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 CASAS Remote Testing Agreements, one per organization.

4. Complete Proctor Remote Testing Agreement. Agree to adhere to protocols and requirements in the Remote Testing Guidelines.
   Recommended – Proctor Remote Testing Certification.

5. Proctors meet the following **equipment and experience requirements**

   - Appropriate device for the selected approach (e.g., PC with Windows 10)

   - Webcam

   - Reliable internet connection – 2 Mbps or faster

   - eTests Proctor Certification

   - Web conferencing platform installed which allows screen sharing, e.g., ZOOM or other platforms)

   - experience proctoring eTests in a lab/classroom (strongly recommended)

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. Go Remote!