

CASAS News and Updates Webinar

January 15, 2020

11 am (Pacific)

2 pm (Eastern)

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Join Zoom Meeting

<https://zoom.us/j/103955730>

Meeting ID: 103 955 730

➔ Dial in:

➤ 1 (929) 436 2866 or 1 (669) 900 6833

➤ Meeting ID: 103 955 730

➔ Please make sure your phones and computers are muted. Thank you!

➔ Any questions during presentation? Post in the chat box to “Everyone”...CASAS team will answer!

➔ Recording of webinar and PPT will be posted at casas.org

Overview of GOALS Test Series – Test Forms, Levels, Blueprint, TAM

Fidelity in eTests & TOPSpro Implementation

- Default Test Sessions
- Re-testing
- Next Assigned Tests/ Post-testing
- Preparing for eTesting
 - Students
 - Staff
- Testing Day

CASAS Website Resources

Ongoing Maintenance – TE functions

Reading GOALS Series CASAS

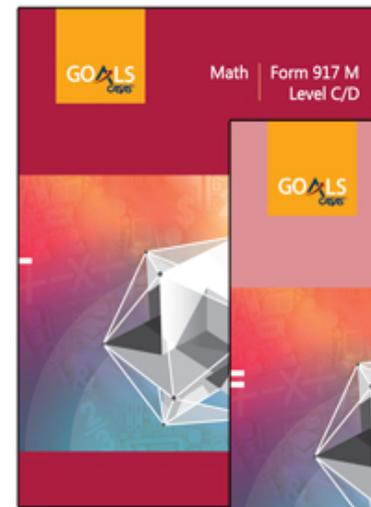
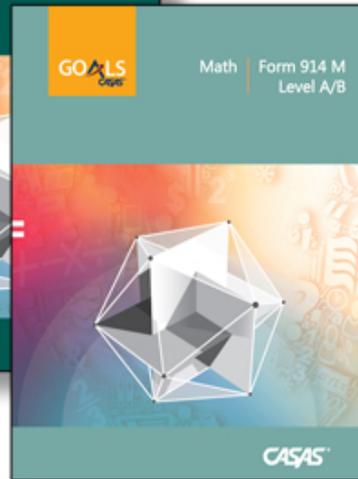
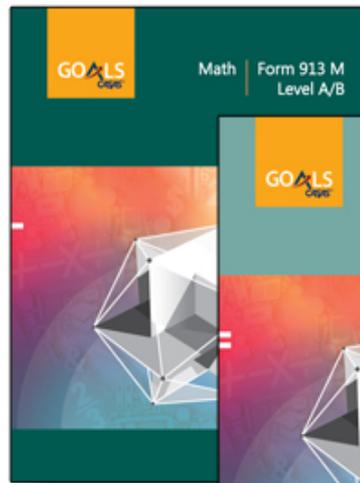
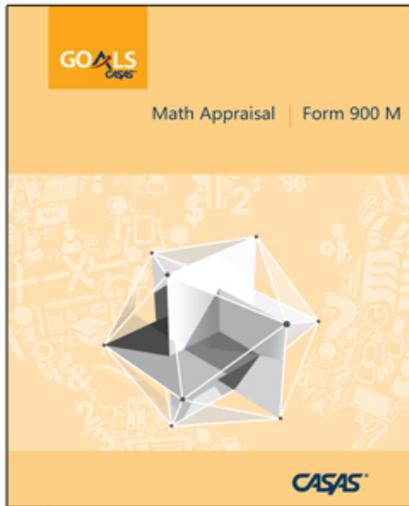


CASAS Level	Form Number	Number of Test Items	Timing
Locator	104R	12	15 min.
Appraisal	900R	28	30 min.
A	901	39	60 min.
	902		
B	903	40	75 min.
	904		
C	905	40	75 min.
	906		
D	907	40	75 min.
	908		

- Reading GOALS Locator: 104R (12 questions) – fixed form
- Aligned to the CCR Standards for Adult Education and CASAS Competencies
- Measures rigorous academic skills in contexts relevant to lives of adult learners

Math GOALS CASAS

Series



CASAS Level	Form Number	Number of Test Items	Timing
Locator	104M	10	15 min.
Appraisal	900M	20	30 min.
A/B	913 914	40	60 min.
C/D	917 918	38	75 min.

- Aligned to the CCR Standards for Adult Education and CASAS Competencies

Latest Versions of GOALS Test Administration Manuals (TAMs)

Reading GOALS, Second Edition (2019)

Math GOALS, Second Edition (2019)

November 2019, v2 – Manually change Math Appraisal 900M cut point to 15+ to take Level C/D pretest.

