

WELCOME TO:

MN ABE Remote Assessment Hub

Marty Olsen and Linda Keller

Session 7d

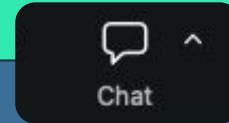


Settings:

Mute mic and
keep video off.



Use your **first**
and **last name**
for attendance
purposes.



Need tech help or to report
a spammer or bot, chat to:
Kaija Bergen



Closed
captions are
available here.

This presentation **will be recorded** and will be posted on the MN ABE PD YouTube channel.

2026 MN ABE Summer Institute

Remote Assessment Hub



August 13, 2026

****START RECORDING****

Introductions

Marty Olsen - martha.olsen@gmail.com

National CASAS trainer, state TABE trainer, Assessment and Support Staff Training Supplemental Services grant manager, retired ABE/ESL/GED teacher (IA and MN), retired program coordinator (SW ABE - Worthington area)

Linda Keller - lindam.keller@ahschools.us

State certified trainer for CASAS and TABE, support staff roles in adult ed since joining Metro North in the mid-1990s, and has been the Metro North accountability coordinator since 2005

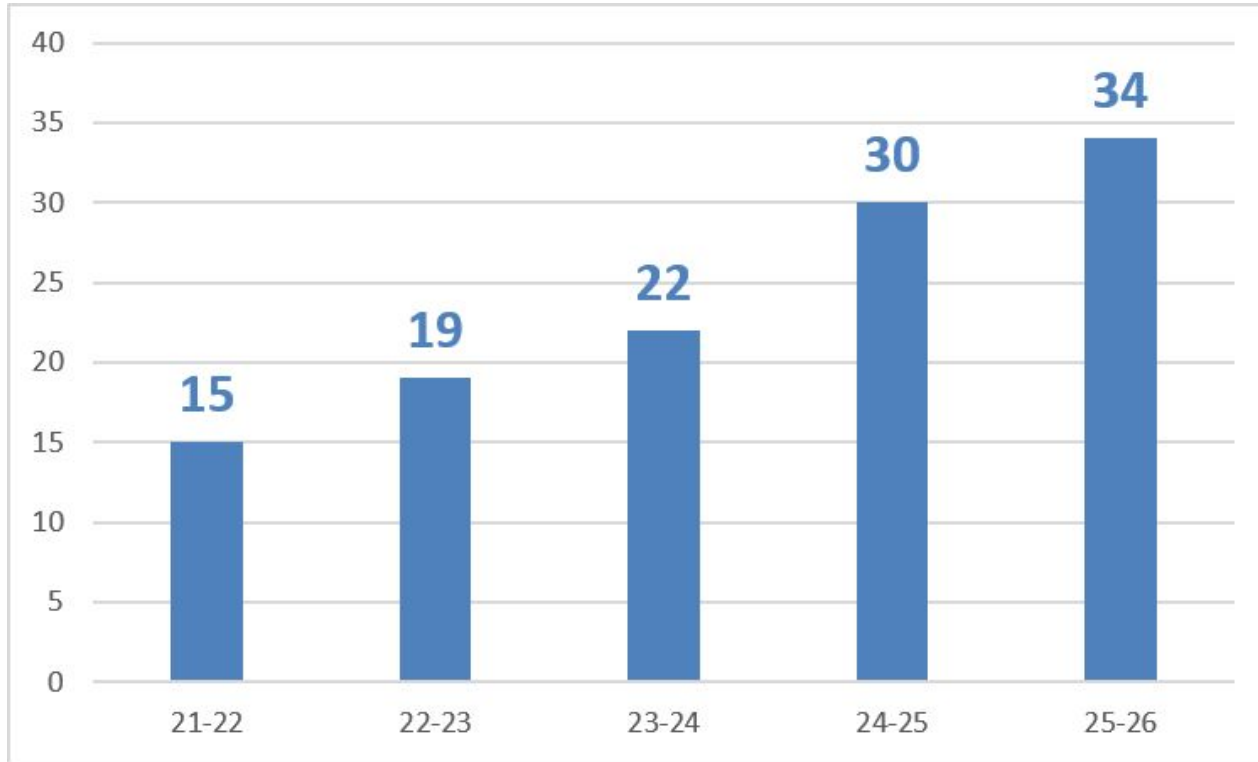
What is your program's current status in CASAS eTest usage?

