



Barstow Area Consortium for Adult Education

Board **AGENDA**

Barstow Community College, Administration Conference Room

Thursday, April 16, 2020 (2:00 p.m. – 4:00 p.m.)

(rdMaterials in Board Packet)

DUE TO COVID-19, THIS MEETING WILL BE HELD ON ZOOM; THE PUBLIC IS INVITED TO PARTICIPATE

ZOOM URL: <https://cccconfer.zoom.us/j/937928708>

PLEASE NOTE: Agenda related documents distributed to the BACAE Board for the Board Meeting may be viewed in the President’s Office at Barstow Community College, 2700 Barstow Rd, Barstow, CA 92311. Individuals who require special accommodation, including but not limited to an American sign language interpreter, accessible seating, or documentation in accessible formats, should contact the BACAE Coordinator at erivera@barstow.edu at least two days before the meeting date.

Call to Order: 2:01 p.m.

Attending:	Voting Member	Voting Member	Attendee
Baker Valley	<input checked="" type="checkbox"/> Ronda Tremblay	<input checked="" type="checkbox"/> Eric Huynh	<input type="checkbox"/>
Barstow CC	<input checked="" type="checkbox"/> Eva Bagg	<input type="checkbox"/> Karen Kane	<input type="checkbox"/> Pattie Alaimalo
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input checked="" type="checkbox"/> Terri Walker
Silver Valley	<input checked="" type="checkbox"/> Jeff Youskievicz	<input type="checkbox"/> Michael Cox	<input type="checkbox"/> Carrie O’Neal
Consortium Staff	<input checked="" type="checkbox"/> Elena Rivera	<input checked="" type="checkbox"/> Mitch Rosin	<input checked="" type="checkbox"/> Jackie Diaz

1. rdApproval of Minutes – March 12, 2020
 Motion to approve by J. Youskievicz; 2nd by R. Tremblay Unanimously Approved

2. Public Comment – Public comment will be allowed on any topic relevant to the BACAE. Pursuant to BACAE Policy, comments are limited to 3 minutes per person. Please begin your comment by stating your name.

3. Closed Session – None Requested

4. Consortium Director’s Report
 - 4.1 a. CAEP Deadlines - Upcoming
 - April 2020**
 - Apr 30: Student Data due in TOPSPro (Q3)
 - May 2020**
 - May 2: CFADs for 2020-21 due in NOVA
 - June 2020**
 - Jun 1: 18/19 and 19/20 Member Expense Report due in NOVA (Q3)
 - Jun 30: 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q3)
 - Jun 30: End of Q4
 - 4.2 a. CAEP Guidance
 - E. Rivera spoke to a COVID-19 survey which was sent out today, and the memo from CDE dated April 13, 2020.
 - rdCAEP Fiscal Update Webinar (March 6, 2020)
 - rdCASAS Distance Learning Webinar (March 25, 2020)
 - rdCASAS Recording Distance Learning in TOPSpro Webinar (April 2, 2020)

- 4.3 [Ⓜ]US Department of Education – OCTAE Guidance Memo (March 27, 2020)
- 4.4 ESL Marketing and Recruitment
 - E. Rivera noted a pause due to COVID-19. Will reorganize after shelter-in-place is lifted.
- 4.5 Member Program Update: BAS
 - S. Godfrey is working to make sure that all “ready to graduate” adults have the opportunity to do so. Ongoing discussions are taking place to ensure program continuity. Principal notes that the school has moved to a combination of online and packet work, and students continue to accrue credits. Exploring new enrollment opportunities.
- 4.6 Member Program Update: BCC
 - E. Bagg reported that BCC is continuing with Spring semester via online instruction. Spring semester will be extended through end of June for CTE classes requiring hand-on components. Summer semester will be 100% online and all Fall classes will also be online. Commencement will be virtual. Consultants hired to assist with local workforce development and certificate generation. E. Rivera noted that plans continue for opening Basic Skills (Aztec Software) in the TLSC; ESL and Citizenship programs are being expanded via www.USALearns.org and Burlington English to supplement the ESL classes and provide an online format for students to study. M. Rosin noted that proxy hours can be reported from these online platforms for TOPSpro DIR reporting. E. Rivera noted that CASAS testing is not possible at the current time, but CASAS is working to develop a method for remote testing. Ft. Irwin classes have been modified due to COVID-19 and may begin again in the coming weeks.
- 4.7 Member Program Update: BVUSD
 - R. Tremblay is working to move online with only 1 technology person. Working on acquiring more MiFi devices. Programs will resume shortly.
- 4.8 Member Program Update: SVUSD
 - J. Youskievicz reported that students are working online, and programs are continuing. Goal is to have graduation decision by May 1.
- 4.9 BCC Fiscal Agent Report
 - T. Walker reported that May allocations are being processed.
- 4.10 [Ⓜ]Marketing & Social Media Update: Phoenix Design
 - Social Media Report was reviewed. Plan has been requested to boost activity.