New GOALS Appraisal Self-Scoring Answer Sheets

Self-Scoring Answer Sheet for GOALS Reading and Math
Appraisal Form 900R + 900M

Set of 25 -- \$49.00

ANS900

CASAS Math Blueprint – **NEW version on website**

CASAS Content Domains	CASAS Level A/B	CASAS Level C/D	College and Career Readiness Standards (CCRS) Covered by CASAS Math Goals Series
M1: Number Sense	32%	24%	<p>At the A/B level, use basic concepts of number system, place values, operations of addition, subtraction, multiplication and division, fractions, fraction equivalents, ratios and proportions.</p> <p>At the C/D level, use advanced number concepts such as comparing fractions, using operations with rational numbers and exponents.</p>
M2: Algebra	10%	26%	<p>At the A/B level, understand and reason with properties of four operations, explain patterns in four operations, solve basic one-variable equations.</p> <p>At the C/D level, generate equivalent equations and those with two or more variables, understand radicals, use lines and linear equations, use functions and functional expression, including inequalities, polynomials, quadratics, and exponential models.</p>
M3: Geometry	14%	24%	<p>At the A/B level, identify and reason with shapes and their attributes in 2- and 3-dimensions, find area and volume.</p> <p>At the C/D level, solve problems of angle, area, congruence, similarity, trigonometry, volumes of cone, pyramids and spheres.</p>
M4: Measurement*	22%	10%	<p>At the A/B level, measure with standard units, time intervals, liquid masses and volumes, area, unit conversions, angle measurements.</p> <p>At the C/D level, understand/apply Pythagorean theorem, use volume measurements for complex modeling.</p>
M5: Statistics and Probability**	22%	16%	<p>At the A/B level, understand categories, identify relevant data in tables, represent data in graphs, understand variability, and describe distributions.</p> <p>At the C/D level, understand probability, sampling, draw inferences, summarize and interpret data categorical and quantitative data, draw inferences, investigate associations in bivariate data.</p>

* CCRS domains of **Geometry** and **Statistics** include content from CASAS category *M4: Measurement*

WIOA Title II NRS/CASAS Score Ranges for ABE/ASE



Relationship to NRS Educational Functioning Levels (EFL) for ABE and ASE

	Educational Functioning Levels	CASAS Level	Reading GOALS Scale Score Ranges
1	Beginning ABE Literacy	A	203 and below
2	Beginning Basic Education	B	204 - 216
3	Low Intermediate Basic Education	B	217 - 227
4	High Intermediate Basic Education	C	228 - 238
5	Low Adult Secondary Education	D	239 - 248
6	High Adult Secondary Education	E	249 and above

Revised April 2019

	Educational Functioning Levels	CASAS Level	Math GOALS Scale Score Ranges
1	Beginning ABE Literacy	A	193 and below
2	Beginning Basic Education	A/B	194 - 203
3	Low Intermediate Basic Education	B	204 - 214
4	Middle Intermediate Basic Education	C	215 - 225
5	High Intermediate Basic Education	C	226 - 235
6	Adult Secondary Education	D/E	236 and above

Revised April 2019

WIOA Title I/EFLs, CASAS scores, and GLEs

CASAS ABE Reading Scores by EFLs and Grade Level Equivalents (GLEs) for WIOA Title I

NRS Levels	Reading ABE/ASE EFLs		Reading GOALS Score Ranges	Grade Level
1	Beginning ABE Literacy	Basic Skills Deficient	193 and below 194 - 203	K 1
2	Beginning Basic Education		204 - 210 211 - 216	2 3
3	Low Intermediate		217 - 222 223 - 227	4 5
4	High Intermediate		228 - 230 231 - 234 235 - 238	6 7 8
5	Low Adult Secondary Education	Not Basic Skills Deficient	239 - 243 244 - 248	9 10
6	High Adult Secondary Education		249 - 253 254 and above	11 12

Reading GLEs located on website

WIOA Title I/EFLs, CASAS scores, and GLEs

CASAS ABE Math Scores by EFLs and Grade Level Equivalents (GLEs) for WIOA Title I

NRS Levels	Mathematics ABE/ASE EFLs		Math GOALS Score Ranges	Grade Level
1	Beginning ABE Literacy	Basic Skills Deficient	184 and below 185 – 193	K 1
2	Beginning Basic Education		194 – 198 199 – 203	2 3
3	Low Intermediate		204 – 209 210 – 214	4 5
4	Middle Intermediate		215 – 221 222 – 225	6 7
5	High Intermediate		226 – 228 229 – 235	7 8
6	Adult Secondary Education	Not Basic Skills Deficient	236 – 240 241 – 244 245 – 248 249 and above	9 10 11 12

Math GLEs located on website

WIOA Title II NRS/CASAS Score Ranges for ESL

CASAS Relationship to NRS Educational Functioning Levels (EFL) for ESL

	Educational Functioning Levels	CASAS Level	Reading Life and Work Scale Score Ranges	Listening (980 series) Scale Score Ranges
1	Beginning ESL Literacy	A	180 and below	180 and below
2	Low Beginning ESL	A	181 - 190	181 - 189
3	High Beginning ESL	A	191 - 200	190 - 199
4	Low Intermediate ESL	B	201 - 210	200 - 209
5	High Intermediate ESL	B	211 - 220	210 - 218
6	Advanced ESL	C/D	221 - 235	219 - 227

