



2011-12 Citizenship Preparation Questions and Answers

Note: New information for the 2011-12 program year is shown in green.

1. How can an agency identify students who have already taken and passed the CIT Test and the G&H (Government and History) assessments?

Answer: In TOPSpro, the "EL Civics Additional Assessment Monitor Report" provides a list of students who passed these tests. To check for students who passed these tests last year within an agency, select this report with a date range from July 1, 2009 to June 30, 2010 with the site and classes selected for EL Civics Cit Prep.

2. How do I become recertified to administer the oral Citizenship Interview Test (CIT) every year?

Answer: Recertification is conducted annually in the fall. All eligible CIT administrators will receive an email announcing recertification. Recertification instructions are given in the email and recertification is done online. If you are a current CIT test administrator and you do not receive an email, you should contact your CASAS Program Specialist. CIT certification expires Nov. 30th of each year. CIT test administrators must recertify before 11/30 if they want to continue administering the test uninterrupted, however, they have until 2/28 to complete recertification.

For additional information, please send an e-mail to citcertification@casas.org

3. Why do I need to be recertified each year to administer the CIT?

Answer: Consistent test administration is required to maintain consistency in rating oral responses, which is critical for accuracy and validity of test scores. On an objective multiple choice reading test, answers are scored against an answer key. On an oral test, the test administrator must "rate" the response and give it a score based upon specific criteria.

Over time, oral test administrators tend to become more lenient or rigid in their scoring. Recertification ensures that test administrators remain consistent, and that scores across test administrators and agencies remain consistent and valid. In order to keep the test "standardized," all scoring must continue to be based upon the same interpretation of the scoring rubrics developed for the test.



4. I have some defaced CASAS test booklets and some obsolete ones. What do I do with them?

Answer: All test booklets (no matter how old they are) must be shredded by the school or agency according to the following process:

- a. Shred the test booklets
- b. Send a letter written on school or agency letterhead to CASAS with the following information:
 - Statement of number of test booklets and test forms that were shredded
 - Statement of when they were shredded
 - Signature of the school or agency administrator
- c. Keep a copy of the letter for your records
- d. If the school or agency cannot shred the test booklets, the test booklets can be sent to CASAS to be shredded. If that is the case, the school or agency must keep a letter on file (on letterhead) noting which test booklets were sent, how many and when they were sent, signed by the administrator.

5. Our grant is for Civic Participation, but we also teach Citizenship classes and our teacher is CIT certified. I have been told both that we can now earn payment points when the citizenship students take and pass the citizenship tests, and that we can now apply for both parts of the grant, Civic Participation and Citizenship Preparation.

Answer: Even though your agency hasn't applied for EL Civics Citizenship Preparation, since you're approved for EL Civics (Civic Participation), you can earn payment points for EL Civics Citizenship Preparation. Contact your CDE Regional Consultant for further information. In your next application, please indicate that you wish to apply for both EL Civics Civic Participation and EL Civics Citizenship Preparation.

6. How do I designate a class that is both EL Civics and Distance Learning? Do I need to designate it as both EL Civics and Distance Learning, or just one or the other?

Answer: "You can designate both. EL Civics focus areas are designated by class, while Distance Learning is designated by student. To designate a class as EL Civics, go to the Class Record for that particular class in the TOPS pro Class Lister. In the Class Record, find the field EL Civics. Use the drop box to designate the class as either Civic Participation or Citizenship Preparation.



Distance Learning, on the other hand, is designated at the student level rather than the class level. For each student that spends 51% or more of the instruction time outside the traditional classroom setting, then mark “Distance Learning” on that learner’s Entry Record under Field 13, Special Programs. If you wish to designate everyone in a selected class as Distance Learning, then you can use the TOPSpro Endorsement Wizard. In TOPSpro, go to Wizards – Endorsement Wizard. Select Apply Endorsements and select Entry Record. Filter the wizard for your designated class. Then check Distance Learning under the Special Programs column.

7. My agency has a Citizen Preparation program but not a Civic Participation program. Do we need to complete a Technology Plan?

Answer: No, Technology Plans are for Civic Participation programs only.