5. Discussion Items

- 5.1 [Ⓜ]CAEP CFAD 2020-2021 Preliminary Allocations Memo
- 5.2 [Ⓜ]CFAD 2020-2021 State Preliminary Allocations

6. Action Items

- 6.1 Confirm Barstow Community College as Fiscal Agent for 2020-2021
 Motion by S. Godfrey; 2nd by J. Youskievicz Unanimously Passed
- 6.2 [Ⓜ]2020-2021 CFAD Allocation
 Motion by S. Godfrey; 2nd by J. Youskievicz Unanimously Passed

7. Announcements

- 7.1 2019-20 BACAE Board Meeting Schedule (2:00 pm in BCC President’s Conference Room):

May 14, 2020 – Virtual Zoom	July - DARK
June 18, 2020 – Annual Plan Retreat	August 15, 2020 – Annual Plan Due

7.2 Upcoming Conferences

- CASAS Summer Institute **TBD** June 22 – 25, 2020 Garden Grove, CA
- GED Annual Conference **TBD** July 27-29, 2020 Atlanta, GA
- COABE Conference **RESCHEDULED** August 16-18, 2020 Baltimore, MD

8. Adjournment: 2:41 p.m.

Motion by S. Godfrey; 2nd by R. Tremblay

Unanimously Passed



Are you ready? Remote testing, here we come!

Carolyn Zachry, Ed.D.
State Director/Education Administrator
Career and College Transition Division

CALIFORNIA DEPARTMENT OF EDUCATION
Tony Thurmond, State Superintendent of Public Instruction



TONY THURMOND
State Superintendent
of Public Instruction


Remote Testing Policy

- Following NRS guidelines
- Remote testing policy in progress
- Force Majeure in TE
- Notification to CDE consultant



TONY THURMOND
State Superintendent
of Public Instruction

Payment Points



TONY THURMOND
State Superintendent
of Public Instruction

Carolyn Zachry, Ed.D.
czachry@cde.ca.gov




Comprehensive Adult Student Assessment Systems

CASAS National News and Updates
Webinar on Remote Testing
May 4, 2020

Presenters:

- Pat Rickard – President
- Linda Taylor – VP Assessment Development
- Jay Wright – California Accountability Program Manager
- Richard Ackermann – Manager Software Development
- Janice Fera – National Technical Program Specialist

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CASAS CDE Remote Testing Webinar, Part 2: Pre- and Post-testing

Agenda

- **Welcome**
- **CASAS Remote Testing for Multiple-Choice Tests**
 - Pre- and Post-tests
 - Government & History for Citizenship Test
 - Overview
 - Phase 1 – April
 - Phase 2 – **starting today, May 4, 2020!**
 - Phase 3 – TBD
- **Next Steps**
- **Questions and Comments from the Field**

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CASAS Remote Testing Overview

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OCTAE Guidance on Remote Testing

- OCTAE's April 17, 2020 (20-4) memo provides **testing flexibility** to states
- States may "allow local programs to **exempt students** enrolled in distance education programs **from pre- and post-testing** if a local program is unable to conduct testing due to the widespread effect of the COVID-19 pandemic..." (Q2)
- States must specify the time frame for COVID-19-related exemptions and **identify students who are exempted** from testing.
- OCTAE's March 27, 2020 (20-3) memo, Q7 states that remote testing with NRS-approved tests must **follow test publisher guidelines** regarding:
 - Student identification
 - Test security
 - Remote proctor training

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OCTAE Guidance on Remote Testing

- OCTAE met with all test publishers on April 9, 2020.
- CASAS met with OCTAE on Friday, April 17, 2020.
 - CASAS has permission to roll out remote testing.
 - OCTAE was "quite impressed" with our remote testing plan and timeline!
- CASAS conducted a webinar on Monday, April 20th for state directors and state-level staff to inform them about remote testing.

