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Division Updates

December 17, 2020

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Agenda

- Updates
- Data entry
- Remote proctoring services

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Upcoming webinars

- Pardons Process in Pennsylvania
 - January 20, 2021, 10:00 AM
 - For student support coordinators and others providing transition support
 - Zoom
- Survey about topics for future division webinars

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064 grants

- Amounts approved
- State 064 amendment
 - All Function Codes included
- Add OTP sub project, if applicable
- Due date: December 31, 2020 if possible
 - If cannot meet that date, tell advisor
- No changes to Federal 064



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064 grants: Agency information section

- Agency Activity Summary
 - Update Requested Amount State Funds column
 - OTP grantees: complete second table
 - DO NOT change any other numbers
- Class Schedule>Tutoring schedule
 - OTP grantees complete this section
 - NO changes to the rest of class schedule
- Subgrantee Activity Summary
 - Update Amount State Funds (incl. OTP in column)
- Counties Served
 - Update State Dollar and OTP amounts



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Data entry

- July-Nov data by 1/1/21; Dec data by 1/15
- Enter 2 weeks at a time starting with July
- Must have back up data entry personnel
- Transgender
 - For PASecureID match, system needs same info as when individual was in school
 - Once record create, can update info to reflect student preference
- Non-binary
 - Federal reporting requires male or female



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Process Overview

- Agency will sign up via a Google Form link.
- ProLO will send designated Agency Contact the Remote Proctoring Agreement form to sign.
- Agency Contact and Proctor will discuss scheduling for assessments.
- Agency staff will lead students through a Pre-Assessment Meeting Checklist.
- Proctor and student will meet to conduct the assessment.
- Proctor will inform Agency Contact when all assessments have been given.



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Step 1: Signing Up via Google Form

- Information to include:
 - Agency name
 - Agency Contact name and email address
 - Number of students to be assessed
- There will be a maximum number of students one agency can sign up at a time.
- Google Form link is not yet available. It will be sent via Statewide Release when it is live.



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Step 2: Agency Agreement

- Examples of Content on the Remote Proctoring Agreement form:
 - Agency has already purchased required number of assessments.
 - Agency will share CASAS or TABE login information with Proctor.
 - Proctor/ProLO is not responsible for results of assessments.
 - Proctor agrees to wait 15 minutes for a student on testing date. If the student is a no-show, the agency cannot reschedule or replace that seat.
 - Agency will ensure students are ready for the Proctor to conduct the assessment prior to testing date. (Complete the Pre-Assessment Meeting Checklist.)



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Step 3: Scheduling the Assessment

- Initially, all assessments will be conducted 1:1.
- Agency Contact and Proctor(s) will discuss assessment scheduling over a three-week time frame.
- Assessments may need to be scheduled for late afternoon/evening hours.
- Agency will be responsible for signing up students for the agreed-upon testing dates.
- When scheduling days for the assessments, agency will consider that agency staff will need to meet with each student prior to test date to conduct the Pre-Assessment Meeting.



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Step 4: Pre Assessment Meeting Checklist

- Agency staff will meet with each student to ensure that they are ready to take an assessment remotely.
- ProLO will provide a checklist for this process.
- Topics will include:
 - Student technology and use
 - Testing accommodations
 - Communicating the reason for the assessment
 - The assessment process
 - Requirements for testing day
 - Reviewing the day/time and link for the assessment



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Step 5: Proctoring of Remote Assessment

- Proctor will follow all CASAS or TABE assessment procedures.
- Proctor will use same link for each assessment session.
- Proctor will check student technology and testing space one more time.
- Proctor will use agency's purchased tests to conduct the assessment.
- Proctor will record:
 - Student name
 - Day/time of assessment
 - Assessment given
 - Any concerns with the testing process



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Step 6: Wrapping Up a Round of Assessments

- Once a Proctor has assessed all of the agreed-upon students, the Proctor will email the Agency Contact with the following information:
 - Student name
 - Day/time of assessment
 - Assessment given
 - Any concerns with the testing process
- If an agency wishes to sign up more students for the proctoring service, they will re-enter the process at Step 1: Sign Up via Google Form.



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Other Details to Note

- Proctoring services will be offered beginning in mid-January.
- Agencies will be kept informed of any changes to the process.
- Initials for entering assessment proctor in eData: PRO.
- Questions?



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Contact/Mission

For more information on adult education and family literacy, please visit PDE's website at www.education.pa.gov

The mission of the Department of Education is to ensure that every learner has access to a world-class education system that academically prepares children and adults to succeed as productive citizens. Further, the Department seeks to establish a culture that is committed to improving opportunities throughout the commonwealth by ensuring that technical support, resources, and optimal learning environments are available for all students, whether children or adults.



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