

Michigan ESL
Professional Advisory
Committee

CASAS Remote Testing
Professional Development

Part 1: Beginners

December 4, 2020, 10am-12pm



Good Morning!
Today's Presenters:

Caitlyn Pisarski

Manager, Adult Learning Labs
Southwest Economic Solutions

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Intake & Retention Specialist,
Adult Learning Labs
Southwest Economic Solutions



Morning Agenda

- Welcome/Introductions!
- CASAS eTests Overview
- Training and Certification
- 1:1 Remote Testing
- Best Practices
- Reports
- Q & A

Introductions

In the chat, please share:

- Your CASAS testing role (proctor, data manager, admin, etc)
- Type of program: ELL, ABE, GED, Career Center, other
- Do you provide “on-demand” or cohort-based testing?

Reflections on Current Program

Things to Consider:

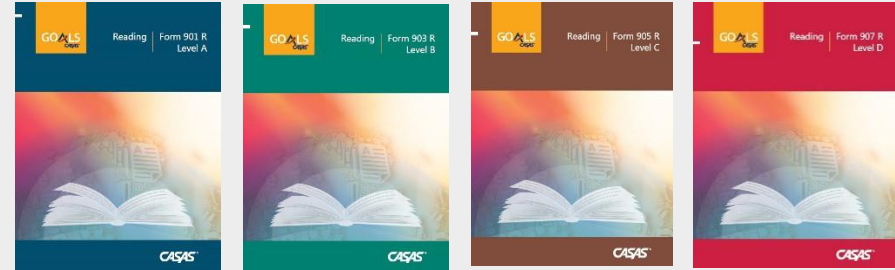
- What is your agency's assessment process?
- How have you adapted during the pandemic?
- What improvements have you implemented (or would like to implement) to benefit participants, teachers and administrators?

Poll: Your current
CASAS experience!

CASAS Tests Components



Paper-based Assessments





Computer-based Assessments



Data Accountability Software



Going Live! Checklist for CASAS eTests

eTests Implementation  

Going Live! Checklist

First Steps

- 1. Confirm system requirements for each online application.
 - CASAS eTests Online [System Requirements](#)
 - TOPSpro Enterprise Online [System Requirements](#)
- 2. Complete minimum requirements to set up your online account.
 - [Enroll and complete the following:](#)
 - CASAS eTests Agency Agreement
 - Module 1: CASAS Implementation Basics
 - Module 2: CASAS eTests Implementation
 - CASAS eTests Coordinator Certification*
 - CASAS eTests Proctor Certification*
- 3. Order your eTests and TOPSpro Enterprise package.
 - TE Basic Package [WTUs](#)
 - TE Enhanced Package [TEUs](#)
- 4. Email golive@casas.org and request CASAS to set up your online account.

*Staff may hold multiple certifications.

Next Steps

- 5. [Connect](#) to your online account.
- 6. [Add sites](#) and enable for eTests.
- 7. [Add user](#) accounts for staff.
- 8. [Register](#) testing stations.
- 9. [Replicate](#) testing sessions.
- 10. [Conduct](#) a trial run.
 - CASAS recommends additional staff complete training before the trial run.
- 11. [Go live!](#)
- 12. [Retrieve](#) results and generate reports.
 - Module 4: Test Results and Reports (recommended training)

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Step-by-step guide to setting up eTests and training staff for implementation

CASAS eTests Useful Resources

- ✓ CASAS Intake Process
PDF: <http://bit.ly/CASASpdfIntake>
- ✓ CASAS Technical Support
 - ✓ techsupport@casas.org
 - ✓ 1-800-255-1036 option 2
7am – 5pm (PT), Monday – Friday
- ✓ Other local programs!



CASAS Implementation Training

- **Module 1:** Implementation Basics
- **Module 2:** CASAS eTests Implementation
- **Module 3:** Paper Test Implementation
- **Module 4:** Interpreting Test Results and Reports



- CASAS eTests Coordination Certification
- CASAS eTests Proctor Certification



CASAS Implementation Training



CASAS Implementation Training is now available in four modules specific to the needs of test administrators, instructors, and other staff.