1. We have never used CASAS eTests.
2. We use CASAS eTests for some learners.
3. We only use CASAS eTests for learners that enroll in online classes.
4. We use CASAS eTests for most intakes.
5. We only use CASAS eTests for posttests.

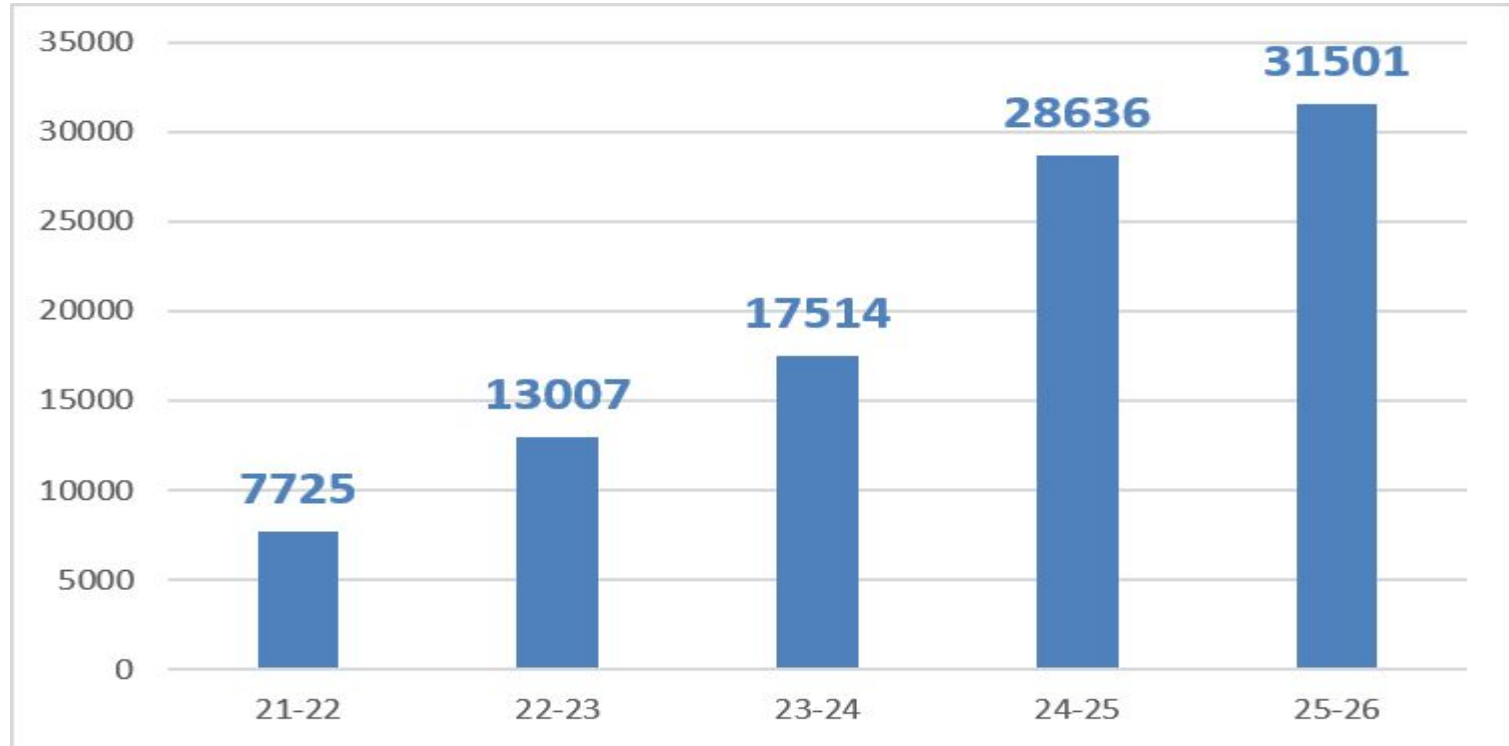
What is your program's current status in CASAS Remote test usage?

