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Online System

# ACTIVITY PACKET

eTests Proctors

*Ease Testing Day Jitters!*

**CASAS Technology Support Team**

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## Overview

*CASAS eTests Online proctors serve an important role to ensure that web-based testing occurs fairly and uniformly. Certified proctors must do their part to maintain a controlled testing environment that will allow test-takers to perform to the very best of their abilities. Following the same procedures before, during and after testing assures the validity of test results and reduces the likelihood of confusion or error during test administration. Participants in this hands-on lab will use the new eTests Online HTML application with role-play activities to help ease anxiety when administering their first web-based test. Topics focus on:*

- *Proctor Responsibilities and Duties*
- *Managing Sessions*
- *Registering Students*
- *Following an Intake Process*
- *Administering Tests*
- *Retrieving test results*

*This training is appropriate for staff responsible for online test administration.*

## Proctor Responsibilities and Duties

### *Proctor responsibilities include:*

- Maintaining test security & student confidentiality at all times.
- Ensuring appropriate physical conditions & accommodations for testing.
- Making sure CASAS web-based tests initiate appropriately.
- Following appropriate test administration procedures.
- Monitoring students & assisting with emergencies during testing.
- Understanding the policy on cheating.

### *Proctor duties include:*

- Managing Sessions
- Administering Tests
- Reporting Testing Irregularities
- Interrupting a Test in Progress

Proctors must complete certification to access eTests Online and administer CASAS web-based tests. If you will be *responsible for online test administration*, you will need to enroll in and complete [CASAS eTests Online Proctor Certification](#) through CASAS online training. This self-paced training module takes approximately 30 minutes to complete.

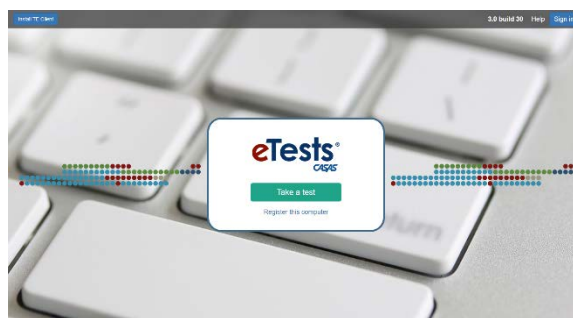
To enroll in training, please follow these steps.

1. From your web browser, go to the CASAS website at [www.casas.org](http://www.casas.org)
2. Click **Login** at upper right and log in to the CASAS website.
  - a. If you do not have a CASAS website account, click **Create Account**, activate your account via e-mail confirmation, and then **Login** to proceed.
3. Click **Training Registration** at middle-left of the CASAS website home page.
4. Search by **Category** and click **Go**.
5. Click **Learn more and enroll** for selected workshop.
  - a. **IMPORTANT!** Before you enroll – add [onlinereg@casas.org](mailto:onlinereg@casas.org) and [noreply@training.casas.org](mailto:noreply@training.casas.org) as CASAS contact emails in your e-mail program to ensure that you receive your registration confirmation and certificate of completion.
6. Click **Enroll in this workshop** at bottom of the web page.
7. Click **Complete Registration**.
8. Check your e-mail Inbox for **Confirmation of Registration**.
  - a. If you do not receive your confirmation, check your "spam" or "junk" folder.
  - b. Your confirmation will include steps to access online training.

## Steps to Prepare Proctor Station

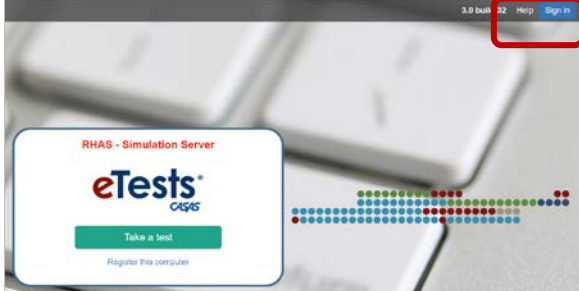
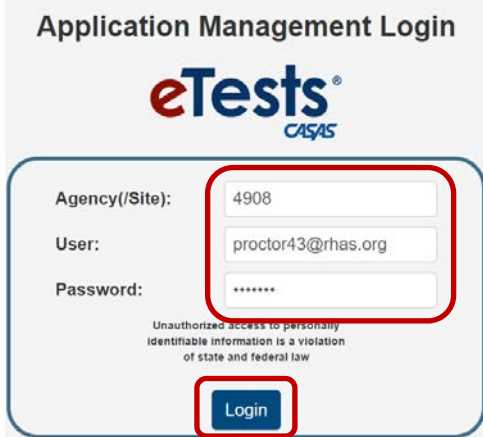
From Windows machines,

Launch the web browser and enter the CASAS eTests Online URL your program uses.\*

