BEST Plus 2.0: Guidance for Virtual Training

To address the unique challenges of COVID-19, users may adapt BEST Plus training materials for virtual settings.

Contact CAL with any additional questions you may have about virtual training.

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I.   Overview

BEST Plus test administrator training sessions are face-to-face workshops designed to prepare test administrators to reliably administer and score BEST Plus 2.0. The *BEST Plus Test Administrator Training* is for new test administrators and the *BEST Plus Refresher Training* is for trained test administrators. It is possible to adapt these training sessions for a virtual format using the existing BEST Plus training materials including the BEST Plus Trainers Manual or BEST Plus Scoring Refresher Toolkit.

This document provides guidance and considerations for programs and trainers who plan to adapt training materials for a remote workshop. We recommend conducting a synchronous workshop using a video conferencing platform.

II.   Training Goals

Virtual workshops should meet the same goals as face-to-face BEST Plus trainings. These are to:
- Prepare participants to administer BEST Plus 2.0 via both the computer-adaptive and print-based versions.
- Instruct participants in using the BEST Plus 2.0 Scoring Rubric.
- Provide participants the opportunity to practice administering and scoring BEST Plus 2.0.

Training sessions also provide a valuable opportunity for new or experienced BEST Plus to ask questions and get feedback from an expert trainer. Virtual trainings should provide an interactive format with time for questions and discussion.

III.   Scheduling

The *BEST Plus Test Administrator Training* is a 6-hour workshop for new test administrators. For a virtual training, this can be scheduled as either a single, one-day training or as two 3-hour sessions on separate days. In this case, the sessions should be scheduled within a few days of each other.

The *BEST Plus Refresher Training* can be used as a self-study tool or delivered as a workshop for trained test administrators. For programs wishing to conduct the full 6-hour Refresher Training as a virtual workshop, this can also be scheduled as a single, one-day training or as two 3-hour sessions on separate days. Since the Refresher Training is designed to be a review for trained test administrators, there is a great deal of flexibility in how the material could be adapted for virtual training. For example, programs could conduct a single 3-hour workshop using selected materials from the Refresher Training.

IV.   Selecting a Video Conferencing Platform

The facilitator and participants should use a video conferencing platform for the training session. We recommend choosing one with screen share capabilities and chat features. When selecting a platform for testing, the following considerations may be helpful:

- Does the platform require any software to be downloaded?
- Will participants be required to register or log in to use the platform?
- Do meetings have a time limit that could affect training?
- Does the platform allow for chat functions and screen sharing?
- Are there any internet speed requirements that could cause challenges for participants?

We strongly recommend that facilitators conduct a practice session or dry run of the virtual training to ensure that technology and procedures work as planned. This will also allow organizers to clearly communicate in advance any materials or equipment needed by participants including microphones, headsets, or video capabilities.

V.   Digital Materials

Complimentary digital copies of the following are available to programs with an approved purchase from the CAL Store. Training materials are complimentary for certified BEST Plus Trainers. Products available digitally include:

- BEST Plus 2.0 Software
- BEST Plus Trainers Manual
- BEST Plus 2.0 Test Administrator Guide (TAG)
- BEST Plus Scoring Rubric
- BEST Plus Scoring Refresher Toolkit
- BEST Plus Scoring Refresher Workbook- Test Administrator's edition

Contact aea@cal.org to request items (the pricelist is available on our website). CAL will share digital copies of secure materials using a secure fileshare site. Do not email these files.

VI.   Security

It is important to ensure the confidentiality and security of test materials during virtual trainings. Share the virtual meeting link only with confirmed participants and do not post this online. All training materials should be sent using secure file links and should not be emailed. Remind new and experienced test administrators about the importance of test security at the beginning of the training.

For the **BEST Plus Test Administrator Training**, all participants complete a new test administrator registration form that includes a security agreement. These can be collected

virtually using a link provided by CAL. Contact us at aea@cal.org if you need access to the virtual form.

VII. Facilitation

We recommend scheduling smaller training sessions; 10 or fewer participants would be ideal and the session should have no more than 20. This will allow the facilitator to provide feedback and interact with participants.

The ***BEST Plus Test Administrator Training*** for new test administrators must be facilitated by a certified BEST Plus trainer. The ***BEST Plus Refresher Training*** can be facilitated by any trained BEST Plus user. It may be helpful to have a second facilitator to assist with monitoring the chat feature and/or help with logistics and technology. It is not necessary for the second facilitator to be a certified BEST Plus trainer.

Before the workshop, ensure that each participant has the needed training materials to follow the presentation. Digital copies can be provided to participants, and these should be shared via a secure file link to maintain test security. Please do not email secure materials or post in a non-secure format.

At the start of the training session, build in extra time at the beginning of the training for participants to join the session and troubleshoot technology. As with in-person trainings, participants should be present for the entire training.

Finally, ensure that the training includes sufficient breaks and opportunities for interaction and discussion so that participants stay engaged and interested.

VIII. Practice Test Administration

Practicing test administration is one of the most important aspects of the ***BEST Plus Test Administrator Training***. During the face-to-face workshop, participants give BEST Plus to a partner while the facilitator observes and provides feedback. This allows new test administrators to become comfortable with the test content and format, and is also an opportunity for the facilitator to assess what they have learned.

Paired practice can be done in a remote training by assigning partners and asking participants to meet separately via video chat. CAL's *BEST Plus 2.0 Virtual Test Administration Guidance* may be a helpful resource as it provides information about virtual test administration.

The facilitator might plan to drop in on the paired practice video chats, or these could be scheduled so the facilitator can attend each one. If possible, participants should also practice with an in-person partner after the training.

If new test administrators complete a remote training, it may be helpful for them to practice scoring using material from the *BEST Plus Refresher Training* as this provides additional opportunities to confirm understanding and apply the scoring rubric.

IX.   Test Administrator Registration Forms and Evaluations

At the end of a *BEST Plus Test Administrator Training*, participants should complete Test Administrator Registration Forms and training evaluations. Test Administrator Forms help are used to associate test administrators with programs and authorize their purchase and activation of test administrations. CAL will provide trainers with both of these forms digitally.