Remote AEL Testing Guidance

Update 1/3/24

Best Plus 2.0, TABE 11/12, TABE CLAS-E and CASAS eTests are now approved for remote administration. Test administrators MUST complete the ***Best Plus 2.0 Remote Testing Administration,*** **the** ***TABE 11/12 Remote Testing Administration*** **training, and/or CASAS** ***Proctor Remote Testing Training*** and Webinars facilitated by Train PD, either virtually or online in the PD Portal. You must have a certificate of completion for monitoring purposes. No other test is approved by TWC at this time.

Best Practices for Remote Testing

1. Providers must have a written standard operating procedure for remote testing which addresses test security, integrity, and protection of personally identifying information.

2. Testing proctors must be certified/trained to administer the specific assessment test.

3. Providers must:

    a. provide a pre-screening to verify identity of student

    b. orient students to remote online testing expectations

    c. ensure students have the technology tools needed to test at home per publisher guidance

    d. allow time for students to take practice tests on the publisher's website prior to entering the testing room session, if available;

    e. and plan ahead for how to respond to video or technical glitches and communicate plans clearly to students.

4. The proctor must allow students into the remote testing room one at a time to ensure identity of student and check the environment, if testing more than one student at a time.

5. Students should wear headsets and/or earbuds for test security and optimal success, if applicable for the test.

Tests Approved Under the Texas AEL Testing Guide[1]

Publisher/ Test	**Requirement 1** *The student who is testing can be properly identified*	**Requirement 2** *Any approved test (i.e., any test determined suitable for use in the NRS) that is used is properly secured*	**Requirement 3** *The virtual proctor can properly administer the test*	Mandatory Professional Development for Remote Testing for approved test administrators
CAL BEST Plus 2.0	Remote administration of BEST Plus 2.0 should be conducted using a video conferencing program which allows the test administrator to identify the student using local procedures.	To maintain test security, require both the test administrator and student to complete the test in a private location away from others. Ensure that links to video conferencing sessions are sent privately to students and not posted or shared with others. Do not video or audio record the test session.	Only trained BEST Plus 2.0 test administrators should administer the test remotely. Before administering the test to students, program staff should try out technology and procedures to ensure testing works as expected.	***BEST Plus 2.0 Remote Testing Administration*** Presented by TRAIN PD@TCALL ***Course is available in the PD Portal.***
CAL BEST Literacy	Test not valid for remote administration	Test not valid for remote administration	Test not valid for remote administration	Test not valid for remote administration

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DRC TABE 11/12 and TABE CLAS-E Tests	Remote test proctoring will occur via Zoom and/or Webex. Test administrator must identify the student using local procedures OR programs can purchase remote proctoring services from DRC and ProctorU.	TABE 11/12 and TABE CLAS-E Remote Proctoring Guidance ProctorU Remote Testing Option through DRC	Only trained TABE Test Administrators will proctor test sessions live via Zoom, Webex or other web conferencing platforms.	***TABE 11/12 and TABE CLAS-E Remote Testing Administration for Texas***, Presented by Mike Johnson with DRC Course is available in the PD Portal. ***Course is available in the PD Portal.***
CASAS	Remote administration of CASAS eTests is permitted using a web conferencing platform approved by CASAS and which allows the test administrator to identify the student.	Remote administration of CASAS eTests (including appraisals) is permitted using a web conferencing program which allows the test administrator to watch the student during the testing process. CASAS Remote Testing Guidelines and Remote Testing Agreements	Only trained CASAS Test Administrators will proctor test sessions. Agencies and proctors must sign CASAS Remote Proctoring agreements.	**CASAS Remote Testing Training** for Texas (All 3 components must be completed) 1. **Proctor Remote Testing Training** course is now available in the PD Portal. 2**. Pass the Testing Training course quiz** with 100% accuracy.

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				(**note that steps 1 and 2** must be completed **before *CASAS Remote Testing Webinars*** can be accessed) 3. ***CASAS Remote Testing Webinars*** (complete one or both depending on testing format used by program) •(1:1) One to one remote testing format •(1:multiple) One to multiple test takers format ***Courses are now available in the PD Portal.***

[1] Recommendations remote testing requirements are based on from U.S. Department of Education Office of Career, Technical, and Adult Education (OCTAE) Program Memo 20-3, Adult Education and Family Literacy Act and COVID-19 – Frequently Asked Questions published on March 27, 2020.

Tests for High School Equivalency Approved by the Texas Education Agency

Publisher/Test	Status for Remote Testing	Approximate Timeframe	Website for more information
GED Testing Service GED™	GED Testing Service is contracting with OnVUE to deliver the Online Proctored GED exams. Students will have to meet certain screening criteria prior to test.	Available now	GED Manager™ & GEDPrep Connect™

Texas Education Agency TXCHSE Resources: Texas Certificate of High School Equivalency / GED