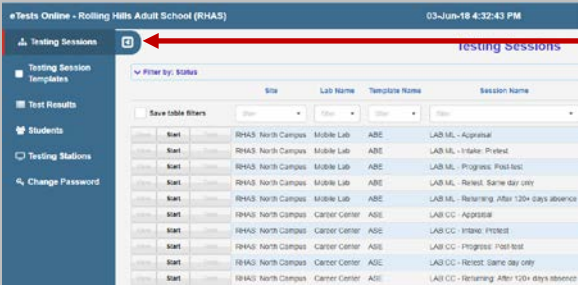
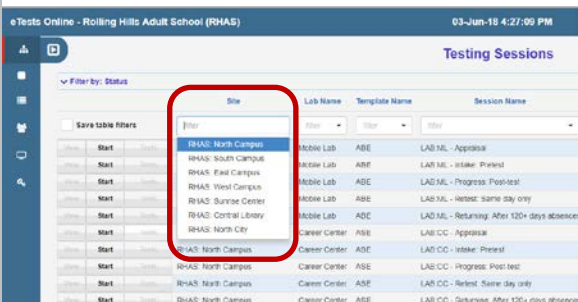
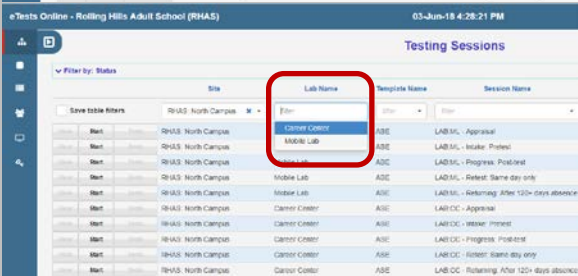
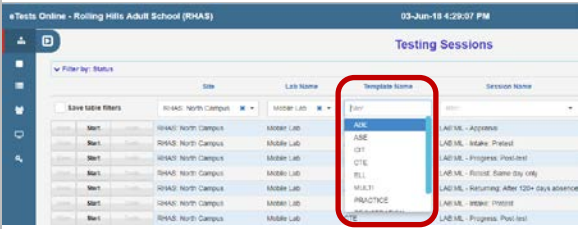
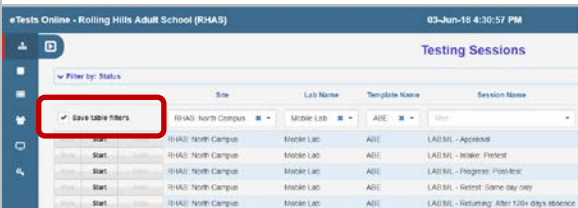


Server	Use any modern web browser
*Global	<a href="https://etestsonline.org/html5/#/">https://etestsonline.org/html5/#/</a>
*California	<a href="https://ca.etestsonline.org/html5/#/">https://ca.etestsonline.org/html5/#/</a>
*LARAEC	<a href="https://laraec.etestsonline.org/html5/#/">https://laraec.etestsonline.org/html5/#/</a>
*Miami Dade	<a href="https://etestsonline.org/MiamiDade/html5/#/">https://etestsonline.org/MiamiDade/html5/#/</a>
*Washington	<a href="https://etestsonline.org/Washington/html5/#/">https://etestsonline.org/Washington/html5/#/</a>

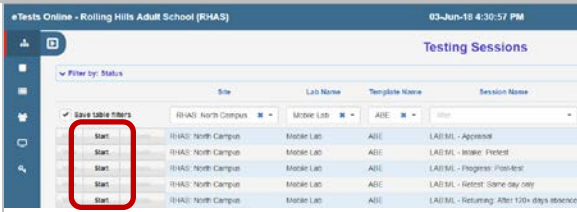
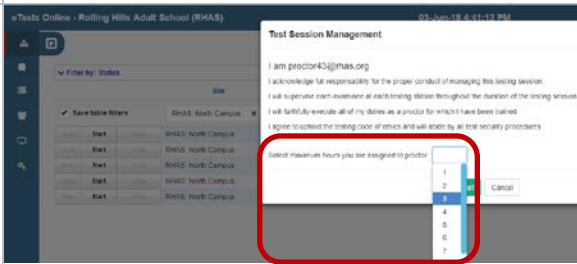
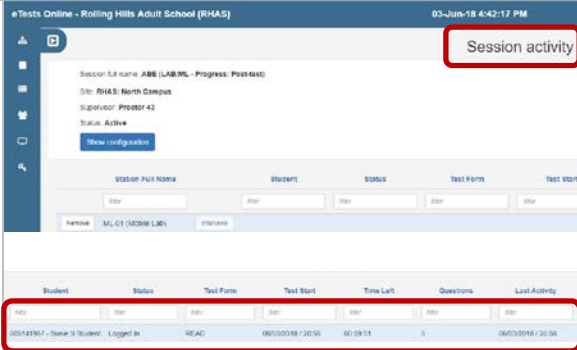
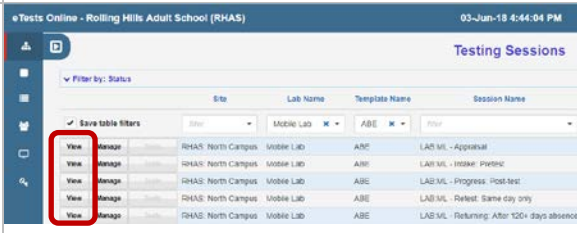
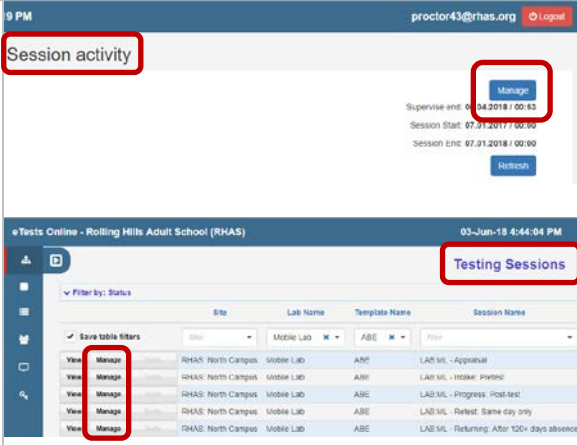
❖ For Training, go to Rolling Hills Simulation - <https://etestsonline.org/rollinghills/html5/#/>