Revised April 2019

Miscellaneous Tips and Info

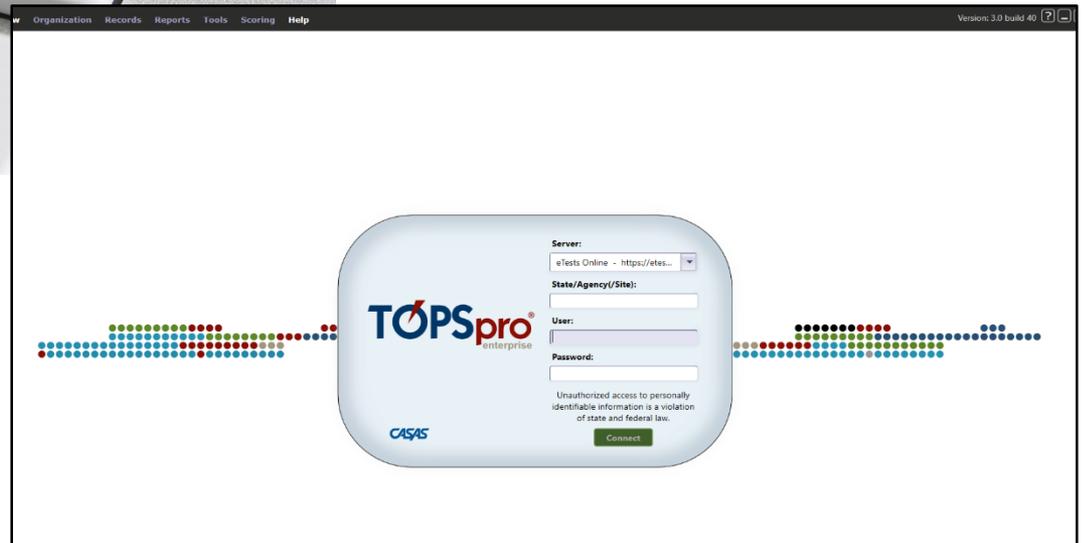
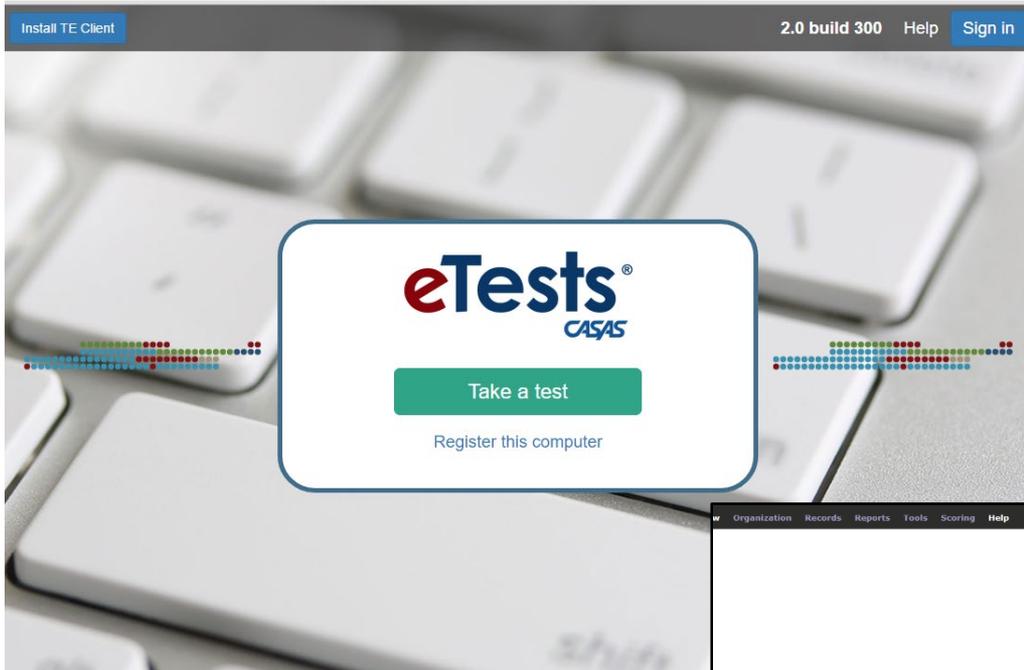
Internet Bandwidth – can be the cause of slow loading, especially of test prompts and graphics.

For Math GOALS, a test taker may use the onscreen calculator OR a **physical calculator**.

eTests **automatically ends a test** when time is up and a test taker finishes the item being worked on.

CASAS recommends having at least one **touch screen** device available for test takers that are not familiar with using computers.

Implementing with Fidelity



Going Live! Checklist – Next steps

- 5. Connect to your online account
- 6. Add Sites
- 7. Add Users
- 8. Register testing stations
- 9. Review testing sessions
CHECK to ensure Default eTests Test Sessions have been installed!
- 10. Conduct a trial run
- 11. Go live! and begin testing
- 12. Retrieve results and generate reports

Step 7. Add Users

Each staff member who will access the CASAS Online System requires a User account with login credentials.

