

Test Administration Directions for GOALS CBT/PBT Comparison Study

Thank you for administering this field test. Please review the following test administration steps. If you have questions, please contact your field-test coordinator. Please also refer to the *CBT vs. PBT Comparison Study Instructions* you receive from CASAS with your paper-test materials.

PREPARE TO TEST

1. Turn on testing stations (including monitors), and position mouse and keyboard appropriately. Clear workspace areas of any clutter.
2. Launch the web browser on testing stations and enter the URL * for the CASAS eTests Online application your program is currently using –

Server	HTML5 Version w/multiple web browsers
*eTests Online	https://etestsonline.org/html5/#/
*California	https://ca.etestsonline.org/html5/#/
*LARAEC	https://laraec.etestsonline.org/html5/#/
*Washington	https://etestsonline.org/Washington/html5/#/

3. Click “Take a Test.”
4. Click “Run” for CASASWebTests.exe file and connect to the CASAS-hosted server.
5. Turn on proctor station (including monitor).
6. Launch web browser and enter the CASAS eTests Online URL for HTML5.*
7. Click “Sign In” button and enter log in credential to access the Management Console.
8. Click “Start” for **GOALS Study** session(s) – *i.e.*, reading and/or math form level.
9. Click “Add Stations” to activate testing stations that will be used for field-testing.

BEGIN TO TEST

1. **Read to students:**
 - CASAS is making a new reading and math test series that includes an appraisal and test forms at different levels.
 - You will be taking the same test form twice – once on the computer and once on paper. It is very important to do your best on each test.
 - The purpose of taking these tests is to find out how well the test works when taking the test on the computer compared to taking the same test on paper.
 - If you do not know an answer, don’t worry. Please skip the item. Do not guess.
 - You will have up to 90 minutes to complete the test. You may finish the test before the maximum time allowed.
2. Make sure everyone enters his or her correct identification code.

3. If complete demographic information is not recorded in the online system, students will respond to **data collection screens** before the field-test begins. Refer to [Data Collection Details](#) if needed.
4. **Review practice items together with students**, making sure everyone understands how to respond to test items, access the embedded calculator for math, and navigate the test.
5. Students taking a **Math** test should be given scratch paper that will be collected after the test.
6. Please follow these same *Test Administration Directions* for each field-testing event and also refer to directions specific for this study in the *e-mail* received from CASAS.

AFTER THE TEST

1. When the test event ends, a **Personal Score Report** displays on the testing station screen with the raw score (number of items correct).
 - Students who finish the field-test do not need to wait until others are finished. They should raise their hand to summon the proctor.
 - Go to the student's testing station and have the student Log Out of the testing application, and then dismiss the student.
2. **IMPORTANT! Don't forget to collect scratch paper and destroy.**
3. Do not discuss test results with anyone while continuing to proctor the field-testing session. Quietly inform any student to discuss results with his or her program instructor.
4. As students finish their test and are dismissed, reset each computer workspace area for the next proctored session.
5. **EXIT the testing application on each station after all testing is finished. (This is a test security requirement).**
6. **STOP the field-testing session(s). (This is a test security requirement).**
7. A spreadsheet listing number of correct responses for each student ID may be exported from:
 - *eTests Online* – from the **Test Results** menu.
 - *TE Online* – from the **Tests** list of records.
8. **LOG OUT of the Management Console when all testing is finished. (This is a test security requirement).**

Thank you for participating in CASAS Field-Testing
Your help is very much appreciated!