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>At top right of the browser window, <ul style="list-style-type: none"> <li>Click <b>Sign in</b>.</li> </ul> </li> <li>Both certified coordinators and proctors may access the <i>eTests Online Management Console</i>.</li> <li><i>Only</i> certified proctors may start, stop, and manage <b>Sessions</b> for administering tests.</li> </ul>
2.		<ul style="list-style-type: none"> <li>From <b>Application Management Login</b>, <ul style="list-style-type: none"> <li>Enter your <b>Agency ID</b>.</li> <li>Enter your <b>User</b> name.</li> <li>Enter your <b>Password</b>.</li> </ul> </li> <li>After entering your log-in credentials, <ul style="list-style-type: none"> <li>Click <b>Login</b>.</li> </ul> </li> </ul>

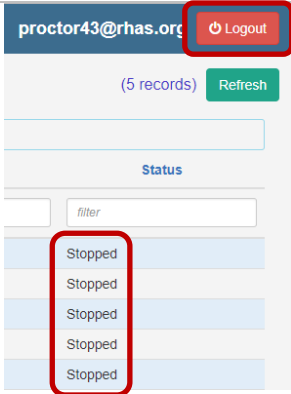

## Steps to Manage Sessions

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>The <b>Management Console</b> opens to display: <ul style="list-style-type: none"> <li><b>Testing Sessions.</b> <ul style="list-style-type: none"> <li>Administer tests according to the <b>Session Name</b>.</li> </ul> </li> <li><b>Menu Bar</b> at left. <ul style="list-style-type: none"> <li>Retract to increase the screen-display.</li> </ul> </li> </ul> </li> </ul>
2.		<ul style="list-style-type: none"> <li>Filter for the <b>Site</b> where you are assigned to proctor, <ul style="list-style-type: none"> <li>Click the <b>Site</b> field down arrow.</li> </ul> </li> <li>From the drop-down menu, <ul style="list-style-type: none"> <li>Select the <b>Site</b>.</li> </ul> </li> </ul>
3.		<ul style="list-style-type: none"> <li>Filter for the <b>Lab</b> at the Site where you are assigned to administer tests, <ul style="list-style-type: none"> <li>Click the <b>Lab</b> field down arrow.</li> </ul> </li> <li>From the drop-down menu, <ul style="list-style-type: none"> <li>Select the <b>Lab</b> name.</li> </ul> </li> </ul>
4.		<ul style="list-style-type: none"> <li>Filter for the <b>Instructional Program</b> for which you will administer tests, <ul style="list-style-type: none"> <li>Click the <b>Template</b> field down arrow.</li> </ul> </li> <li>From the drop-down menu, <ul style="list-style-type: none"> <li>Select the <b>Instructional Program</b>.</li> </ul> </li> </ul>
5.		<ul style="list-style-type: none"> <li>Retain the filtered display, <ul style="list-style-type: none"> <li>Check <b>Save table filters</b> at left.</li> </ul> </li> </ul>



Step	Screen	Description
6.		<ul style="list-style-type: none"> <li>For each <b>Session</b> you will use to administer tests, <ul style="list-style-type: none"> <li>Click <b>Start</b> at left.</li> </ul> </li> </ul>
7.		<ul style="list-style-type: none"> <li>From <b>Test Session Management</b>, <ul style="list-style-type: none"> <li>Click the <b>Hours</b> field down-arrow, <ul style="list-style-type: none"> <li>Select maximum <b>Hours</b> you are will proctor.</li> </ul> </li> <li>Click <b>Start</b>.</li> </ul> </li> </ul>
8.		<ul style="list-style-type: none"> <li>A <b>Session Activity</b> window displays for each active session to manage while administering tests.</li> <li>Keep this window open on your <b>Proctor Station</b> to monitor activity.</li> </ul>
9.		<ul style="list-style-type: none"> <li>To monitor <b>Session Activity</b> for other active sessions, <ul style="list-style-type: none"> <li>Click <b>View</b>.</li> </ul> </li> </ul>
10.		<p><b>Don't forget! STOP</b> all sessions when finished proctoring.</p> <ul style="list-style-type: none"> <li>Click <b>Manage</b> at top left of the Session Activity window.</li> <li>Click <b>Manage</b> from the Testing Sessions list.</li> </ul>



Step	Screen	Description
11.	<p><b>Test Session Management</b></p> <p>I am proctor43@rhas.org I acknowledge full responsibility for the proper conduct of managing this testing session. I will supervise each examinee at each testing station throughout the duration of the testing session. I will faithfully execute all of my duties as a proctor for which I have been trained. I agree to uphold the testing code of ethics and will abide by all test security procedures.</p> <p>Select maximum hours you are assigned to proctor: 3</p> <p>Suspend Continue <b>Stop</b> Cancel</p>	<ul style="list-style-type: none"> <li>From <b>Test Session Management</b>, <ul style="list-style-type: none"> <li>Click <b>Stop</b>.</li> </ul> </li> </ul>
12.		<p><b>Don't forget! LOGOUT</b> after all sessions are stopped.</p> <ul style="list-style-type: none"> <li>At top right of the <b>Management Console</b>, <ul style="list-style-type: none"> <li>Click <b>Logout</b>.</li> </ul> </li> </ul>
13.		<p><b>Don't forget! EXIT</b> the application.</p> <ul style="list-style-type: none"> <li>At top right of the <b>Management Console</b>, <ul style="list-style-type: none"> <li>Click <b>Exit</b>.</li> </ul> </li> </ul>

## Test Session Management Options

- Manage** may also be used to:
  - Suspend** a session if you plan to continue proctoring after a break period without stopping sessions when no one is testing.
  - Continue** a session when you return from a break period.
  - Take Over** a session started by another proctor.
    - This is helpful if students are still testing and a proctor has to leave.
    - This is also helpful to keep the session active with interrupting testing.
  - Add **Hours** so that the session does not time out before testing is finished.

