

EL Civics Remote Testing Guidelines

Before you get started with EL Civics remote testing, take note of the following:

- We recommend that instructors encourage their students to complete EL Civics assessments on-site at CHAP during CASAS pre- and post-testing. Note that remote testing is generally more time-consuming for proctors than testing in person.
- The assessor can be the classroom instructor or an Instructional Assistant (IA).
- All remote assessors are required to complete the **Proctor Remote Testing Agreement (PRTA)** for each program year. The program year begins each July 1. Completing the PRTA should only take a few minutes. Be sure to use Rancho Santiago Community College District as the agency and check off COAAPs as the only assessments you will be proctoring (you will not be assessing CASAS tests). Save to Adobe and send the PDF of the completed form to Nicholas Williams. To find the PRTA, go to www.casas.org and click on Product Overviews > Remote Testing > Visit the **California remote testing** webpage. Then click the Proctor Remote Testing Agreement (PRTA) link. (NOTE: You will need to sign up and create an account with CASAS to access the PRTA.)
- In order to schedule an IA to assist with testing your students remotely, please contact Yumiko Carney.
- The key requirement is that EL Civics remote testing is done **synchronously** (a.k.a. in real time). Assessments cannot be given as homework or given asynchronously in Canvas.

Most EL Civics assessment tasks fall into two categories: Oral assessment tasks or Written assessment tasks. The guidelines for oral and written remote assessments are different. Please read the guidelines below carefully.

I. Oral Tasks – 1 assessor: 1 student

1. For oral tasks, student must be alone in Zoom breakout room with assessor.
2. Assessor shares PowerPoint with student using Zoom screen sharing.
3. Student shows picture ID and assessor verifies student identity.
4. Student verbally agrees to not use the assistance of others, and to follow all test rules.
5. Student uses camera/webcam to scan the room. Test taker must be alone in the physical room, and all other devices, textbooks, and packets should be removed from their workstation. Student's camera/webcam must be on at all times.
6. Assessor goes over practice question (optional).
7. Assessor explains first oral task by reading through the directions.
8. First task: Assessor goes through PowerPoint slide by slide and student answers questions orally.
 - a. Assessor inputs the points for each question on the scoring rubric (fillable PDF) for oral tasks.
9. If the second task is also oral, assessor explains second task by reading through the directions.
10. Second task: Assessor goes through slide by slide and student answers questions orally.
 - a. Assessor writes down the points for each question on the assessor checklist/scoring rubric for oral tasks.
11. Student uses camera/webcam to scan the physical room again. Test taker must be alone in the physical room, and all other devices, textbooks, and packets should be removed from their workstation.

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12. Assessor sends student back to main Zoom session (if class is in session).
13. Assessor saves the scoring rubric document. Complete the information at the top of the page. Then name the file with student's name and student ID.
14. Assessor emails all completed rubrics to Yumiko Carney.

II. Written Tasks – 1 assessor: (up to) 15 students

1. For written tasks, assessor can assess multiple students at a time. Currently we are permitted to assess up to 15 students at a time.
2. Assessor shares PowerPoint with student(s) using Zoom screen sharing.
3. Each student shows picture ID and assessor verifies student identity (to protect student identity, this step may be done in a breakout room).
4. Each student verbally agrees to not use the assistance of others, and to follow all test rules.
5. Each student uses camera/webcam to scan the room. Test takers must be alone in the physical room, and all other devices, textbooks, and packets should be removed from their workstation. Students' camera/webcam must be on at all times.
6. Assessor goes over practice question (optional).
7. Assessor explains first written task by reading through the directions.
8. First task: Assessor goes through slide by slide, and students answer questions on a piece of paper. Be sure students are using a dark, medium-tip pen (pencils are too light to see on camera).
9. If the second task is also written, assessor explains second task by reading through the directions.
10. Second task: Assessor goes through slide by slide, and students answer questions on a piece of paper.
11. Students use camera/webcam to scan the room again. Test takers must be alone in the physical room, and all other devices, textbooks, and packets should be removed from their workstation.
12. Assessor takes screenshots of each student's written work (this step may be done in a breakout room to protect test security). If the screenshot is unclear or difficult to read, students may take a photo of their paper themselves and send it to the assessor/teacher *immediately*.
13. Assessor sends student(s) back to main Zoom session (if class is in session).
14. Assessor saves the screenshot file(s) and/or the students' picture files. Name each file with student's name and student ID.
15. Email all screenshots and picture files to Yumiko Carney.
16. Written tasks will be graded by our EL Civics grader. Assessors do not need to grade written tasks.

Note: During written tasks, if the task takes a substantial amount of time (i.e., writing a paragraph or article), separating students into individual breakout rooms is permitted. However, the assessor would need to circulate around the various breakout rooms to monitor students as they are writing.

Note: Do NOT record or video capture assessment sessions. Oral assessments should be graded by the assessor as the student completes the task. Use the fillable scoring rubric.