

Go Live!

Proctors play an important role in ensuring that testing happens fairly and uniformly for all test takers. By fairly we mean that each test taker has the same opportunity to succeed. By uniformly, we mean that each testing event is conducted in the same way.

On testing day – whether you are the first person to arrive or you are joining another proctor who has already starting testing for the day, please keep in mind the following:

Prepare to Test:

- Setup the Proctor Station.
 - Start the computer and double click the CASAS eTests shortcut. If there is no shortcut on the desktop, open your browser window and type in the URL you were given to log in to CASAS eTests Online.
- Prepare testing stations for test takers.
 - Go to each testing station, boot up the computer and double click the eTests online shortcut. If the stations are already registered, the login screen will open. If they are not registered, you can register them either with your login credentials, or with a code.
 - Make sure the desks at each station are free of clutter. Collect any pencils, scratch paper and calculators left behind.
 - If you are going to give a math test make sure you have plenty of scratch paper, pencils and calculators handy. Even though eTests has a built-in calculator, some students may prefer a physical calculator. Students are not allowed to use their own calculators.
 - Scratch paper is only allowed for math tests, not for Reading or Listening tests.
 - If you are going to give a Listening test, make sure headphones are at each of the testing stations.
 - Make sure you have a list of the students, their unique student IDs, and the type of test they are going to take. Make sure that you are informed in advance if a student requires an accommodation for testing.

Begin to Test:

- Assist test takers as they enter the room.
 - For ESL students you may translate the instructions for testing, and collecting demographic information, but the test questions must not be translated.
- Read or explain the following points to test takers:
 - You are taking this test, so we can understand what you know and what we can help you learn. It is important to do your best.
 - Don't guess if you don't know the answer; skip it.
 - Testers can review their answers before they finish the test
 - A teacher or counselor will review their results with them.
 - Continue to another test, or logout if finished testing.
- Start the appropriate testing session for the day and add the registered testing stations that will be used.
- Closely monitor testing.
 - While learners are taking their tests, you will remain in the room and pay close attention to the test takers and the testing environment. No one other than the proctor, support staff and test

takers is allowed in the room. While you can see each student's test progress from the proctor station, there are many things you will not notice unless you circulate the room. Students should not be accessing cell phones or other electronic devices during testing.

After the Test:

- Dismiss the students and stop the testing session. Clear all testing stations areas of scrap paper, collect calculators and make sure all the testing stations are ready for the next group of students.
- If you are done testing for the day, log out of the proctor station and exit the browser. Log out of all of the testing stations. Follow your program's procedure for securing the room.
- Make sure you inform your eTests coordinator or supervisor if any test irregularities occurred.

CASAS Technical Support

- Available 9:00 am – 8:00 pm ET, Monday – Friday.
- Email: TechSupport@casas.org
- Phone: 1-858-292-2900 or 1-800-255-1036, option 2.