Please read the following information regarding use of the MN Remote Assessment Hub.

The Remote Assessment Hub Process:

1. The local program sends a testing request to the Remote Assessment Hub and informs the students they are being referred to test remotely.
2. The Hub contacts the student to schedule a remote testing appointment with email and texts.
3. The Hub sends multiple reminders to the student regarding the testing appointment.
4. Trained proctors administer the test to the student at the assigned time.
5. The Hub sends test results to the program for entry into CASAS TOPSpro Enterprise and SiD.
6. If a student doesn't respond to Hub communication or doesn't have the necessary technology for remote testing, the student will be referred back to the program for testing.

Eligible Students

✔ All levels of ABE/ASE students and ESL students with an EFL of NRS level 4 or higher

✔ Students need to have previously tested with a computer-based test to be eligible for this service.

✔ 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](#).

✔ Students have to have attended a minimum of 40 hours.

✔ After being referred by their program, students will need to respond to email from "[Calendly.com](#)" to schedule their test. The current schedule includes the following available times:
   - Mondays 10-11:30
   - Monday 6-7:30
   - Wednesday 6-7:30
   - Thursday 2:30-4
   - Select Fridays (10-11:30) and Saturdays (9-10:30)

Available Tests

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

Program Responsibilities

By making a referral to the Remote Assessment Hub, your adult education program agrees to the following:

1. Identify one staff member to make referrals to the Assessment Hub. This person should have access to SiD, knowledge of testing processes, and availability to serve as the point of contact for the Hub.
2. Refer ESL students at NRS Level 4 and above only. ABE/ASE students at all levels can be referred.
3. Ensure that the student referred was pretested with the computer-based eTest (paper-based pretests are not permitted).
4. Track attendance hours and only refer students who have the minimum number of attendance hours.
5. Complete the online request form providing the required student and test information.
6. Ensure that the student to be tested has the appropriate technology to test remotely:
   a. Computer running Windows 10 (PC or Mac), Chromebook, or iPad that has CASAS eTests downloaded with internet access and a bandwidth of at least 2 megabits per second (Mbps) download speed.
7. Inform students of the testing referral to the Hub.