must follow the *CASAS Remote Testing Guidelines - 1:1 Remote Control*.
- **1:1 or Multiple Test Takers on Windows 10 PC** — This remote testing solution is used for proctoring up to five test takers per proctor with each test taker(s) using a Windows 10 PC and a web conferencing platform. The test is administered on each test taker's computer. The web conferencing platform enables the proctor to watch the test taker(s) throughout the testing event. To ensure a secure test

administration, providers must follow the *CASAS Remote Testing Guidelines - 1:1 or Multiple Test Takers on Windows 10 PC*.

- 1:1 or Multiple Test Takers on Chromebooks or iPads** — This remote testing solution is used for proctoring up to 5 test taker(s) per proctor with the test taker(s) using Chromebooks or iPads and a web conferencing platform. This approach requires the use of kiosk mode on the Chromebook and Guided Access Mode for the iPad. A web conferencing platform on another device (e.g., smartphone) is required to enable the proctor to watch the test taker(s) throughout the testing event. To ensure a secure test administration, providers must follow the *CASAS Remote Testing Guidelines - 1:1 or Multiple Test Takers on Chromebooks or iPads*.
- 1:1 Oral Responses** — This remote testing solution is for 1:1 proctoring with the test taker using a variety of devices and a web conferencing platform. With this approach, the test is taken on the proctor’s computer. The test taker sees the proctor’s screen with screen sharing through the web conferencing platform. The test taker reads each question, verbally indicates his/her answer to the proctor, who then confirms the test taker’s response using the script provided in the *CASAS Remote Testing Guidelines*, and clicks the applicable button that corresponds to the test taker’s answer in CASAS eTests Online®. To ensure a secure test administration, providers must follow the *CASAS Remote Testing Guidelines - 1:1 Oral Responses*.

The Remote Testing Options are summarized in the chart below, inclusive of the hardware and software needed by the proctor and test taker.

	Approach Description	1:1	Multiple Test Takers	Register 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, Chromebook	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, Chromebook	Chromebook in kiosk mode or iPad* guided access mode	Any with Screen Sharing	Yes
4	1:1 Oral Responses	Yes	No	Proctor	Windows 10 PC	Chromebook, Mac, PC, 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.

Preparation 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.
- Part B—Remote Test Administration (CASAS Taking the Test)** 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.

- 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).

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.

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.

Please reference the CASAS Remote Testing Guidelines at www.CASAS.org:

- 1:1 Remote Control
- 1:1 Multiple Test Takers on Windows 10 PC
- 1:1 or Multiple Test Takers on Chromebooks or iPads
- 1:1 Oral Responses

Additionally, CASAS has guidance and resources, including videos about remote testing on their website at <https://www.casas.org/product-overviews/remote-testing>. Please refer to the CASAS website as they are adding helpful resources regularly.

CASAS Training

OSSE AFE offers CASAS Implementation, eTests Online Coordinator and Proctor and Topspro Enterprise Training regularly to integrated education and training, adult education, and family literacy practitioners in the District of Columbia, as well as to staff members of partner agencies. Additionally, training webinars are offered by the CASAS National Office at www.casas.org.

OSSE AFE requires that each agency have a minimum of two staff members, who are certified in the roles of CASAS Coordinator and/or Proctor, to administer place-based or remote assessments.

CASAS Paper-Based Tests (PBT) - Training

To administer CASAS paper-based tests, an individual must successfully complete CASAS Implementation Training.

CASAS eTests Online® and TopsPro Enterprise® - Training

To administer CASAS eTests Online® in a place-based setting, remotely or a hybrid of the two approaches, individuals who are currently certified as CASAS eTest Coordinators and Proctors must:

- (1) Complete the OSSE AFE state-imposed CASAS Remote Proctor Training webinar;
- (2) Sign the Proctor Remote Testing Agreement, submit the agreement to CASAS National Office and forward a copy of the agreement to OSSE via email to OSSE.AFETA@dc.gov; and
- (3) Adhere to all test security measures and remote testing protocols.
- (4) Additionally, at least one person per site that is administering or preparing to administer CASAS eTests Online® and TopsPro Enterprise® in a place-based setting, remotely or a hybrid of the two approaches must

also complete the CASAS Agency Remote Testing Agreement.

To administer CASAS eTests Online® in a place-based setting, remotely or a hybrid of the two approaches, individuals who are not currently certified as CASAS eTest Coordinators and Proctors must:

- (1) Complete the CASAS Implementation Training;
- (2) Complete the CASAS eTests Online® Coordinator and Proctor Training, which will include the OSSE AFE state-imposed CASAS Remote Proctor Training;
- (3) Sign the Proctor Remote Testing Agreement, submit the agreement to CASAS National Office and forward a copy of the agreement to OSSE via email to OSSE.AFETA@dc.gov; and
- (4) Adhere to all test security measures and remote testing protocols.
- (5) Additionally, at least one person per site that is administering or preparing to administer CASAS eTests Online® and TopsPro Enterprise® in a place-based setting, remotely or a hybrid of the two approaches, must complete the CASAS eTests Online® and TopsPro Enterprise® CASAS Test Site Agreement and the CASAS Agency Remote Testing Agreement.

Note: Agencies that administer CASAS eTests Online® and TopsPro Enterprise® are required to sign the CASAS Test Site Agreement and the CASAS Agency Remote Agreement to ensure that the organization has the flexibility to administer assessments in a place-based setting, remotely or a hybrid of the two approaches. The signed agreements attest that the agency will adhere to all test security measures and testing protocols. OSSE AFE reserves the right to monitor organizations for adherence to the OSSE AFE and CASAS guidelines relative to the administration of assessments.

FY 2019-20 DC Assessment Policy for WIOA Providers and Core Partners v. 2.1

Per the US Department of Education Office of Career, Technical and Adult Education's (OCTAE) March 27, 2020 (20-3) memo, remote testing with National Reporting System (NRS)-approved tests is permissible and must follow test publisher guidelines. Additionally, procedures must be in place that ensure 1) that the student who is testing remotely can be properly identified, 2) any approved test (i.e., any test determined suitable for use in the NRS) that is used is properly secured, and 3) the virtual proctor can properly administer the test. As such, the updated *OSSE Adult and Family Education FY 2019-20 DC Assessment Policy for WIOA Providers and Core Partners*, includes these criteria and other requirements for local program providers and partners to administer CASAS eTests Online remotely. The policy is posted on the osse website at osse.dc.gov.

For additional information, email OSSE.AFETA@DC.GOV.