Users are also part of the organizational structure of an online account

TOPS^{pro}_{enterprise} ACCESS

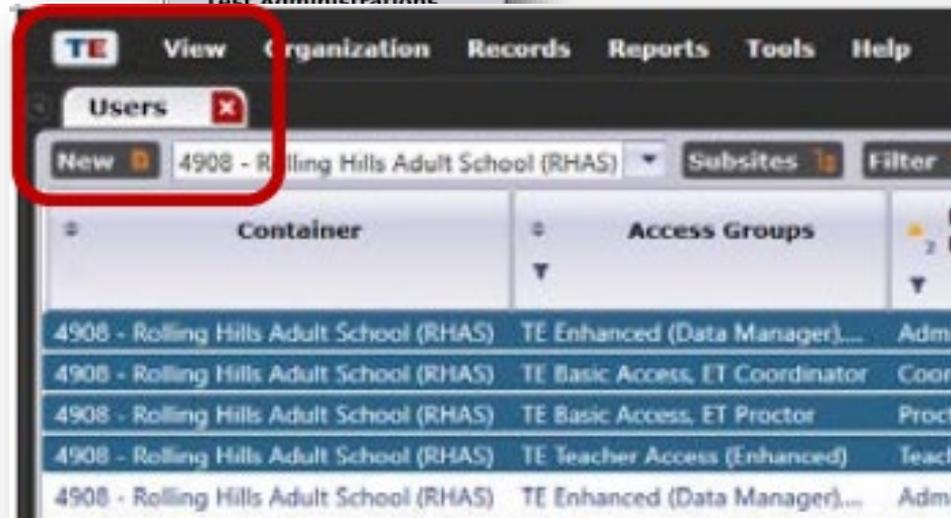
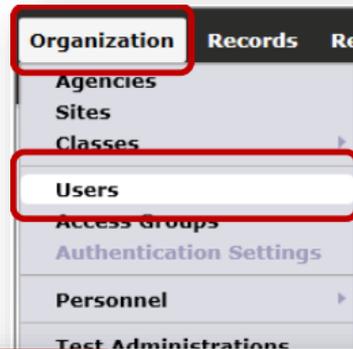
- May grant to *any* staff as appropriate.
- eTests coordinator and/or proctor certification not required for access.

eTests[®] ACCESS CASAS

- May *only* grant upon confirmation of coordinator and/or proctor certification.
- Agencies must maintain copies of certificates on file.

Step 7. Add Users

- TE opens to a blank screen with a menu bar across the top
- From the menu bar, click Organization and select Users.
- Click New at the top left



CASAS adds pre-configured TE Access Groups when setting up a new online account.

- Data Managers may edit, rename, duplicate, or delete these groups, and add new groups.

TE Access Groups define menu and data access rights for groups of users.

- TE Data access may be restricted to “read only” access.

There is no limit to the number of users.

Step 7. Add Users – TE Access

Each agency decides which application its users may access.

TE Access Rights	TE Access Groups			
	TE Data Manager	TE Admin	TE Basic	TE Teacher
Has full access to TE (e.g. edit, add, delete records)	X	X		
Has limited access to TE			Can only view records	Only View own classes
Can generate reports from TE	X	X	X	Only for own students and classes
Can grant access to eTests	X			
Has access to eTests	X	**	**	**

Step 7. Add Users – eTests Access



- The Data Manager adds Users to an eTests Access Group.
- Most users will serve as Proctors.
- Coordinator access requires a higher level of responsibilities.

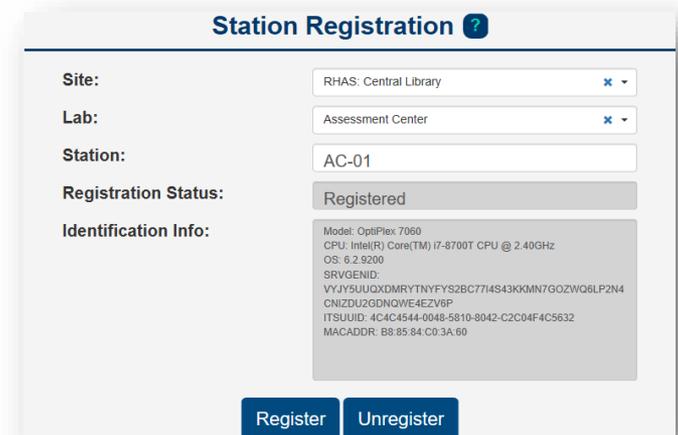
	ET Coordinator	ET Proctor	ET Coordinator /Proctor	ET Tech*
Access Application Management Console	✓	✓	✓	✓
Create/Edit Test Sessions	✓		✓	
Supervise Test Administration		✓	✓	
Initiate or confirm Station Registration	✓	✓	✓	
Unregister Station	✓		✓	✓
Register Station Without Confirmation*				✓

*Limited to Agency IT Dept. Staff only

Step 8. Register Testing Stations

- **Registering testing stations enables a web-secure server to deliver eTests on the local machine.**
- **Station registration is a one-time event!**
- **Registering stations requires two certified eTests users.**

1. First user initiates registration
2. Second user confirms registration (not necessarily at the same time)



The screenshot displays the 'Station Registration' interface. It includes the following fields and information:

- Site:** RHAS: Central Library
- Lab:** Assessment Center
- Station:** AC-01
- Registration Status:** Registered
- Identification Info:**
 - Model: OptiPlex 7060
 - CPU: Intel(R) Core(TM) i7-8700T CPU @ 2.40GHz
 - OS: 6.2.9200
 - SRVGENID: VYJY5UUQXDMRYTNYFY52BC7714S43KMM7GOZWQ6LP2N4
 - CNIZDU2GDNQWE4EZV6P
 - ITSUID: 4C4C4544-0048-5810-8042-C2C04F4C5632
 - MACADDR: B8:85:84:C0:3A:60

At the bottom of the form, there are two buttons: 'Register' and 'Unregister'.

