



Remote Testing Procedures for CASAS eTest and DRC Online - 2021

Adult Education – HCPS
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Development History (“paper-clipped prelims”)

- List anything and everything needed to “launch”
- Adult administrators were to select one-two testing paraprofessionals to be trained
- Get the selected personnel Remote Testing Proctor certified by CASAS via online (detailed instructions)
- Set up trainings – see Agendas (two 3 hour trainings originally planned . . . ha . .ha. . not enough!)
- Provided a Remote Proctoring Overview that needed more clarification!
- Provided a “revised overview”: see Zoom #1 .. Zoom #2 . . . Zoom #3 Overview
- Sent a Follow-Up Questionnaire to trainees after a month of remote testing

Training Notebook

- Contains Remote Testing for CASAS eTest and TABE Online - instructions
- Overview for three Zoom meetings in left pocket
- Attachments that make the process easier and sort out the students who cannot remote test due to hardware or connectivity restrictions



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Initial Training (3 hours) . . . Modeling the Process

- Identify students and contact
 - Caller Checklist
 - Email to Student
 - How to Set Up a Zoom Meeting
 - Remote Testing Log
- Zoom Meeting #1
- Zoom Meeting #2
- Zoom Meeting #3

Internet and
Windows 10 ?

Webcam,
Microphone
with
speakers?

Quiet room. . .
With Zoom
installed ?

Modeling the Zoom Meetings

Zoom Meeting #1 and #3

- Orientation
- Finish up testing by duplicating some of zoom #2 procedures

Zoom Meeting #2

- Many more proctor tasks
- Start the testing process with first test form
- Start the testing session and registering student cpus
- More detailed Zoom procedures

CASAS Practice Remote Testing Training

- Started as a three hour training with 2 trainees, 3 trainers. . . one trainer on the side, guiding the trainee through being the remote proctor. . . . the other trainee and 2 trainers were the “remote students” in a different room.
- Work for 1.5 hours then switch roles
- Took much longer than anticipated!!!!!!
- “New training plan” . . .bring in one trainee for three hours . . .first being the proctor with guidance from a trainer and the two trainers being the students then the trainee “proctor” changes roles to become the remote student

Make The Training Notebook “Your” Own

- We suggested that the trainees write notes or label certain parts of their training manual to make it easier for them to follow:
 - Proctor “tells” the student (lets the student know what he’s going to do)
 - Proctor “task” (an action by the proctor)
 - Proctor “reads” (proctor reads info to students)

(See Sample handout)

Outcomes

- 12 trained Remote Proctors for CASAS eTest Online and TABE DRC Online
- 3 trained “trainers” from District office
- 8 trainees were successful at remote proctoring . . . some were not able to test students due to unforeseen circumstances
- 115 tests were administered remotely
- New classes were started during COVID-19 for students who could not travel to school sites
- Students across the district were tested remotely then referred to school sites for eLearning or face-to-face
- Students who returned to foreign countries could be post-tested remotely
- Low level ESOL students were difficult to test remotely
- Students did not always have internet access, computer speed or computer skills to be remotely tested
- Training remote proctors took 7-9 hours per trainee . . . sometimes more!

The End . . . well, not really!!!!

Questions . . .Remarks . . .Discussion ? ? ? ?