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Remote Testing Benefits

- Provide **continuation of services**
 - **Post-test** to achieve MSGs
 - **Pretest** new students
 - baseline scores for NRS reporting
 - placement information to guide distance learning instruction
- Develop capacity to test distance learners, adding assessment flexibility.
- Remote testing is the wave of the future for distance learning.

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Remote Testing Challenges

- Proctor and student access to technology
 - Appropriate devices (smart phones too small to display test questions)
 - Internet bandwidth – competition with others in household
- Student test environment may lack:
 - Privacy
 - A quiet place to test without distractions
- New procedures to learn and implement with multi-step processes for both proctors and students
- Proctor training
- Test security
- Equity concerns

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CASAS Approach to Remote Testing

- Researched 3rd party vendors, AI solutions, video platforms
 - 3rd party vendor solutions (\$15 – 20 per hour)
- Talked to state directors and state-level staff
- Interviewed practitioners familiar with distance learning
- Weighed multiple factors:
 - Cost - minimal using video conferencing with CASAS eTests software
 - Technology constraints for both proctors and students
 - Test security
 - Ease of implementation
 - Urgency to start quickly

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CASAS Approach to Remote Testing

Test Security Measures

- Live proctoring
- Remote testing agreements
 - Agency
 - Proctor
 - Student – verbally

Delivery

- Existing eTests proctors with **additional** remote test training
- No requirement to videotape the remote assessment.
- CASAS remote testing can only be delivered via CASAS eTests, not Paper tests.
- If not remote testing following CASAS procedures, a **proctor must be physically present to administer all CASAS tests.**

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Multiple-Choice Tests for Remote Testing

- Reading GOALS for ABE/ASE
- Math GOALS for ABE/ASE
- Life and Work Reading for ESL
- Life and Work Listening 980 for ESL
- Government & History for Citizenship

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CASAS Remote Testing Phases for Pre/Post-testing

<p>Phase 1 Starting April 20th</p>	<ul style="list-style-type: none"> • Clinical Tryouts and Initial Pilots <ul style="list-style-type: none"> ◦ Zoom 1:1 (one proctor to one test taker) ◦ For NRS-approved pre- and post-tests <ul style="list-style-type: none"> • Reading and Math GOALS for ABE/ASE • Life and Work Reading for ESL
<p>Phase 2 Starting May 4th</p>	<ul style="list-style-type: none"> • Pilot & roll out Zoom and other platforms 1:1 (e.g., GoToMeeting) • Pilot & roll out proctoring with up to 5 test takers, including Chromebooks • Add Listening 980 and Government & History for Citizenship Test
<p>Phase 3 TBD</p>	<ul style="list-style-type: none"> • Pilot with 3rd party vendors and explore other options

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CASAS Approaches to Remote Testing

#1 - Remote Testing/ 1:1

- For test takers on PCs, iPads, and Macs
- Proctor's computer registered for testing on [Windows 10 computer](#) and remotely shared with test taker.
- Proctor monitors via web conferencing platform using webcam.
- Reliable internet connection – 2 Mbps or faster

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CASAS Approaches to Remote Testing

#2 - Remote Testing/ 1:5

- For test takers on PCs with Windows 10
- Test taker's computer registered for testing.
- Proctor monitors via web conferencing platform using webcam for 1 – 5 students
- Reliable internet connection – 2 Mbps or faster

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CASAS Approaches to Remote Testing

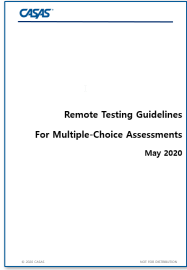
#3 - Remote Testing for Chromebooks/ 1:1 or 1:5 (coming soon)

- For test takers on Chromebooks
- Test taker's Chromebook registered for testing.
- Proctor monitors using a web conferencing platform via test taker mobile phones.
- Reliable internet connection – 2 Mbps or faster

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New!