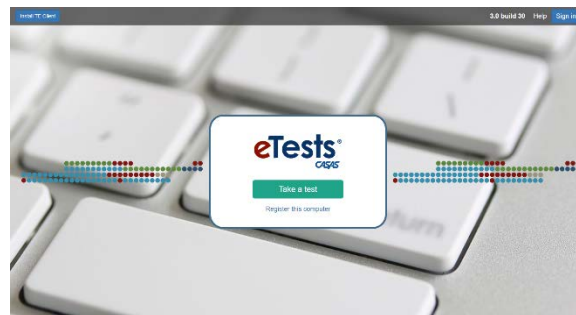
**Don't Forget!**

**STOP + LOGOUT + EXIT are Test Security Steps!**

## Steps to Prepare Testing Stations

*For Windows machines,*

Launch the web browser and enter the CASAS eTests Online URL your program uses.\*



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*Miami Dade	<a href="https://etestsonline.org/MiamiDade/html5/#/">https://etestsonline.org/MiamiDade/html5/#/</a>
*Washington	<a href="https://etestsonline.org/Washington/html5/#/">https://etestsonline.org/Washington/html5/#/</a>

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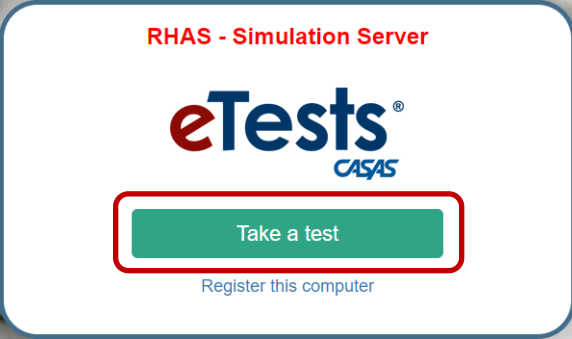
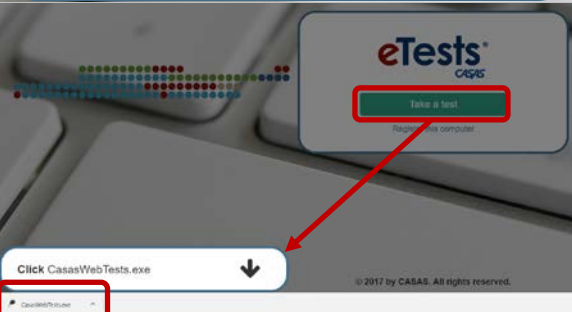
*For Chromebooks,*

Launch the **eT** eTests Online Kiosk app



*For iPads,*

Launch the **eT** eTests Online Guided Access app

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>At the <b>Testing Station</b>, <ul style="list-style-type: none"> <li>Click <b>Take a test</b>.</li> </ul> </li> </ul>
2.		<ul style="list-style-type: none"> <li>For <b>Windows</b> machines, <ul style="list-style-type: none"> <li>Click <b>Run</b>.</li> </ul> </li> <li>Wait for the test-delivery system to load.</li> </ul> <p><b>Note!</b> Depending on your browser and settings, you may be prompted to first click <b>Save</b>, and then click <b>Run</b>.</p>

## Steps to Register Students

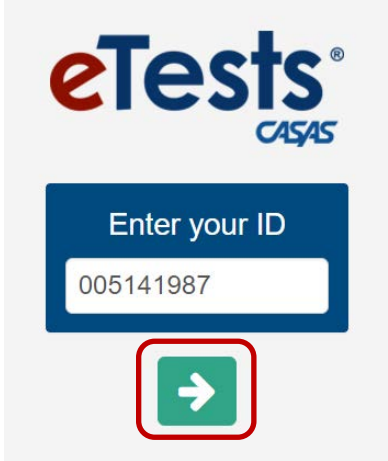

CASAS eTests Online may be used as an interface to collect student information and automatically record the information in TOPSpro Enterprise (TE) Online. This eliminates scanning and manual data entry to input the information in TE Online. Data collected about the student complies with [WIOA](#) accountability. Using a Registration only session gives you the opportunity to separate the registration process from the testing process giving you time to spend with students assisting them with applying responses and addressing questions.