**If you administer...
CASAS eTests**

- Module 1 and 2 (required)
- Module 4 (recommended)

**If you administer...
CASAS Paper Tests**

- Module 1 and 3 (required)
- Module 4 (recommended)

**If you administer...
eTests & Paper Tests**

- Module 1, 2 and 3 (required)
- Module 4 (recommended)

**If you are an Instructor,
a Counselor, a Career
Coach . . .**

- Module 1 (recommended)
- Module 4 (recommended)

Just getting started with CASAS eTests?

- See the [Going Live! Checklist](#) for more information.



Just getting started with Remote Testing?

- See the [Going Remote! Checklist](#) for more information.



Need technical assistance? Contact CASAS Tech Support

- Available: 6:00 am – 5:00 pm (Pacific), M – F.
- Email: TechSupport@casas.org – to alert several members of the team to ensure you receive a timely response.
- Phone: Team members are also available at 1-858-292-2900 or 1-800-255-1036, option 2.

How the **CASAS** System Works



Use CASAS Locator or Appraisal to find appropriate pretests

Use CASAS pretests to place participants into NRS Educational Functioning Levels (EFLs) and identify instructional needs

Use CASAS pretest results to guide teaching

Use CASAS post-tests to measure learning gains and document completion of NRS EFLs

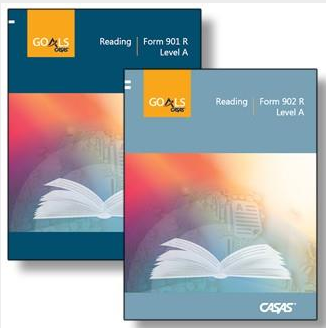
NRS Approved Tests

■ For ABE & ASE:

- Reading GOALS 900 series
- Math GOALS 900 series

■ For ESL:

- Life and Work Reading 80 series
- Life and Work Listening 980 series



Reading GOALS Series

CASAS Level	Form Number	Number of Test Items	Timing
Locator	104R	12	15 min.
Appraisal	900R	28	30 min.
A	901 902	39	60 min.
B	903 904	40	75 min.
C	905 906	40	75 min.
D	907 908	40	75 min.

- Aligned to the CCR Standards for Adult Education and CASAS Competencies
- Measures rigorous academic skills in contexts relevant to lives of adult learners

Math GOALS Series

CASAS Level	Form Number	Number of Test Items	Timing
Locator	104M	10	15 min.
Appraisal	900M	20	30 min.
A/B	913 914	40	60 min.
C/D	917 918	38	75 min.

- Aligned to the CCR Standards for Adult Education and CASAS Competencies
- Formulas are provided
- Basic calculators provided on screen (eTests) or by the agency for paper testing.

Life & Work Reading 80 Series-ESL

CASAS Level	Form Number	# of Test Items	Timing
Locator	102R	9	15 min.
Appraisal	80R	25	25 min.
Beg Literacy	27 or 28	30	60 min.
A	81 or 82	24	60 min.
A/B	81X or 82X	28	60 min.
B	83 or 84	32	60 min.
C	85 185 86 186	37 38	60 min.
D	187 or 188	32	60 min.

- Aligned to the CASAS Competencies and CASAS Reading Standards

Life & Work Listening 980 Series

CASAS Level	Form Number	Number of Test Items	Timing
Locator	89L	9	15 min.
Appraisal	80L	26	30 min.
A	981 982	38	49 min.
B	983 984	38	52 min.
C	985 986	38	51 min.