Remote Testing Guidelines
For Multiple-Choice Assessments
May 2020

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Agency Remote Testing Agreement

- Local agencies must submit this form prior to starting to test remotely.
 - One per agency
- Covers all remote tests for EL Civics and Pre/Post Testing
 - CASAS NRS-approved Pre- and Post-tests
 - COAAPs
 - CIT
 - Government & History for Citizenship
- Indicate your process to verify student identity
- Agree to all privacy, test security, technology, and test administration requirements in the CASAS *Remote Testing Guidelines*.

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Proctor Remote Testing Agreement

- Proctors/Assessors must agree to:
 - Follow all privacy, test security, technology, and test administration requirements in the CASAS *Remote Testing Guidelines*.
 - Document student agreements not to take assistance from others, and to follow all rules.
- Covers all remote tests for EL Civics and Pre/Post Testing
- Agencies should keep this on file with their Local Assessment Policy.

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Going Remote! Checklist for Multiple-Choice Tests

1. Agency has already implemented CASAS eTests.
2. Complete the Agency Remote Testing Agreement.
3. Verify proctor equipment and experience requirements for remote testing.
4. Complete the Proctor Remote Testing Agreement.
5. View the CASAS Proctor Remote Testing training (webinar or YouTube) – recommended, optional.

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Going Remote! Checklist for Multiple-Choice Tests

6. Review test taker technology requirements for the remote testing method you implement.
7. Register testing station(s).
 - For 1:1 - register proctor's computer
 - For 1:5 - register each test taker's computer
8. Review/select testing session templates and sessions.
9. Conduct trial remote testing runs with colleagues until you are comfortable with the technology.
10. Go Remote!

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Training Tools

- Remote Testing Guidelines document
- Remote Testing FAQs
- Proctor webinars (recommended, optional)
 - CASAS Initial Remote Proctor Training Webinar
 - CASAS Mini-webinars for remote proctors on different topics
- Short how-to videos (in development)

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Test Preparation and Administration

Before or On Testing Day

- Proctor meets with test taker to confirm technical requirements, go over test procedures, and answer questions to make the test taker comfortable with the process.

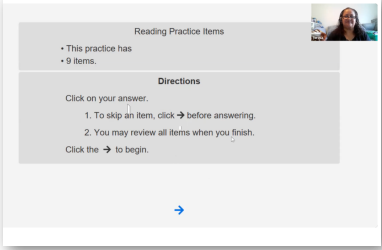
On Testing Day

- The eTests certified proctor administers test 1:1 live via web conferencing platform.

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Example: Remote eTests 1:1 Using Zoom



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Ongoing Monitoring and Research

- Identify test results that were administered remotely in TOPSpro Enterprise
- Compare student performance on remote vs. in-person testing
- Monitor possible test security issues

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New TOPSpro Enterprise Field: “Unable to Test due to Force Majeure”

- Released on April 15th in TE (Build 75)
- Documents students that are unable to be tested due to school closures or other reasons, as requested by OCTAE
- CDE requests California agencies wait for official guidance on determining which conditions require marking this field

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Next Steps

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Next Steps

CASAS is creating a **CA Remote Testing web page** at CASAS.org by **May 11th**

- Remote Testing **Guidelines**
- Going Remote! Checklists**
 - COAAPs
 - CIT
 - CASAS NRS-approved Pre/Post-tests and Government & History for Citizenship
- CA **Agency Remote Testing Agreement** – all remote testing
- CA **Proctor Remote Testing Agreement** – agencies keep on file
- CA Remote Testing **FAQs**
- CA Remote Testing **Training**

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Next Steps

- Recording of this webinar, PPT and "Q & A" responses will all be posted on OTAN and in the California Adult Ed Accountability and Assessment section on the CASAS website:
<https://www.casas.org/training-and-support/casas-peer-communities/california-adult-education-accountability-and-assessment>
- Direct technical questions to techsupport@casas.org
- Contact your Program Specialist if your agency is interested in participating in a pilot for remote testing of COAAPs or CIT.

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Questions and Comments from the Field

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Thank you for attending!

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