Step 9. Review Testing Sessions - Templates

eTests Online - Rolling Hills Adult School (RHAS) Logout

Testing Sessions Testing Session Templates (4 records) Refresh

Save table filters filter filter filter

	Template Name	Site	Number Of Sessions Using This Template
Edit Delete Copy	ABE/ASE	RHAS: 00 - Adult Education	8
Edit Delete Copy	ESL/ELL	RHAS: 00 - Adult Education	9
Edit Delete Copy	PRACTICE	RHAS: 00 - Adult Education	1
Edit Delete Copy	REGISTRATION	RHAS: 00 - Adult Education	2

Using the default templates and sessions will ensure standardized test delivery in all labs per site with CASAS approved assessments for NRS and data collection for local, state, and federal accountability.

- ✓ The setup and review of testing session templates and testing sessions is a one-time event!
- ✓ Testing session templates carry over to the next program year.
- ✓ Testing sessions must be replicated in a new program year.

Step 9. Review Testing Session - Templates

Testing Session Template settings apply to all sessions sharing the same template to ensure standardization.

Template: identifies program (e.g. ABE/ASE, ESL)

Modalities: what tests to deliver

Options: how to deliver tests

Registration: who to test

Data: the information to collect

Layout: screen displays

Admin: session management

The screenshot shows the 'Edit template details' interface. At the top, the title is 'Edit template details'. Below the title, there is a 'Template name' field with the value 'ABE/ASE' and a 'Site' field with the value 'RHAS.00 - Adult Education'. A 'Template configuration' section is visible, containing a tabbed interface with tabs for 'Modalities', 'Options', 'Registration', 'Data', 'Layout', and 'Admin'. The 'Modalities' tab is selected and highlighted. Under this tab, there are two rows of configuration options. The first row is for 'Reading', with a checked checkbox, a dropdown menu set to 'Reading GOALS', and a 'Locator/Appraisal' dropdown set to '[Default - 104R]'. The second row is for 'Math', with a checked checkbox, a dropdown menu set to 'Math GOALS', and a 'Locator/Appraisal' dropdown set to '[Default - 104M]'.

eTests Testing Session Templates

Templates will deliver tests from the following CASAS test series:

ABE/ASE – Reading GOALS and Math GOALS

ESL/ELL – Beginning Literacy Reading, Life and Work Reading, and Life and Work Listening (980 series)

Step 9. Review Testing Sessions – ABE/ASE

eTests Online - Rolling Hills Adult School (RHAS)

Testing Sessions

Testing Session Templates

Test Results

Students

Testing Stations

Change Password

Testing Sessions

Filter by: Status

Site	Lab Name	Template Name	Session Name
	filter	ABE/ASE x	filter
Adult Education	ABE/ASE	LAB:???	Appraisal
Adult Education	ABE/ASE	LAB:???	Intake: Pretest
Adult Education	ABE/ASE	LAB:???	Progress: Post-test
Adult Education	ABE/ASE	LAB:???	Retest: Scores Outside Accurate Range (Not Same Day)
Adult Education	ABE/ASE	LAB:???	Retest: Scores Outside Accurate Range (Same Day Only)
Adult Education	ABE/ASE	LAB:???	Returning Students: Pretest
Adult Education	ABE/ASE	LAB:???	Spanish Reading Comprehension
Adult Education	ABE/ASE		REGISTRATION w/Practice

TECH TIP: Testing Sessions > Filter for Template Names

Step 9. Review testing sessions

Intake: Pretest – Locator + Pretest

- Delivers the Locator and the appropriate pre-test (based on Locator performance).

Progress: Post-test

- Delivers the appropriate next assigned test based on a student's pretest score.
- Post-testing should occur after 70-100 instructional hours (or a minimum of 40 hours).

Step 9. Review testing sessions

Retest: Same Day Only

- Delivers the appropriate “retest” to students who tested outside the accurate range (either too low or too high) on their form level test.
- Deliver to students who are re-testing on the **same** day.

Retest: Not Same Day

- Delivers the appropriate “retest” to students who tested outside the accurate range (either too low or too high) on their form level test.
- Deliver to students who are re-testing on a **different** day.

Step 9. Review Testing Sessions – ABE/ASE

Sets of testing sessions are required for proctors to manage and administer tests for each lab.

- Assign sets to each lab by replacing “???” in the Session Name with the Lab name, number, or acronym.

