

Guidelines for Administering BEST Plus 2.0 Virtually

The BEST Plus is a computer-adaptive test of English listening comprehension and speaking skills. It is administered one-on-one, with the tester asking questions orally and the student responding orally. Scoring is done after each response according to a rubric. In typical in-person testing situations, this test takes 10-20 minutes per student. Virtual testing may take somewhat longer.

As for all BEST Plus testing, virtual test administration may only be conducted by certified BEST Plus 2.0 test administrators.

I. Technology Needed

- Video technology to connect test administrators and students in order to most closely reflect face-to-face conditions.
- Test administrators: It is recommended to use two devices (computer or tablet): one to display the video-based connection (e.g., call or conference) with the student, and a second device to run the BEST Plus 2.0 software.
If two devices aren't available to the test administrator, then a single device can be used.
- Students: a video-enabled device (smartphone, computer, or tablet)
- Reliable internet service
- Video conferencing platform – see below

II. Selecting a Video Conferencing Platform

A variety of video call or conferencing platforms are available, e.g., Zoom, GoToMeeting, Skype. Consider the following:

- What video conferencing platforms are used instructionally within your program?
- Can test administrators and students easily access the video conferencing platform using the devices they have available?
- Does the platform require anything to be downloaded?
- Will the student be required to register or log in to use the platform?
- Do meetings have a time limit that could affect testing?
- Are there any internet speed requirements or data use issues that could cause challenges for test administrators or students?

III. Practicing Virtual Test Administration

Conduct a tryout prior to assessing any students to ensure that the technology works as expected and that test administrators are able to effectively administer the test in this format. If possible, try out devices that students may use to take the test.

IV. Preparing Students

Before the virtual test administration, prepare students by providing clear information about what technology will be used. This can be done by regular mail, email, or a phone call. Information can be translated if needed. Include the following information:

- How to download and/or access the video platform, including registration or password if needed

Guidelines adapted by the Adult Learning Resource Center from *BEST Plus 2.0 Virtual Test Administration Guidance*, Center for Applied Linguistics, April 13, 2020.

- Needing a quiet place for the test that is free from distractions
- Audio or video recording of the test session is not allowed
- Schedule a time for the test. Allow at least 45 minutes to accommodate the additional time that may be needed to help the student access the video platform, have questions repeated due to audio interruptions, etc.
- Provide contact information for someone the student can contact if they need help when accessing the video platform at the time of testing.

V. Identity Verification and Test Security in a Virtual Environment

- Test administrator should verify the student's identity before starting the test. If the student is already known to the test administrator, the test administrator can visually verify the student's identity over video. If the student is not known to the test administrator, then local identity verification procedures can be used at the start of the test session (e.g., asking student their name, address, other or other means of identity verification).
- To maintain test security, video conferencing links or invitations should be sent only to the student being tested and not posted or shared elsewhere.
- Both the student and the test administrator should complete the test in a quiet, private location away from others.
- Do not video or audio record test sessions.

VI. Virtual Test Administration Procedures

- Ensure test administration conditions are free of outside distractions for both the student and the test administrator.
- Verify student's identity (see V. above)
- Test audio and video. Student must be able to see and hear tester. Tester must be able to hear student responses.
- If a technical glitch disrupts audio or video while a test administrator is delivering a prompt, the prompt can be repeated without any score penalty to the student (i.e., the student can still receive a score of 2 for Listening Comprehension).
- If a video conference is dropped or ends unexpectedly because of a technical disruption, restart the call as soon as possible and continue with the test. If it is not possible to resume the video conference immediately, then the test session should be restarted from the beginning at a later time.
- Tasks with picture cues can be administered by holding up the video conferencing device to the screen with the picture cue (if the test administrator is using two devices) or using a screen share function (if the test administrator is using a single device). The student must clearly see the picture. If the student cannot do so, then picture cue tasks should be skipped within the test software (i.e., do not enter any scores and continue to the next question).

For more information or assistance, contact:

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