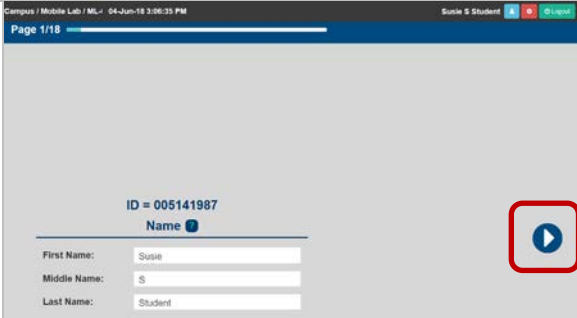

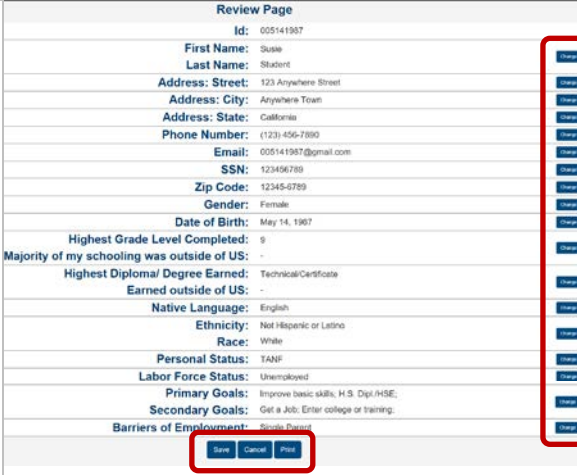
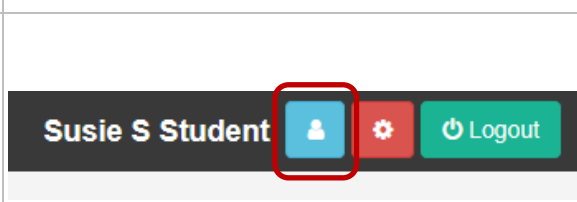
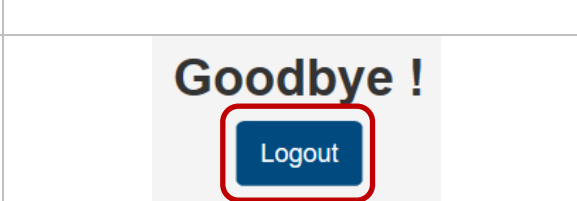
- If you use the **Registration** session,
  - Data-collection screens are skipped in the **Intake** session and students begin testing.
- If you do not use the **Registration** session,
  - Students will complete data-collection screens in the **Intake** session before they begin testing.

Proctors should have a copy of the [WIOA Data Dictionary](#) nearby for quick reference during a **Registration** or **Intake** session.

If your agency imports student information from a **3<sup>rd</sup> Party System**, then you would not need to use a **Registration** session to collect student information.

Template / Session Name > REGISTRATION / Student Information

Step	Screen	Description
1.		<p><b><i>Suggested Verbal Script:</i></b></p> <ul style="list-style-type: none"> <li>• On your screen,                             <ul style="list-style-type: none"> <li>◦ Enter your <b>Identification</b> code.</li> </ul> </li> <li>• Use the <b>right-arrow</b> button to continue.</li> </ul>
2.		<p>← The number of <b>Data</b> collection screens enabled in a session appear at top of the testing station screen.</p>

Step	Screen	Description
3.		<p><b>Suggested Verbal Script:</b></p> <ul style="list-style-type: none"> <li>Enter your <b>Name</b> and any other information requested on each screen.</li> <li>Use the <b>right-arrow</b> button to go to the next screen.</li> </ul>
4.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>Use the <b>left-arrow</b> button and go back to a previous screen.</li> <li>Continue entering your information until you get to the <b>Review Page</b>.</li> </ul>
5.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>On the <b>Review Page</b>. <ul style="list-style-type: none"> <li>You may use the <b>Change</b> button to correct any information or add any information you may have skipped.</li> </ul> </li> <li>After you finish reviewing your information, <ul style="list-style-type: none"> <li>Use the <b>Print</b> button for a copy of your information.</li> </ul> </li> <li>After printing your information, <ul style="list-style-type: none"> <li>Use the <b>Save</b> button.</li> </ul> </li> </ul>
6.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>Your <b>Student Information</b> is now saved.</li> <li>You may update your information from the <b>Person</b> icon at top left of your screen anytime you return to test.</li> </ul>
7.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>We are finished with <b>Registration</b>.</li> <li>Use the <b>Logout</b> button to exit the screen.</li> </ul>

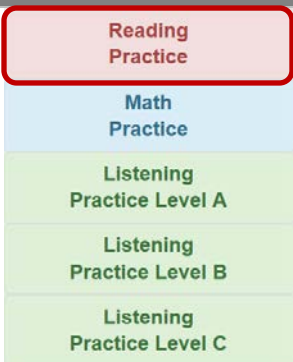
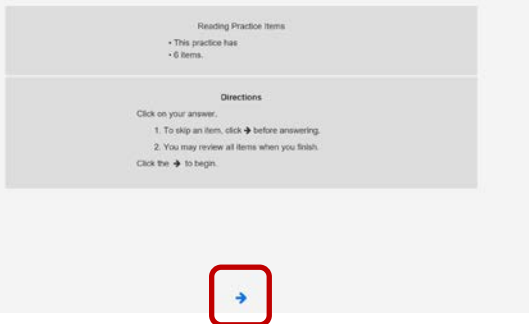
## Steps to Use Practice with Students


CASAS recommends using **Practice** to help introduce students to taking a CASAS web-based test before they begin testing. Practice gives students the opportunity to explore the testing interface, respond to test items, and navigate the screens. Practice is not scored or recorded and may be repeated multiple times in the same sitting. Practice items are not subject to test security and may be used with classroom instruction. Using a Practice only session eliminates the risk of students launching a test. Practice is not for measure basic skills. There is no cost for using Practice.