- One certified proctor per 20-25 students is required per lab.

eTests Online - Rolling Hills Adult School (RHAS)

Testing Sessions

Testing Sessions

Filter by: Status

Site	Lab Name	Template Name	Session Name
<input type="text" value="filter"/>	<input type="text" value="filter"/>	ABE/ASE	<input type="text" value="filter"/>
Adult Education	ABE/ASE	ABE/ASE	LAB:??? - Appraisal
Adult Education	ABE/ASE	ABE/ASE	LAB:??? - Intake: Pretest
Adult Education	ABE/ASE	ABE/ASE	LAB:??? - Progress: Post-test
Adult Education	ABE/ASE	ABE/ASE	LAB:??? - Retest: Scores Outside Accurate Range (Not Same Day)
Adult Education	ABE/ASE	ABE/ASE	LAB:??? - Retest: Scores Outside Accurate Range (Same Day Only)
Adult Education	ABE/ASE	ABE/ASE	LAB:??? - Returning Students: Pretest
Adult Education	ABE/ASE	ABE/ASE	LAB:??? - Spanish Reading Comprehension
Adult Education	ABE/ASE	ABE/ASE	REGISTRATION w/Practice

Step 9. Review Testing Sessions – ESL

- Sessions are ready to use and reuse whenever you need to test – simply START and STOP sessions throughout the program year (July 1 – June 30).
- The *CASAS Online System* is fully automated to present appropriate-level tests with these standardized sessions.

The screenshot displays the 'eTests Online - Rolling Hills Adult School (RHAS)' interface. The user is logged in as 'proctor0@rhas.org'. The main heading is 'Testing Sessions' with '(8 records)' and a 'Refresh' button. A filter bar shows 'Filter by: Status'. Below this, a table lists testing sessions with columns for Site, Lab Name, Template Name, and Session Name. The table is filtered to show only 'ESL/ELL' sessions. Each row includes 'View', 'Start', and 'Tests' buttons.

	Site	Lab Name	Template Name	Session Name
<input checked="" type="checkbox"/> Save table filters	RHAS: 00 - Adult Education	Assessment Center	ESL/ELL	filter
View	RHAS: 00 - Adult Education	Assessment Center	ESL/ELL	LAB:AC - Appraisal
View	RHAS: 00 - Adult Education	Assessment Center	ESL/ELL	LAB:AC - Intake: Pretest - Beginning Literacy Reading
View	RHAS: 00 - Adult Education	Assessment Center	ESL/ELL	LAB:AC - Intake: Pretest - Level A
View	RHAS: 00 - Adult Education	Assessment Center	ESL/ELL	LAB:AC - Intake: Pretest - w/Locator
View	RHAS: 00 - Adult Education	Assessment Center	ESL/ELL	LAB:AC - Progress: Post-test
View	RHAS: 00 - Adult Education	Assessment Center	ESL/ELL	LAB:AC - Retest: Scores Outside Accurate Range (Not Same Day)
View	RHAS: 00 - Adult Education	Assessment Center	ESL/ELL	LAB:AC - Retest: Scores Outside Accurate Range (Same Day Only)
View	RHAS: 00 - Adult Education	Assessment Center	ESL/ELL	LAB:AC - Returning Students: Pretest

Important Note about Retest Session

Retest session is configured to retest students with the next appropriate test form level automatically when a test score is:

- **Below accurate range * – retesting is required**
- **Conservative estimate ♦ – retesting is required for pretests and is recommended before the next term of enrollment**

Getting Staff Ready for Testing Day

Check to make sure all testing stations are registered *the week before* testing day.

eTests – Bookmark on the desktop

Review the Day of Testing procedures

Day of Testing Script

Getting Students Ready for Testing Day

[Home](#) > [Product Overviews](#) > [Curriculum Management & Instruction](#) > [Sample Test Items](#)

Students and teachers can have direct access to the new CASAS eTests Sampler

New HTML version with

- clearer images
- + and – buttons to easily enlarge prompt (e.g., reading passage) and question/answer options
- new test navigation features in GOALS series

[CASAS eTests Sampler](#)

[Reading GOALS](#)

[Math GOALS](#)

[Life and Work Reading](#)

[Life and Work Listening](#)

Starting and stopping Test Sessions (how to on website link)

Test Interruptions

Pre-Test Sessions: Options for Registering Students

- Script for Student registration through eTests
- Exporting/importing data
- Manually entering students to TOPSpro Enterprise

TECH TIP: You can limit the Registration data in eTests

NEW – CASAS eTests Format and HTML Enhancements

Progress bar shows how many items are in the test and how many items have been taken

Shows how many items relate to the same display

The screenshot displays the CASAS eTest interface. At the top, there is a progress bar with a blue segment on the left and a grey segment on the right. The number '8' is shown in the blue segment, and '9' is shown in the grey segment. To the right of the progress bar, there are navigation arrows and the text '2 of 3'. Below the progress bar, there is a list of items. The first item is a handwritten note from Ryan, which is highlighted in yellow. The note reads: 'Ryan, I stopped by earlier but you were not home. I am upset that you have not fixed the problem we talked about last week. There is still a lot of garbage in your yard. I'm asking you again to please put it in the trash where it belongs. I don't like to complain but I want to resolve this problem. I am trying to sell my house and people who come to look at it are not happy about the litter in your yard.' To the right of the note, there is a question: 'The main reason Clara wrote to Ryan was to ____'. Below the question, there are two answer options: 'ask him to remove the litter' (with a checked checkbox) and 'complain about their neighbors' (with an unchecked checkbox).