- Aligned to the CASAS Competencies and CASAS Listening Standards.
- Available on eTests or via CD with answer sheets
- Test booklet with photo item type at Level A only; no test booklets for Levels B & C

Going Remote! Checklist

Going Remote! Checklist

1. Agency has already implemented CASAS eTests (see [Going Live! Checklist](#)).
2. Read the [CASAS Remote Testing Guidelines](#) for the approaches to be used.
3. Complete the [Agency Remote Testing Agreement](#), one per organization.
4. Complete [Proctor Remote Testing Agreement](#), one per proctor. Agree to adhere to protocols and requirements in the [Remote Testing Guidelines](#) (optional – Proctor [Remote Testing Training](#)).
5. Proctors meet the following **experience and equipment requirements**:
 - eTests Proctor Certification
 - Experience proctoring eTests in a lab/classroom (strongly recommended)
 - Appropriate device for selected approach (e.g., PC with Windows 10)
 - Webcam
 - Reliable internet connection – 2 Mbps or faster
 - Web conferencing platform installed which allows screen sharing (e.g., ZOOM or other platforms)
6. **Identify remote test takers** who have:
 - Reliable internet connection – 2 Mbps or faster
 - For 1:1 Remote Control – PC Windows 10, iPad, or Mac – with webcams
 - For 1:1 or multiple test takers – PCs Windows 10 only with webcams
 - For 1:1 or multiple test takers – Chromebook with smartphone replacing webcam (coming soon)

NOTE: Taking the test on a mobile phone is *not* allowed
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 **eTests testing templates and sessions**.
9. Conduct multiple **remote testing trial** runs with colleagues until comfortable with the CASAS eTests and web conferencing technologies.
10. Ready to **Go Remote!**

Step-by-step guide
to setting up
Remote eTests

Going Remote! Checklist




Proctor Remote Testing Agreement

[Home](#) ▶ [PRTA 2020-21](#)

ADMINISTRATION

▼ Questionnaire administration

 [To begin, click here.](#)

▶ Module administration

Proctor Remote Testing Agreement

Required before proctoring remote testing – one per proctor

Before submitting this agreement,

- ▶ You must have **permission** to do remote testing from your state (if applicable) and local agency.
- ▶ You must already be **certified** as a CASAS eTests proctor - i.e., completed CASAS eTests Proctor Certification.
- ▶ **Important! for California agencies**, if you are *only* proctoring COAAP or CIT, you are **not** required to be a certified eTests proctor.

After submitting this agreement:

1. CASAS automatically receives documentation of your submission and you may begin remote testing.
2. Save a copy of this agreement to your computer.
3. Keep this signed document on file with your Agency's **Local Assessment Policy**.
4. Please **do not** send a copy of your agreement to CASAS.

Refer to the [Remote Testing](#) page on the CASAS website for further information.


[Resume questionnaire](#)



Intro to 1:1 Remote Testing Video

YouTube

Search



Play (k)

0:02 / 7:28

#CASASRemoteTesting #CASAScommunity #AdultEdu
CASAS Remote Testing 1:1 Demonstration

9,799 views • Jun 1, 2020

65 7 SHARE SAVE ...

The image shows a YouTube video player interface. At the top, there is a search bar and the YouTube logo. The main content is a video player showing a laptop screen. The screen displays the CASAS logo in blue, with the text 'Remote Proctored Testing 1:1' below it. The video player includes a play button, a progress bar showing 0:02 / 7:28, and various control icons like volume, closed captions, settings, and full screen. Below the video player, there are social media hashtags (#CASASRemoteTesting, #CASAScommunity, #AdultEdu), the video title 'CASAS Remote Testing 1:1 Demonstration', the view count '9,799 views • Jun 1, 2020', and engagement icons for likes (65), comments (7), share, save, and a menu icon.



Intro to 1:1 Remote Testing Video

Questions & Discussion

Registering Stations Video



Search



#CASASRemoteTesting #CASAScommunity #AdultEdu

Register Testing Stations for Remote Testing

2,776 views • Jul 9, 2020

👍 5 🗨️ 0 ➦ SHARE ≡+ SAVE ...