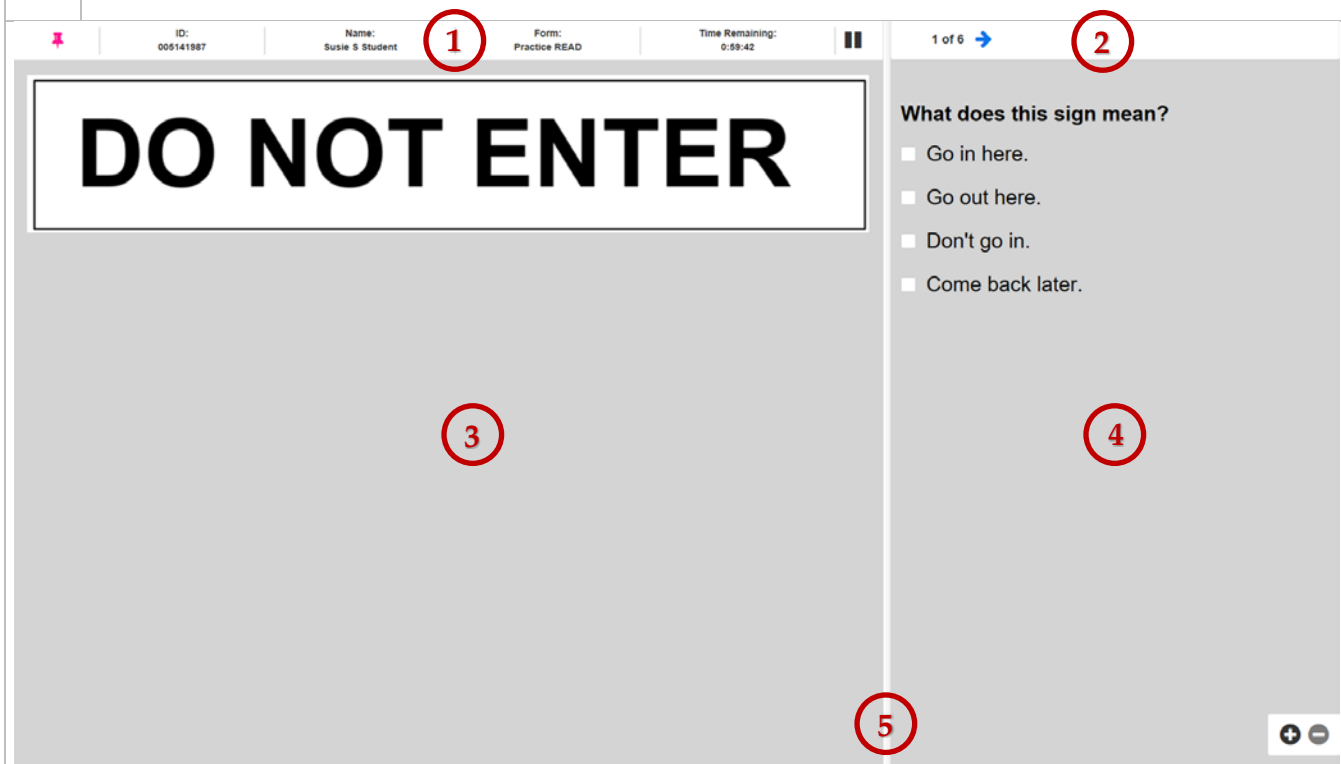


**Sample Test Items** are also available at [CASAS Home](#) > [Product Overviews](#) > [Curriculum Management & Instruction](#) > [Sample Test Items](#)





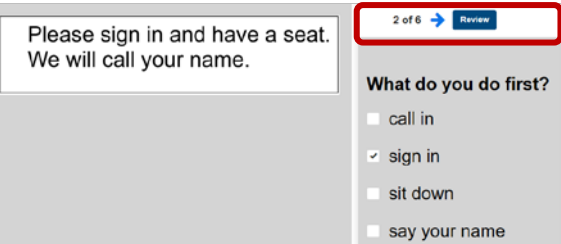
Template / Session Name > PRACTICE / Reading, Math, Listening

Step	Screen	Description
1.		<p><b><i>Suggested Verbal Script:</i></b></p> <ul style="list-style-type: none"> <li>• Before you begin testing, let's review how to take an online test.</li> <li>• On the <b>Test Menu</b> screen, <ul style="list-style-type: none"> <li>○ Select the <b>Reading Practice</b> button.</li> </ul> </li> <li>• Look at the <b>Directions</b> as I read them.</li> </ul>
2.		<p><b><i>Cont. Script:</i></b></p> <p>On Reading Practice Items. This practice has 6 items. Directions. Click on your answer.</p> <ol style="list-style-type: none"> <li>1. To skip an item, click the arrow before answering.</li> <li>2. You may review all items when you finish. Click the arrow to begin.</li> </ol> <ul style="list-style-type: none"> <li>• Now, use the <b>right-arrow</b> button at the bottom of your screen to continue.</li> </ul>

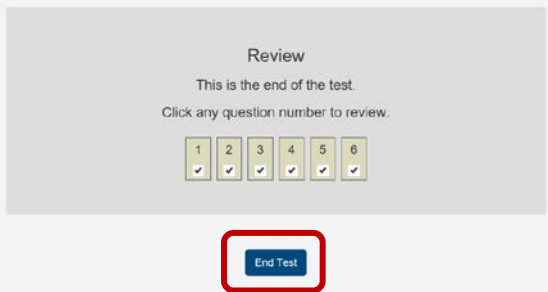

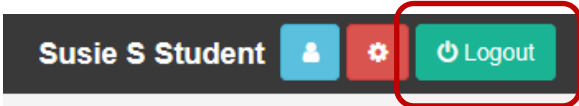
3. **Suggested Verbal Script:** Look at the **Practice Item** displayed on your screen.
- 1 Along top-left of your screen is a **Toolbar** that displays information about you such as your **ID** and **Name**, the **Form** you are working on, and the **Time Remaining** to work on the **Form**.
    - Use the [**Push Pin** or **Arrow**] at top left to hide the **Toolbar** on your screen.
    - You can return the **Toolbar** at any time during testing by [moving your mouse to the top left and **Push the Pin** or use the **Arrow**].
  - 2 Along top-right of your screen displays the test item **Number** you are working on and the total number of test items on the **Form**.
  - 3 The left side of your screen displays an image or text.
  - 4 The right side of your screen displays a **Question** or **Statement** about the image or text and possible **Answers**.
  - 5 [For computer with mouse input] When the first test item displayed on the screen, you saw a message along the top. This message explained using the **Split Bar** to drag right to increase or left to decrease the display on the left side of your screen.
    - At bottom right of your screen, use the plus and minus icons to increase or decrease the display.
  - 5 [For tablet with touchscreen input] At bottom of your screen, use the **plus** and **minus** icons to increase or decrease the displays.



