

Michigan ESL
Professional Advisory
Committee

CASAS Remote Testing
Professional Development

Part 2: Intermediate/Advanced

December 4, 2020, 1-3pm



Good Afternoon!
Today's Presenters:

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Afternoon Agenda

- Welcome/Introductions!
- Remote Testing Setup & Certification
- Approaches to Remote Testing
- Best Practices
- Breakout Groups
- CASAS Webinar Updates
- Bonus Quiz Sheet Review
- 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!

Download:

<https://bit.ly/BonusQuizSheet>



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

① 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](#)



Proctor Remote Testing Certification



Product Overviews

Get on-target results with CASAS assessments and resources. Our products are time saving, easy to use, and cost effective.

[Home](#) > [Product Overviews](#) > Remote Testing

Order

Assessments

Remote Testing

Curriculum Management & Instruction

Software

Research and Evaluation

Services

Remote Testing for CASAS tests

CASAS is excited to support agencies as they prepare for the future with distance learning becoming a regular and essential part of their programs. In order to better support distance learning opportunities for more learners, remote testing is the wave of the future.

- [Remote Testing Updates](#)
- Optional: Proctor Remote Testing Certification, click [here](#).


Videos

- Novi Adult Education, Promising Practice: Testing in Cars, click [here](#).
- Latest webinar update on remote testing, click [here](#).
- Remote Testing 1:1 Demonstration video, click [here](#).
- Register Testing Stations for Remote Testing video, click [here](#).

<https://www.casas.org/product-overviews/remote-testing>


Register Testing Stations

Testing Stations




Steps to Register Testing Stations for Remote Testing

CASAS eTests requires registration of the device used to administer a test. To complete this process with a test taker who is located off-site, proctors use a 6-digit code generated in the eTests website.




Registering Chromebooks

If the test taker is using a **Chromebook** to take the test, then [install the eTests app](#) first before proceeding to register the device. This app must run in Chrome's Kiosk mode, which needs to be set up by the Chromebook's [owner user](#). To discuss issues surrounding Google licensing and using agency-owned devices versus devices owned by the test takers, contact techsupport@casas.org.




Registering iPads

If the test taker is using an **iPad** to take the test, then [install the eTests app](#) first before proceeding to register the device. The eTests Online iPad Installation Guide walks you through the steps to set up Apple's Guided Access Mode to secure the test.



Registering Windows 10 PCs

If the test taker is using a **Windows 10** device to take the test, then direct them to the eTests Online website. Use the same server URL* you use as a proctor to access the Application Management Console for starting testing sessions.



Server	eTests URL
*Global	etestsonline.org
*California	ca.etestsonline.org
*LARAEC	laraec.etestsonline.org
*Miami Dade	etestsonline.org/MiamiDade
*Washington	etestsonline.org/Washington

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Step-by-step
guide to
registering
different devices
for eTests

*Available in the Proctor Remote Testing Certification module

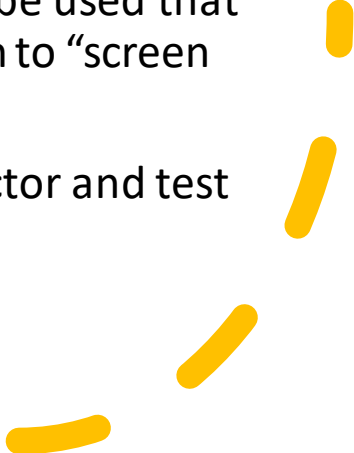
CASAS Remote Testing Summary Chart for Multiple-Choice Tests

	Approach Description	1:1	Multiple Test Takers	Who registers eTests on device	Proctor Devices	Test Taker Devices*	Web Platform**	Smartphone for Proctor Monitoring
1	1:1 Remote Control	Yes	No	Proctor	Windows 10 PC	iPad, Mac, PC, tablet*	Any with Remote Control & Screen Sharing	Optional
2	1:1 or Multiple Test Takers on Windows 10 PC	Yes	Yes	Test Taker	PC, Mac, iPad	Windows 10 PC	Any with Screen Sharing	Optional
3	1:1 or Multiple Test Takers on Chromebooks or iPads	Yes	Yes	Test Taker	PC, Mac, iPad	Chromebook in kiosk mode or iPad in guided access mode	Any with Screen Sharing	Yes
4	1:1 Oral Response on Chromebooks, iPads, or tablets*	Yes	No	Proctor	Windows 10 PC	Chromebook, iPad, or tablet*	Any with Screen Sharing	Yes

*See CASAS Remote Testing FAQs for screen size requirements.