Links to Resources on the CASAS Website

eTests and TE resources on CASAS website

- New Going Live Checklist - Steps to go live with eTests
- **eTests & TE Help Docs – How To docs + testing day script + how to print key reports + managing test sessions**

Access to Training – online Proctor & Coordinator Certification

GOALS Test Series

CASAS Content Standards

eTests Sampler – To help students prepare for testing; build confidence

CASAS National Monthly Webinars – Watch previous webinars

Summer Institute Presentations – Free online

Save the Dates...

- **February 19, 2020**
11 am Pacific (2 pm Eastern)

- **March 18, 2020**
11 am Pacific (2 pm Eastern)

Send email with ideas for future News & Updates to training@casas.org

Join us at the 2020 CASAS National Summer Institute!

June 23-25, 2020

Orange County, California

Online Registration – Now Open!

Thank you for attending...

- ▶ Help improve the Summer Institute, take the survey!



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@CASASsystem use #casassi2019 to tweet!



CASASAssessment

January 15, 2020 CASAS News and Updates Webinar

CASAS Responses to Chat Box Questions

Question	Answer
<p>Do I email Mr. Pena for questions? (about registering students, etc.)</p>	<p>No, emailing directly is not recommended, as this may cause a delay in your answer. Mr. Pena is a trainer and may be out of the office or facilitating training.</p> <p>Instead, follow these steps:</p> <ol style="list-style-type: none"> 1) Check the eTests Help Docs online for Steps to Register Students: https://www.casas.org/docs/default-source/training-materials/steps-to-register-students.pdf?sfvrsn=f3f4385a_4?Status=Master 2) Practice registering students using the RHAS simulation server by conducting a “trial run” with staff registering as students. https://www.casas.org/docs/default-source/training-materials/steps-to-access-the-casas-online-system.pdf?sfvrsn=a2587a04_28 3) If you have technical trouble: contact techsupport@casas.org and one of the team members will respond to you as soon as possible. 4) If you are in a testing session, and it is time sensitive, and you are having trouble with a student registering, then call Tech Support 1 (800) 255-1036 ext. 2.
<p>What test do you use when you have a returning student but the student tested with a paper test last year and now we are using the eTest?</p>	<p>If the student has not received instruction in more than 90 days, then use the “Returning Students: Pretest” testing session. This will start over with a new locator to determine current skill level.</p> <p>For other students with recent instruction, you will want to scan the paper test into TE, or enter the data manually. This ensures the student gets the correct next form in eTests.</p>
<p>How do we find out if our specific state requires retesting of a diamond score?</p>	<p>Contact your Program Director or the state agency to whom your organization reports (Data Managers can help you)</p>
<p>Does CASAS have a report like the TABE Personal Report?</p>	<p>The CASAS Personal Score Report provides comparable information that is in the TABE report that you just sent. In fact, it provides more detailed information than that TABE report.</p> <p>There are many more, of course. You can find the help docs for how to print reports here: https://www.casas.org/product-overviews/software/casas-etests/etests-online-help</p>
<p>Is there a time limit for the Returning Students Pre-test? For example, a student leaves the program for two years and then returns. Would it be better to test under Pre-Test w/Locator or as</p>	<p>You should use the “Returning Student” testing session because it forces a new locator to be administered. The other sessions will essentially pick up where the student left off two years ago.</p> <p>Yes, all pre- and post-test forms cost one WTU. The short locator that leads into a pretest does not.</p>

<p>Returning Student Pre-Test? Also, does each test taken for the Returning Student Pre-test go against the agency total of tests used?</p>	
<p>If a student starts a test and then has to go, how do I have them pick up where they left off?</p>	<p>The local agency assessment policy should specify whether this is allowed or not. Returning to the same question is very simple, as eTests will do this automatically. The proctor does need to click a button to allow it, however:</p> <ol style="list-style-type: none"> 1. Student enters ID 2. eTests asks "Are you John Doe?" Click Yes 3. Proctor receives a "REQUEST" notification on her Session Activity screen 4. Proctor clicks "Intervene" button next to student's name 5. Click "Reconnect" 6. Student resumes test
<p>Is it possible to allow someone who is not coordinator or proctor to print off score reports? We would like to get detailed reports to our instructors, but our testing staff does not have the time to print off everyone's detailed results each time students test.</p>	<p>Yes. The Data Manager user may create accounts in TE for anyone. Unlike for eTests, there is no training requirement.</p> <p>A user can log in to TE, click Reports > CASAS eTests > Personal Score Report, and then click Generate. And this could be any time after a test is completed.</p>
<p>How do you recommend finding out if the student met their goals when they are finished or leave a class?</p>	<p>A good way is to run the "Enrollment (Update) Summary" report in TOPSpro.</p>
<p>How do you know if a student needs to re-test? It shows the black diamond on the final testing screen on the student's computer, but sometimes students click past that before a proctor can see it. Is it possible to see if the score is out of range on the Test Results screen on the proctor's computer? Thank you!</p>	<p>Proctors can reprint that final screen by going to Reports > CASAS eTests > Personal Score Report in TOPSpro. Various other reports will show the diamond (or asterisk for inaccurate), including Test History and Individual Skills Profile.</p>
<p>Does CASAS offer crosswalk to GED prep book pages in areas that need improvement? Thank you.</p>	<p>Quick Search Online offers https://www.casas.org/product-overviews/curriculum-management-instruction/quicksearch-online</p>
<p>Are there instructions for very beginners how to start and work in the program. This helped a bit as I do work with it, but not extensively.</p>	<p>The Simulation Server is a great way to explore and test-drive eTests functions and features. https://www.casas.org/product-overviews/software/casas-etests/staff-preparedness</p>