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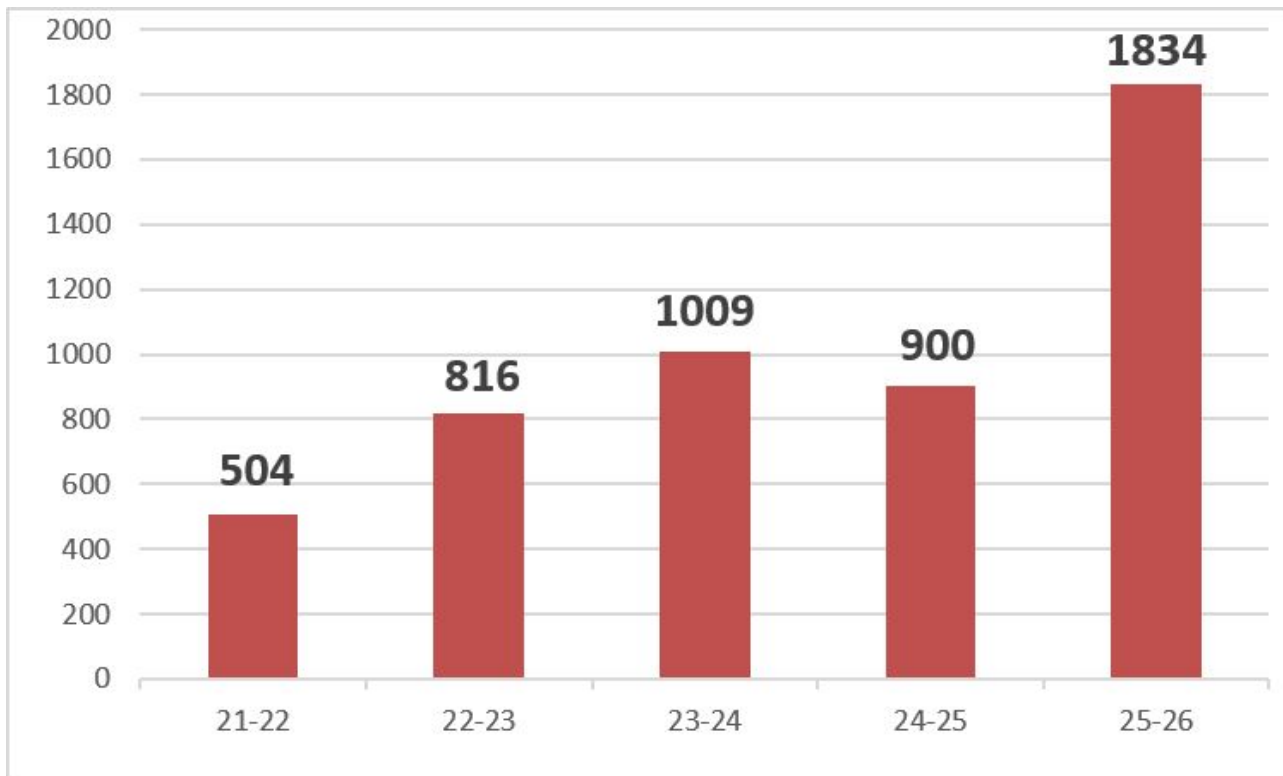
Minnesota ABE Programs Administering eTests®



CASAS eTests® Units Administered by Minnesota ABE Programs (Fiscal Years 22-26)



eTests® Remote Testing of Minnesota Programs



Statewide Remote Assessment Project

Why offer remote assessment?

Our learners experience many issues with attendance

- Lack of transportation/unreliable transportation
- Lack of childcare
- Physical disability
- Distance to testing center
- Fear of leaving home

Remote assessment options explored:

Illinois (but it was expensive)

- Successfully implemented testing program - we learned a lot!
- CASAS only/all ABE/level 4 and up for ELL

CASAS Remote Hub (less expensive)

- CASAS provides the proctor
- Minnesota programs will be more involved in the process

Eligible Students

- All levels of ABE/ASE students and ESL students with an EFL of NRS level 4 or higher
- Pretests - new students must have completed the enrollment process with a program and have a SiD ID number
- Posttests - students must have attended a minimum of 40 hours
- Demonstrated ability to access and use Zoom
- Possess a picture ID