The screenshot shows the eTests practice interface. At the top, a toolbar (1) displays ID: 005141387, Name: Susie S. Student, Form: Practice READ, and Time Remaining: 0:59:42. On the top right, the test item number '1 of 6' (2) is shown. The main area is split: the left side (3) displays a large sign that says 'DO NOT ENTER', and the right side (4) displays a question: 'What does this sign mean?' with four multiple-choice options: 'Go in here.', 'Go out here.', 'Don't go in.', and 'Come back later.'. At the bottom right, there are plus and minus icons (5) for adjusting the display size.

Step	Screen	Description
4.		<p><b>Suggested Verbal Script:</b></p> <ul style="list-style-type: none"> <li>Read the first <b>Practice Item</b> and then use the box at right of your screen to choose your answer.</li> <li>What is the answer to the first practice item?</li> <li>The answer is "Don't go in."</li> <li>Did you mark "Don't go in"? [Explain.]</li> </ul>
5.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>Use the <b>right-arrow</b> icon at top of the right screen and go to the next practice item.</li> </ul>
6.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>Let's skip the next practice item without answering. <ul style="list-style-type: none"> <li>To skip, use the <b>right-arrow</b> icon at top of the right screen.</li> </ul> </li> <li>A pop-up message will ask if you want to skip. <ul style="list-style-type: none"> <li>Answer <b>Yes</b>.</li> </ul> </li> <li>Continue with remaining practice items by answering or skipping until you get to the <b>Review</b> screen.</li> </ul>
7.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>On the <b>Review</b> screen, you may review your answers and return to items you did not answer. <ul style="list-style-type: none"> <li>Use any <b>number</b> button and return to an item.</li> </ul> </li> </ul>
8.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>After reviewing or answering an item, <ul style="list-style-type: none"> <li>Use the <b>Review</b> button at top right of your screen to return to the Review page.</li> </ul> </li> </ul>



Step	Screen	Description
9.		<p><b>Suggested Verbal Script:</b></p> <ul style="list-style-type: none"> <li>When you are finished with <b>Review</b>, <ul style="list-style-type: none"> <li>Use the <b>End Test</b> button.</li> </ul> </li> </ul>
10.	<p>The practice test ends here.</p> 	<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>Practice is now ended.</li> <li>Use the <b>arrow</b> at bottom right and return to the <b>Test Menu</b> screen.</li> </ul>
11.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>We are finished with <b>Reading Practice</b>.</li> <li>You may continue on your own with <b>Math</b> and <b>Listening Practice</b>.</li> <li>When you are finished practicing with taking CASAS online tests, <ul style="list-style-type: none"> <li>Use the <b>Logout</b> button at top right on your screen to exit the application.</li> </ul> </li> </ul>
12.	<p><b>Cont. Script:</b></p> <p>You are now ready to begin testing. You should be able to finish each test in about one hour, but do not spend more than two or three minutes on one question. If you finish early, you may <b>Review</b> your answers.</p> <p>If you do not know the answer, that is OK, you do not have to enter an answer. Just go to the next test item. Do your own test; do not get help from others. No calculators, dictionaries, books or notes.</p> <p>When you are finished, or if you cannot answer any more test items, raise your hand and your proctor will assist you.</p> <p>Any questions?</p>	

## Steps to Follow an Intake Process

Intake and orientation is your opportunity to welcome students to your program and determine their needs, goals, skill levels, and education and work backgrounds.

With an effective intake and orientation process, you will create a learning environment that works with each of these factors. You can promote student retention rates, improve learning gains, and build overall program success.

### *Oral Screening*

The Oral Screening is intended to provide a quick measure of a student's speaking ability. It is optional and should not be given to those who obviously can speak English well. It may be used at the beginning of testing with students who cannot write their name and other information on the answer sheet, in order to screen from the reading and listening appraisals those students who should be referred directly to beginning ESL instruction. Alternatively, the test may be given as students finish the reading test, or at a separate time.

The Oral Screening is individually administered and consists of six questions. The examiner asks the questions, the student answers, and the examiner rates each response following the scoring guidelines.

### *Writing Screening*

The Writing Screening is an optional exercise in which students are asked to write two sentences that are dictated to them. This short test provides a very general assessment of a person's ability to aurally comprehend and write basic English sentences. Items are scored holistically on a three-point scale.

CASAS eTests Online coordinators are responsible for ensuring that all certified proctors follow a standardized testing process. Programs are strongly encouraged, and required by most State Departments of Education, to have a [Local Assessment Policy](#) defined for test procedures and guidelines. These policy guidelines also include staff training and test security requirements for all staff who administer CASAS assessment and use results from these assessments.