	If you haven't completed training, you need to make sure you have Implementation Basics, as well as Proctor or Coordinator certifications.
Did I miss the steps to save the etest bookmark or link on the desktop?	Using your preferred browser: go to: https://etestsonline.org/html5/#/ (eTests website) Highlight the eTests URL Ctrl + C to copy the URL Right Click on the desktop Then click on "New" and Shortcut. Ctrl + V to paste the URL on your Desktop Name the Desktop link "eTests"
Does CASAS recommend giving an oral and writing screening before administering the locator?	Yes, for ESL students. For the CASAS recommendations for intake process, go to: https://www.casas.org/docs/default-source/pagecontents/casas-intake-process.pdf?sfvrsn=ad0b2e5a_10?Status=Master
Where can I locate the different type of reports that TE offers? Where can I find information about the available reports in TE? How can I create classes and group students?	https://www.casas.org/product-overviews/software/topspro-enterprise/topspro-enterprise-help
How do I register students in eTests?	https://www.casas.org/product-overviews/software/topspro-enterprise/topspro-enterprise-help/class-student-and-teacher-information
Where can I find eTests help docs?	https://www.casas.org/product-overviews/software/casas-etests/etests-online-help
How do I access the CASAS Rolling Hills simulation server that you showed us?	https://www.casas.org/docs/default-source/training-materials/steps-to-access-the-casas-online-system.pdf?sfvrsn=a2587a04_28?Status=Master
What Basic reports are available?	https://www.casas.org/docs/default-source/support-documentation/basic-reports-with-casas-etests-online.pdf?sfvrsn=ec88acc7_18?Status=Master
Steps for Testing Day	https://www.casas.org/docs/default-source/training-materials/steps-for-testing-day.pdf?sfvrsn=4f3c255a_16?Status=Master
Suggested Script - Verbal Instructions for Online Testing for Proctors	https://www.casas.org/docs/default-source/training-materials/suggested-verbal-instructions-for-online-testing-in-html.pdf?sfvrsn=671c255a_6?Status=Master
Where can I find the eTests Sampler to help my students "practice" before they actually take the test?	https://casasportal.org/eTests

<p>Can I get a Manual emailed to myself?</p>	<p>Due to test security, we do not email test administration manuals (TAMs). If you do not have the updated Second Edition (2019), you need that. If you need the November 2019 update, email casas@casas.org for ordering the Second Edition (2019) and get the November 2019 update email.</p>
<p>Did the eTests Locator automatically adjust to the new cut scores?</p>	<p>Yes</p>
<p>Are there grade equivalencies for tenth of a grade level, is 10.1?</p>	<p>Grade level equivalents in tenths appear in the Personal Score Report and in the Individual Skills Profile. If you need a chart showing these values, contact CASAS.</p>
<p>How long is the locator?</p>	<p>To clarify, the Locator takes a maximum of 15 minutes.</p>
<p>Can you show how to disable the questions on the ESL intake & pretest?</p>	<p>You can disable the collection of demographic data at the beginning of a session by going in eTests to Testing Sessions Templates, click Edit under the corresponding template, click on the Data tab under Session Configurations and move the unwanted data fields from the Selected column to the Available column.</p>
<p>Can the CASAS test in Math and Reading be given in Spanish?</p>	<p>No, I'm sorry but you may not give these tests in Spanish They are standardized for delivery only in English.</p>
<p>Can you test pre and post tests at the same time? I tried to run both tests this morning, but it would not allow it. I had to wait until the post test students were completed to start the pre tests.</p>	<p>Yes, eTests is designed to run multiple sessions at one time. The proctor just needs to assign which testing stations will be used under each testing session.</p>
<p>If in a school year we already pre and post test a student, but student didn't show gain, has enough hours and want to test again, do I choose pre or post session?</p>	<p>If the student has been attending class without an absence longer than 90 days and has 70-100 hours of instruction since the last test (paper or eTests), you need to test the student under the Progress: Post-test session.</p>
<p>Can Proctors reset their passwords for eTEsts without needed to contact the data manager?</p>	<p>Yes, eTests Proctors and Coordinators can install TE – TOPSpro Enterprise and at the login window, click on the link for Forgot your password? There is no need to have TE rights as this link is available at the login window. Please know that this feature is being further developed by our programmers so there is a chance that the user will still have to go through the process of requesting the Data Manager to reset a password.</p>