

December 2020

To assist adult education programs, the ICCB (Illinois Community College Board) and Illinois Adult Education Professional Development Network (PDN) have identified potential candidates to serve as remote testing proctors for hire. Each of the candidates has participated in the required assessment training for either TABE 11&12 or CASAS and remote proctor training per the Illinois Adult Education and Literacy Provider Manual (Section 6, Page 33). The list will also indicate proctors who are fluent in languages other than English.

This Remote Proctors for Hire list is intended as a resource for programs interested in hiring additional employees or contractors to start or scale the program's remote testing capabilities. The inclusion of a person on this list does NOT constitute an endorsement from the ICCB or the PDN. Inclusion on this list means the person meets the minimum training qualifications and has expressed an interest in serving as a remote proctor for hire. (The application that was used is attached for your reference.)

**Cost:** When considering whether to hire a remote proctor and at what pay rate, programs should consider this additional cost against other existing options for remote testing.

- TABE 11&12 offers the third party proctoring company ProctorU as an option for remote TABE testing, at a cost of \$34.50 for each Reading+Locator test administration. Before hiring remote proctors, consider the cost comparison of the hourly rate of pay for an additional staff person versus the per-test cost with ProctorU. More information about ProctorU services is available here: [http://tabetest.com/PDFs/Remote\\_Proctor\\_Option.pdf](http://tabetest.com/PDFs/Remote_Proctor_Option.pdf)
- CASAS does not have an agreement with a third party proctor at this time, though it is possible this may become an option in the future.
- Also consider the rate of pay of your institution's testing center staff. Assigning additional remote testing duties to existing staff may be a less expensive alternative than hiring new staff.

Details regarding hiring and rate of pay for these remote proctors is of course up to the individual program and its parent institution. Questions about budget or compliance issues with the hiring of additional remote proctors should be directed to Jane Black at ICCB.

**Communicating with and Hiring a Remote Proctor:** Once a program hires an individual proctor, it is the program's responsibility to communicate with the proctor about scheduling, program processes, reporting, etc. The program should also confirm all application information and any technology needs for the agreement to be successful.

Please note that a CASAS remote proctor hired by your program will need to be added as a user by your CASAS Data Manager so that the proctor can administer eTests through your CASAS account.

**Accessing the List:** To request access to the remote proctor for hire list, please email Dawn Hughes at [dj-hughes2@wiu.edu](mailto:dj-hughes2@wiu.edu) and indicate which listing you would like (TABE, CASAS, or both). By requesting access to the list, you are assuming the responsibility of confidentiality of the information.