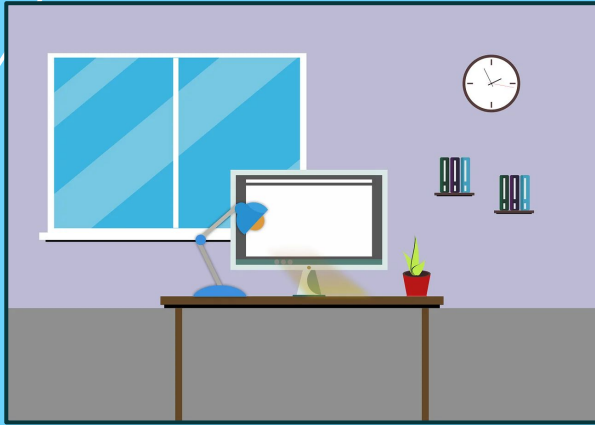
Program Responsibilities

By choosing to use the Remote Assessment Hub, your adult education program agrees to the following:

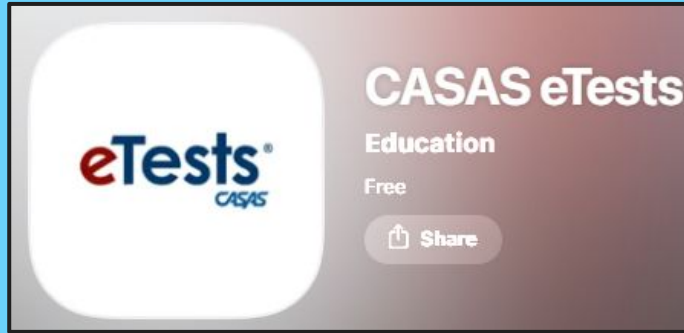
- ★ Identify one staff member to work with the student through the referral process. This person should have access to SiD, knowledge of testing processes, and availability to serve as the point of contact for the Hub.
- ★ Refer only eligible students for testing.
- ★ Ensure that the referred student has the technical skills and knowledge to successfully do an online test.
- ★ Work with the student to complete the online request form providing the required student and test information.

Program Responsibilities

Ensure that the student to be tested has the appropriate technology and environmental situation to test remotely:



<https://pixabay.com/vectors/room-office-desktop-flat-design-7353497/>



If using iPad, student must have CASAS eTests downloaded.

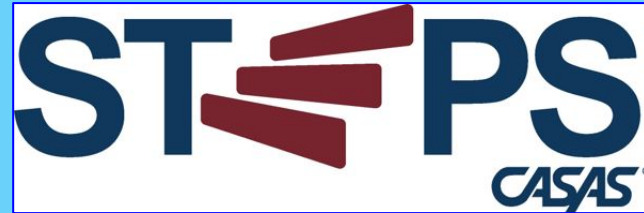


<https://pixabay.com/illustrations/no-phone-no-cell-phone-phone-sign-2533390/>

Available Tests

The following tests are available:

- ❖ CASAS GOALS 2 (Reading)
- ❖ CASAS GOALS 2 (Math)
- ❖ CASAS STEPS (Reading)
- ❖ CASAS STEPS (Listening)



Current Schedule

Current schedule:

- Tuesday 11:00-2:00
- Wednesday 4:00-7:00
- Thursday 2:00-5:00
- Select Saturdays 10:00-1:00

These are blocks of time for testing. The last test time will be scheduled to start to allow 1.5 hours to complete the test.

Discussion

What are some areas for discussion with your student to ensure that they will have a successful remote testing experience?



<https://pixabay.com/illustrations/question-mark-problem-human-head-5624036/>

Discussion

What are some areas for discussion with your student to ensure that they will have a successful remote testing experience?

Device? (Does it support Zoom)

Technology Skills? (Navigation skills)

Email? (Does student know their password? Check email?)

Internet? (reliable and other occupants should be logged off)

Zoom? (ability to navigate tools including video, audio, chat)

Room? (separate, quiet, no distractions)

Children? (childcare plan, no distractions)

Is the student eligible for Remote Testing?

Posttest - Student previously took either eTest or paper test

- ABE/ASE student or ELL level 4, 5, or 6
- Has the appropriate technology, including internet to test remotely. (i.e. PC, Mac, Chromebook or iPad with a camera and audio/less than 5 years old - **NOTE:** These tests CANNOT be accessed on a cell phone)
- Has attended a minimum of 40 hours.
- The learner has an email address.
- Has access to reliable home internet
- The learner can access Zoom and Chat
- The learner has a private, quiet place to test.
- The learner can test without distractions from others in the home.

Pretest - ABE/ASE Pretest - ELL Students

- The student has completed the intake process with the referring program, and a record has been created in SiD.
- The student meets all of the standards on the left, except the 40 hour attendance
- English language learners who may not meet the Level 4 or higher EFL standard - program should complete the [CASAS Intake Screening Process for STEPS](#) to ascertain possible beginning literacy learner level. (Learners that correctly answer less than 4 questions when attempting a Level A test can be given the lowest score and enrolled.)

