

Retrieve results and generate reports

CASAS test results can help students learn and teachers improve their classroom instruction. All CASAS eTests results are immediately available in your program's TOPSpro Enterprise account. You may check student test scores in eTests with the Personal Score Report or generate more detailed reports from TE.

The Personal Score Report (PSR) is a one-page report that displays on the student's screen when the test is finished. This report can also be viewed and printed from the proctor's station.

Accessing test records in TE:

The screenshot displays the TE (TOPSpro Enterprise) web application interface. The top navigation bar includes 'View', 'Organization', 'Records', 'Reports', 'Tools', and 'Help'. The user is identified as 'Administrator 60' and the version is '4.1 build 12'. The main content area is divided into several sections:

- How To:** A list of tasks such as 'Add demographics', 'Add employment barriers', and 'Add program enrollment', each with a corresponding 'Open...' button and a link to a lister (e.g., 'Demographics Lister', 'In Program Years Lister').
- Shortcuts:** A list of quick links for 'Recent Lists' (Testing Sessions, Users, Agencies, Tests, Students, Access Groups, Sites, Testing Stations, Personnel, WSCS Administration) and 'Recent Reports' (Test Administrations, Learning Gains Summary, NRS Data Integrity, Student Content Areas, Student Competency, Individual Skills Profile, Content Standards by Payment Points, Personal Score Report).
- Announcements:** A section for 'State' announcements with a link to 'Add your State Announcements Here!' and a 'CASAS' section with links for 'CASAS eTests Secure Browser Release' and 'CASAS Help Documentation and Videos'. Below this are sections for 'Agency' and 'Site' announcements.
- Alerts / Notifications:** A section for 'Release Notes TOPSpro Enterprise' with links for builds 12, 39, and 38, and a 'CASAS News' section with links for 'Bring your Questions to Live Office Hours!' and 'Join us for Monthly News and Updates Webinars!'.

The footer of the interface includes 'Tech Support 1-800-255-1036 ext. 2 techsupport@casas.org'.

Log into TE. Click on Records > Tests.

You can use the filters at the top of the page to view student test records by assessment date, test form, scale score, etc. You can export the list of test records by clicking on the Export button and saving the file as an Excel spreadsheet.

There are many ways that your program can begin to monitor test results with CASAS assessments.

Generating Reports in TE:

There are a number of reports that you can generate in TE. The example below shows how to generate an Individual Skills Profile.

Log into TE. Click on Reports > Test Results > Skills Profile > Individual Skills Profile.

From the Report Setup Navigator, select Tests so that you can generate this report for a specific group of students. (The more students selected, the longer this will take to create).

Click on Generate to create the report.

You can export or print this report to share with the student or their instructor.

If you'd like to learn more about optimizing CASAS reports or using TOPSpro Enterprise, please contact our CASAS tech support team for more information.

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.