

Addendum to Policy D.100 Adult Learner Assessment for COVID-19 Period

Effective: May 28, 2020
Expires: Indefinite
Status: In effect for the duration of COVID-19 period only, replaces Addendum to Policy D.100 issued May 8, 2020

Purpose

The purpose of this addendum is to provide guidance to adult education and family literacy programs funded through the Division of Adult Education on remote administration of approved standardized assessments to distance learners during the COVID-19 pandemic.

This addendum must be used in conjunction with [Policy D.100 Adult Learner Assessment](#).

GUIDANCE: Assessments Approved for Remote Administration

BEST Plus 2.0: Forms D, E, and F, paper or computer-adaptive

Tests of Adult Basic Education (TABE): Forms 11 and 12, computer-based non-adaptive, Reading, Language, and Math. TABE paper-based assessments may not be administered remotely.

Comprehensive Adult Student Assessment System (CASAS): Reading GOALS, Math GOALS, and Life and Work, computer-based. CASAS paper-based assessments may not be administered remotely.

GUIDANCE: Instructions for Remote Administration of Assessments

The following conditions must be in place in order for an agency to offer remote assessment administration with virtual proctoring:

1. Agencies will designate one or two staff members to do all virtual assessment proctoring.
2. Staff who administer assessments remotely must have completed the appropriate assessment training.
3. In addition to having completed the appropriate assessment training, staff must be certified in remote proctoring by a division-designated expert.
4. Programs must have the required technology to conduct virtual assessment proctoring. These requirements are slightly different for each assessment.
5. Assessment staff must meet with students in a separate meeting, prior to the assessment session, to ensure that students understand procedures and have the required technology.
6. Student identity must be verified at the beginning of each assessment session.

Special Instructions for BEST Plus 2.0

Assessment administrators may NOT administer the test using a cell phone. Students may use a cell phone to take the assessment. More details are provided in the Test Administration Guidance document listed below.

Special Instructions for TABE 11/12

Students must take the TABE Tool Tutorial prior to their assessment session. This will ensure that they understand how to use the various tools offered. More details are provided in the Examiner Instructions document listed below.

Special Instructions for CASAS assessments

CASAS requires that anyone administering their tests remotely sign a remote testing agreement on the [CASAS website](#).

Resources:

Full details for remote proctoring requirements and directions can be found in the following documents:

[TABE Examiner Instructions for Remote Testing](#)
[BEST Plus 2.0 Virtual Test Administration Guidance](#)
[CASAS Instructions for Remote Testing](#)

Assessment administrators must strictly adhere to the procedures outlined in these documents.