Assessment Hub Process – Before the Test

1. The local program staff person sets up a meeting via Zoom with the student that is ready to test.
2. Discuss with student:
 - a. Technology/environmental conditions required
 - b. Internet at home
 - c. Picture ID
3. [Registration link](#) - the student will choose a date and time to test.
4. Enter information about the student and test needed.
5. The student agrees to conditions of remote testing.
6. The student receives confirmation email from “Elizabeth Gotschall (via Calendly)” verifying their testing appointment.
7. Reminders regarding the testing appointment will be sent 24 hours before and on the day of the test.

Documents to share with students

- Students certify that they have received a copy of [Remote Testing Rules](#)
- Students certify that they have received a copy of [Remote Testing Directions for Students Using Zoom](#)

Link to Schedule a Remote Test and Registration Information

<https://calendly.com/egotschall-casas/mn-remote-testing>

**A link to information regarding remote testing and the registration link can be found on the Minnesota Assessment homepage - mnabeassessment.com

Choose a Date

Elizabeth Gotschall

Minnesota Remote Testing

🕒 2 hr 30 min

This is a virtual testing appointment. Be prepared to sit in a quiet environment for 1 - 2 hours with your video and microphone on during testing.

Please join the meeting on time - Testing sessions will close 15 minutes after scheduled start time.

Email remotetesting@casas.org if you need any assistance.

[Cookie settings](#)

[Privacy Policy](#)

Select a Date & Time

Powered by
Calendly

< September 2026 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Time zone

🌐 Central Time - US & Canada (3:59pm) ▼

Choose a Time

Elizabeth Gotschall

Minnesota Remote Testing

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27	28	29	30			

Time zone

🌐 Central Time - US & Canada (3:57pm) ▼

Thursday, September 10

2:00pm

2:15pm

2:30pm

2:45pm

3:00pm

3:15pm

3:30pm

Powered by
Calendly

Choose a Time

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Time zone

🌐 Central Time - US & Canada (4:02pm) ▾

Thursday, September 10

2:00pm

2:15pm

2:30pm

2:45pm

3:00pm

Next

3:15pm

3:30pm

Powered by
Calendly

Details Required



Elizabeth Gotschall

Minnesota Remote Testing

🕒 2 hr 30 min

📅 3:00pm - 5:30pm, Thursday, September 10,
2026

🌐 Central Time - US & Canada

This is a virtual testing appointment. Be prepared to sit in a quiet environment for 1 - 2 hours with your video and microphone on during testing.

Please join the meeting on time - Testing sessions will close 15 minutes after scheduled start time.

Email remotetesting@casas.org if you need any assistance.

Enter Details

Name *

Email *

Student SID Badge ID from Referring Program (if known):

Which program will you be sharing your test results with? *

Staff Member Name and Email: *

What test are you scheduling? *

- ☐ ABE Reading (GOALS 2)
- ☐ ABE Math (GOALS 2)
- ☐ ESL Reading (STEPS)
- ☐ ESL Listening (STEPS)

What type of test? *

If you selected Post-test, what test form do you need to complete?

Terms Student Must Agree to -

Phone # and Schedule

You must agree to the following terms before taking a CASAS assessment remotely:

- ☐ Cheating is strictly prohibited!
- ☐ Personal items such as mobile phones, headphones and watches must be out of reach (this includes all wired or Bluetooth devices unless explicitly approved)
- ☐ You must be in a private, walled room with a closed door.
- ☐ No one else is permitted in the room once your exam has started, for any reason.
- ☐ You may not leave the webcam view for any reason.
- ☐ You cannot use or take notes on paper except for using scratch paper on math tests.
- ☐ Food, smoking and gum are prohibited.
- ☐ You cannot move your webcam once your testing session has started.
- ☐ Mumbling, speaking out loud or covering your mouth are not allowed and will lead to a warning.
- ☐ You consent to being videotaped and recorded.
- ☐ You must be fully clothed while testing.
- ☐ Violators will permanently forfeit their right to test remotely with CASAS in the future.

Breaking any of these rules will result in your exam(s) being revoked, loss of payment, and you will be banned from remotely testing with CASAS in the future. (Initial below.)