Register Testing Stations for Remote Testing

CASAS Tech Support
techsupport@casas.org

Registering Stations Video

Questions & Discussion

Intro to 1:1 Remote Testing

Best Practices

Ideal Testing Session	Common Issues
The participant is familiar with computers and Zoom	The participant is unfamiliar with computers or has not used Zoom before

Intro to 1:1 Remote Testing

Best Practices

Possible Solutions

- Send the participant steps on how to download Zoom and get connected
- Make an appointment before the test to make sure they can connect to Zoom

Intro to 1:1 Remote Testing

Best Practices

Ideal Testing Session	Common Issues
Good Internet connection	Unstable Internet connection

Intro to 1:1 Remote Testing

Best Practices

Possible Solutions

- Confirm that the participant has Internet at home and find out speed
- If they don't have it, see if they can get access to public WIFI
- Find alternative testing option like taking the test onsite

Intro to 1:1 Remote Testing

Best Practices

Ideal Testing Session	Common Issues
<p>Participant has laptop or desktop with:</p> <ul style="list-style-type: none">➤ Windows 10➤ Camera➤ Microphone	<ul style="list-style-type: none">➤ Laptop operating system is not compatible with test➤ Computer does not have camera and/or microphone

Intro to 1:1 Remote Testing

Best Practices

Possible Solutions

For Operating System Issues:

- Ask about computer make/model ahead of time
- Share screen to take test and give remote control
- If remote control is not allowed, participant tells proctor to click on each answer

For Camera/Microphone Issues:

- Have participant video/call in with phone

Intro to 1:1 Remote Testing

Best Practices

Ideal Testing Session	Common Issues
Proctor talks to the participant in native language	They speak a different languages

Intro to 1:1 Remote Testing

Best Practices

Possible Solutions

- Train proctor who speaks the same languages as participant
- Send a translated email explaining what the participant should do during testing session
- Use signs that help the participant understand process

What other challenges
have you experienced?

What is ?

- TOPSpro Enterprise (TE) generates student test reports
 - From eTests
 - From scanned answer sheets from paper testing.
 - By manually entering student test responses
- Basic TE includes individual student reports.
- Enhanced TE includes individual and class level reports.

Personal Score Report (PSR)



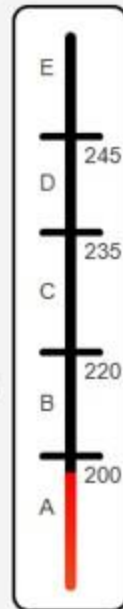
eTests Online Personal Score Report

ID: 666121289

Victor Rodriguez

Your Reading score on form 903R is 200.

Apr 25 2019



Beginning ABE Literacy

Reads familiar words, phrases, and many other common words related to immediate needs. Recognizes sight words on the computer. Reads common signs with familiar words and symbols, including many transportation-related and workplace signs. Recognizes some unfamiliar words even though unsure of meaning. Makes sense of simple notes and messages. Interprets simple forms and locate familiar information in simple lists.

Individual Skills Profile

Erica Kim

ID# 274564719

Agency: 4908 - Rolling Hills Adult School (RHAS)

Program: HSE

Most Recent	Form	Date	Scale Score	NRS * Level	Form Level	Number of Items			Grade Equiv.
						Total	Correct	Attempted	
Math	035M	10/17/2017	223	4	C	35	17	35	6.5
Reading	187R	08/28/2017	240	5	D	32	20	32	9.9

Reading Competencies	N	Correct
Consumer Economics	4	75 %
Community Resources	14	71 %
Health	5	80 %
Employment	16	81 %
Government and Law	5	0 %
Learning and Thinking Skills	9	22 %

Reading Content Standards	N	Correct
Vocabulary	16	62 %
General reading comprehension	28	67 %
Text in format	4	75 %
Reference materials	3	0 %
Reading strategies	12	83 %
Reading and thinking skills	9	33 %

Math Competencies	N	Correct
Computation	35	48 %

Math Content Standards	N	Correct
Number sense	17	58 %
Measurement	17	29 %
Statistics, Data Analysis and Probability	7	57 %

Reading Tasks	N	Correct
Forms	1	100 %
Charts, maps, consumer billings, matrices, graphs, ...	6	33 %
Articles, paragraphs, sentences, directions, manuals	25	68 %

Erica Kim has a likelihood of ...	to pass this GED 2014 subsection
79 %	Reasoning Through Language Arts
More study needed	Mathematical Reasoning

Questions & Comments?

Thank You!

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