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


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.
 - Test responses entered by test-taker on own device.
 - Proctor monitors via web conferencing platform using a webcam.
 - Reliable internet connection – 2 Mbps or faster
 - Allows for a variety of test-taker devices.
 - Any web conferencing platform may be used that allows for remote control, in addition to “screen sharing”.
 - Relatively easy to implement for proctor and test taker.
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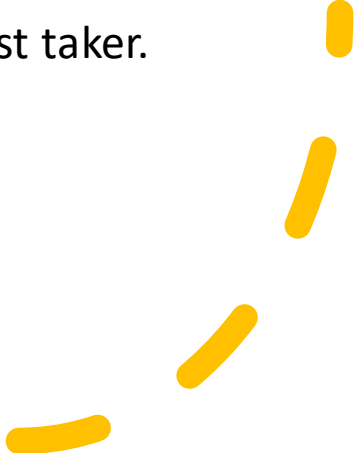
1:1 or Multiple Test Takers

- Test taker's computer registered for eTesting.
- Test responses entered by test-taker on their own device.
- Proctor can use PC, Mac, iPad, or Chromebook.
- Proctor monitors up to 5 test-takers via any web conferencing platform using a webcam.
- Reliable internet connection – 2 Mbps or faster.
- Proctor puts test-takers in private breakout rooms to take the test.
- Proctor circulates to breakout rooms to monitor.
- Test takers can ask for assistance.
- More than one proctor, or a moderator and a proctor, can be used to make the process more secure and efficient.
- Test takers can simultaneously take more than one test form at a time (e.g., Reading GOALS Forms 903R and 905R).

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 5 test-takers via any web conferencing platform using a webcam.
 - Reliable internet connection – 2 Mbps or faster.
- 

1:1 with Oral Responses

- 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 Chromebook, Mac, PC, iPad, or tablet.
 - Easy to implement for proctor and test taker.
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Breakout Groups!

New Directions in Remote Testing

- Some of the current remote testing approaches are **temporary** and will eventually be replaced by solutions that have required more development time.
- **Possible New Directions**
 - Remote testing **up to 12 students at a time** using Approach 2 or 3 (pilot)
 - Remote testing of Listening, Reading and Math **on phones** (pilot)
 - **Integration of video conferencing into eTests** (in development)
 - Remote testing with **3rd party proctoring service**, depending on field interest
 - Please email remotetesting@casas.org if interested in this.

Reminders about Remote Testing

Remote testing with **NRS-approved tests** is only permitted using **eTests, not paper tests!**

It is **NOT permitted** to:

- **copy, scan, or reproduce** CASAS paper tests
- **send** NRS-approved paper tests to students
- **record** the testing session

- **Be creative – AND follow the Guidelines** to ensure test security.

Remote Testing Update -- Listening

- CASAS Listening tests may be given remotely.
- **Revised Guideline for Listening tests:**
It is now permissible for the test taker to use **headphones or earbuds** for remote testing of listening.
- Some programs that had previously only tested ESL students in Reading are now starting to do remote testing in Listening.
- Remember: send new students the link to the **CASAS eTests Sampler** to take practice items to become familiar with the format and flow of eTests before taking the test.

Remote Testing Tips

- When testing **more than one student** at a time,
 - it is **not permitted to use “1:1 Remote Control”** -- approach 1 (in which the test is taken on the proctor’s device).
 - **only approach 2 (Windows 10) or approach 3** (Chromebook with kiosk mode or iPad with secure access mode) can be used with multiple test takers.
 - Using **multiple lab computers** to monitor test taker video enables you to **see all breakout rooms simultaneously without moving between rooms.**
- If your agency purchases Chromebooks to distribute to students, set up the Chromebooks with **“kiosk mode”** before giving them to students.
 - Kiosk mode provides test security for taking standardized tests.
 - With kiosk mode enabled, Chromebooks can be used for remote testing.

Innovative Ideas for **Remote and Onsite Testing**

- **Offer incentives** for students to test, such as gift cards or food!
- Consider **grouping students using the same device together** for remote testing to facilitate the set-up process.
- Be sure to **stop your video and mute your microphone** to minimize distractions once the test taker finishes the practice question.
- **Please send any innovative ideas of your own to remotetesting@casas.org!**

Bonus Quiz Sheet Review

Questions & Comments?

Thank You!

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