If you are caught cheating, the proctor will discontinue your test; payment is non-refundable and you will not receive any test scores. (Initial below.)

Send text messages to

By entering your phone number, you consent to receive messages for this event via SMS. Message and data rates may apply. Reply STOP to opt out.

By proceeding, you confirm that you have read and agree to Calendly's Participant Terms and Privacy Notice.

[Schedule Event](#)

Confirmation



 **You are scheduled!**

A calendar invitation has been sent to your email address.

[Open Invitation](#) 

Minnesota Remote Testing

 Elizabeth Gotschall

 3:00pm - 5:30pm, Thursday, September 10, 2026

 Central Time - US & Canada

 <https://casas-org.zoom.us/j/4193058342?pwd=Fcnyo6uWpGVUcudFD3j9bDUdaHhRH.1>

Schedule your own meetings with Calendly for free

Eliminate the back-and-forth emails for finding time.

 [Sign up with Google](#)  [Sign up with Microsoft](#)

[Sign up with a work email](#)

[Cookie settings](#)

Confirmation Email - Invitation

Confirmed: Minnesota Remote Testing with Elizabeth Gotschall on Thursday, September 10, 2026 

Thu, Sep 10 • 3:00 PM – 5:30 PM

Minnesota Remote Testing with Elizabeth Gotschall



 <https://casas-org.zoom.us/j/4193058342?pwd=Fcnyo6uWpGVUcudFD3j9bDUdaHhRH.1>

 noreply@calendly.com - Organizer



On your Google Calendar

Previous event: SPARC at 10:30 AM – 12:15 PM

Yes

No

Maybe

Directions



Based on this email

Correct?  



Elizabeth Gotschall (via Calendly) 

[Unsubscribe](#)

to me ▼

 4:39 PM (3 minutes ago)

Hi Martha Olsen,

Your Minnesota Remote Testing with Elizabeth Gotschall at 03:00pm (Central Time - US & Canada) on Thursday, September 10, 2026 is scheduled.

This is a virtual testing appointment. Be prepared to sit in a quiet environment for 1 - 2 hours with your video and microphone on during testing.

 Reply

 Forward



Confirmation Email

Please join the meeting on time - Testing sessions will close 15 minutes after scheduled start time.

Email remotetesting@casas.org if you need any assistance.

Location: <https://casas-org.zoom.us/j/4193058342?pwd=Fcnyo6uWpGVUcuvdFD3j9bDUdaHhRH.1>

Your Answers:

Student SID Badge ID from Referring Program (if known):
12345

Which program will you be sharing your test results with?
SW ABE - Marshall

What test are you scheduling?
ABE Math (GOALS 2)

What type of test?
Post-test

If you selected Post-test, what test form do you need to complete?
928M

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MO

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MO

This event should automatically show up on your calendar. If needed, you can still add it manually:

Add to Calendar

If changes need to be made:

At the bottom of the invitation the student will have the option to “make changes”.

This event should automatically show up on your calendar. If needed, you can still add it manually:

[Add to Calendar](#)

Make changes to this event:

[Reschedule](#) [Cancel](#)



[Sign up for your own Calendly page](#)

[Unsubscribe from notifications about this event](#)

Remote Assessment Hub Process – Test Day

1. The student clicks on the provided link to log onto Zoom at the assigned day/time.
2. The proctor greets the student and checks their photo ID (any photo ID is accepted, e.g. student ID, library card, driver's license, etc.)
3. The proctor will give testing instructions, and then start the test.
4. If a student doesn't respond to Hub communications or doesn't have the necessary technology for remote testing, the student will be referred back to the program for testing.
5. Following the test, CASAS sends test results to the program for entry into SiD.
6. Optional sharing between SWABE-Minnesota Remote and CASAS TOPSpro Enterprise

A white, curved, decorative line starts from the top left corner and extends diagonally towards the center of the slide.

Test Day Video

Questions?

Lessons Learned

Is your program interested in offering remote CASAS tests to your own students? Here are some additional documents that may answer some of your questions:

- [Remote Testing Hub FAQs](#)
- [CASAS Remote Testing Troubleshooting Tips](#)

Remote Testing Hub information and link for scheduling remote tests:
<https://www.mnabeassessment.com/services-1>

Marty Olsen
martha.olsen@gmail.com

Linda Keller
lindam.keller@ahschools.us