



# CASAS Reading Level Indicator Form 601R

## Online Test Administration Directions



## What is the CASAS Reading Level Indicator?

The CASAS Reading Level Indicator (RLI) is an unsecured testing instrument used to estimate a student's NRS educational functioning level (EFL). The CASAS Reading Level Indicator is intended for all ABE/ASE students and for ESL students at **NRS Level 3 and above**. It is not appropriate for low-level ESL students.

This assessment cannot be used for recording Measurable Skill Gains (MSGs) as part of a pre- and post-test combination used for NRS reporting purposes. It also does not replace taking CASAS reading locators or appraisals prior to pretesting in a CASAS test series approved for NRS reporting. However, it can serve as a class placement tool, as a practice test, or for other purposes determined by local agencies.

For agencies that receive funding that requires federal reporting, the RLI may be used for provisional placement in NRS Table 4.

The CASAS Reading Level Indicator is composed of unsecured test items that are the property of CASAS. Agencies and test takers may not alter the test prompts, questions, or answer options in any way.



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## How to Administer the CASAS Reading Level Indicator

1. Log in to TE and click **Records > Students > Demographics**
2. Locate and select the students who will be taking the RLI. You can filter for these students based on some common criteria or select them one by one using Ctrl+click and Shift+click.
3. When the desired records are selected (highlighted in blue), click the **Send RLI Invite** button in the toolbar.
4. The Test Invitation Wizard starts. Click **Next** until you reach the Delivery Method page. Invitations can be sent to the student via email and/or SMS text message.
5. After selecting delivery method, click **Next** until you reach the Customization page. Selecting **Apply invitation customization** allows you to change the wording that will be sent to students. You can choose to leave the default settings and message instead.
6. Click **Finish** to send the invitations. Records are sent to a separate server, the CASAS Student Portal, which then delivers the email or SMS within about 10-15 minutes.
7. The student will receive an email and/or text message, which contains a link to that student's unique testing URL. The student will click or tap that link to open the eTests website.
8. The student is automatically logged in and asked to confirm some basic demographic information. The student will click **Save** to confirm and then click **Start** to begin the test.
9. The student must get to the end of the test by answering questions or skipping questions they don't understand, and then click the "End Test" button to submit the test to be scored.
10. When the test is completed, the student will see the number of correct answers and an estimated NRS Educational Functioning Level for ESL or ABE.
11. Log in to TOPSpro Enterprise and go to **Reports > CASAS eTests > Agency Test Score Overview** to generate a report of the estimated levels.

## About the Reading Level Indicator (RLI)

1. What is the purpose of the Reading Level Indicator (RLI)?
  - The RLI results in **estimated educational functioning levels (EFLs)** which may be used for **provisional placement** into classes or online learning instructional materials.
  - TOPSpro Enterprise (TE) automatically enters this NRS level into NRS Federal Table 4 in TE.
  - OCTAE has advised programs to administer an NRS-approved test as soon as possible in order to replace the provisional NRS level in Table 4 with an **official NRS level from an NRS-approved test that can be used for Measurable Skill Gains**.
2. What is the target audience for the RLI?
  - ABE/ASE test takers at NRS Levels 1 - 6
  - ESL test takers at **NRS ESL Levels 3 – 6**
3. How is the RLI different from other CASAS tests?
  - The RLI contains non-secure test questions and does not need to be proctored.
  - The RLI is NOT NRS-approved **and may NOT be used for pre- or post-testing to achieve Measurable Skill Gains (MSGs)**.
  - The RLI may be given on a mobile phone (or on any other device).
4. How long does it take?
  - The RLI is a 28-item test that should take most students about 30 – 40 minutes.
  - Students must finish the test but they should be told not to guess. They should skip questions that they don't understand and can't answer.
5. Can students return to the test if they need to interrupt testing for some reason?
  - Students are encouraged to take the test without interruption, but if necessary, they may leave the test and return to the same place to resume testing. However, students cannot return to the test indefinitely.
6. Who can use the RLI?

Only agencies that have implemented eTests/TE are able to administer the online version of the RLI. There is no charge for each RLI test administration.
7. Is there a paper version of the RLI?

Yes, there is a paper version. It may be used for placement in situations where internet is not available, such as in correctional or rural settings. It may be delivered to test takers to take remotely and unproctored. The RLI may be ordered from the online CASAS Catalog. Test Administration Directions are included.

8. What are some possible uses of the RLI?
  - The RLI will be useful to **intake counselors and registrars** to place students in classes or online learning materials.
  - **Teachers** might want to recommend students to take the RLI, especially if a student has not attended for some time and should be moved to a different class level.
  - **Data Managers** might query TE for newly-registered students, then send RLI invitations to them and generate reports showing temporary EFL placement.
  
9. Do you have any advice for getting students ready to take the RLI?
  - It is important to communicate with students prior to sending the RLI invitation so that they know to expect an email or SMS from the school.
  - Agency staff can customize the email or SMS sent to students prior to sending. Messages can be written in the students' native language if possible.
  - Directions for the student: Do the best you can in 30 minutes. You don't have to answer all questions. If the questions get too hard, you can skip them using the right arrow. Click or tap **End Test** when you are finished. If using a mobile phone or tablet, rotate the device horizontally to landscape mode before starting the test. Turning on your device's Do Not Disturb mode beforehand is also recommended to avoid disruptions.
  
10. How are RLI results shown to students?
  - Results are shown as "Estimated NRS EFL" for ABE or ESL. **No scale scores are given.**
  - The Personal Score Report may be shown to the student at the end of the test.
  
11. How can agencies access RLI results?
  - Results are seen in TE under **Records > Tests** or in eTests on the **Test Results** page.
  - Agencies can use the "Agency Test Score Overview Report," which is in TE under **Reports > CASAS eTests**, to see the estimated NRS levels.
  
12. How do students access the test?
  - Agencies log in to TE and use the new **Send RLI Invite** button.
  - Agencies can deliver invitations via SMS text message or email.
  - Students receive the invitations on their personal devices and then they click or tap the included link at any time to visit the eTests Online website.
  - Students are logged in to eTests automatically and presented with RLI form 601R.