Download complete documentation for the **Intake Process** at [CASAS Home](#) > [Training and Support](#) > [Testing Guidelines](#) > [Intake Process](#)

## ABE Intake Process

### Guidelines for determining level placement

1

Assess student's basic English language proficiency

- ✓ observe how well the student can fill out forms and perform other writing tasks
- ✓ consider number of years of formal schooling and other information on demographic records
- ✓ administer CASAS writing screening or other writing assessment
- ✓ consider other factors affecting level placement

... then evaluate information and determine next step

Student has difficulty writing name and address and in completing writing sample, or has other significant limitations

Student writes name and address, and produces basic writing sample

2A

**Skip the locator or appraisal** and administer the five practice items from Beginning Literacy Reading, Form 27, one-on-one.

#### Results

- some difficulty
- little or no difficulty

#### Test form to administer

- Administer **Form 27** as pretest
- Administer **Level A reading and math** forms as pretests

**Administer the locator or appraisal** for reading and math:

- Locator + pretest, or
- Appraisal + pretest, or
- Appraisal (alone)

2B

3

**Place student in an instructional level** according to the lower of two pretest scores.

- The pretest score serves as the initial point of comparison for progress testing.
- The appraisal score (alone) provides accurate placement information.

## ESL Intake Process

## Guidelines for determining level placement

1

Assess student's basic English language proficiency

- ✓ observe how well the student communicates and fills out forms
- ✓ consider number of years of formal schooling and other information on demographic records
- ✓ administer CASAS oral screening or other oral assessment
- ✓ administer CASAS writing screening or other writing assessment
- ✓ consider other factors affecting level placement

... then evaluate information and determine next step

Scores on CASAS Oral Screening and Writing Screening or other factors

<u>Oral Screening</u>	<u>Writing Screening</u>	<u>Other Factors</u>
<6	0-1	poor

<6	1-2	good
6 or more	0-1	poor
6 or more	1-2	good

2A

Skip the locator or appraisal and administer the five practice items from Beginning Literacy Reading, Form 27, one-on-one.

Results

- some difficulty
- little or no difficulty

Test form to administer

- Administer **Form 27** as pretest
- Administer **Level A reading** and **listening** forms as pretests

Administer the locator or appraisal for reading and listening:

2B

- Locator + pretest, or
- Appraisal + pretest, or
- Appraisal (alone)

3

Place student in an instructional level according to the lower of two pretest scores.

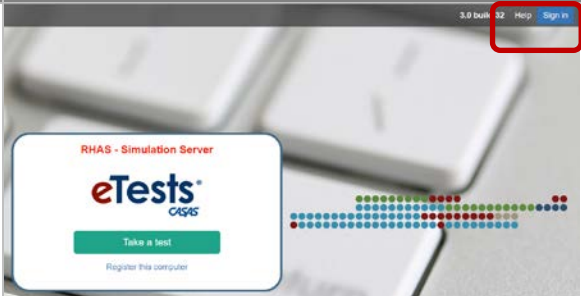
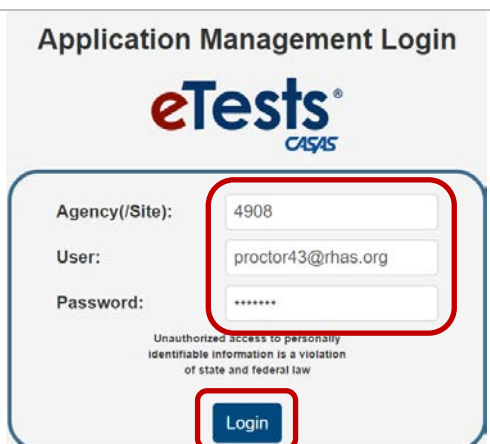
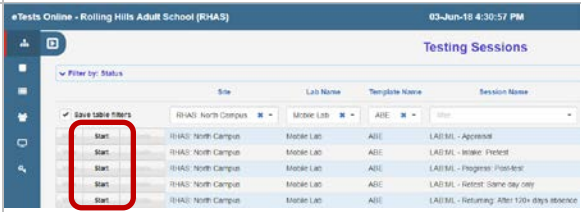
- The pretest score serves as the initial point of comparison for progress testing.
- The appraisal score (alone) provides accurate placement information.

## Steps to Administer Tests

Administering CASAS web-based tests is as simple as 1-2-3. Follow these simple steps and you will be ready for Testing Day!

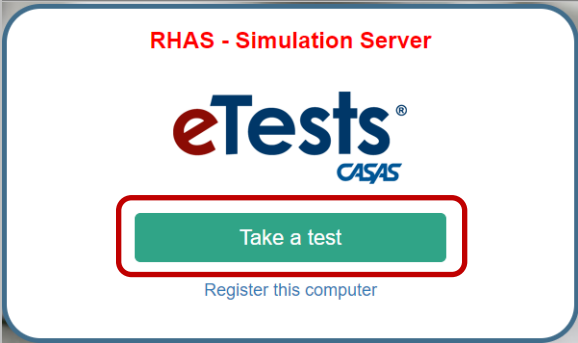
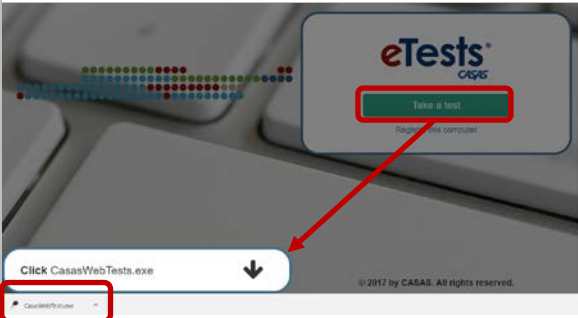
### STEP 1: PREPARE TO TEST

#### Prepare Proctor Station

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>From <b>Windows</b> machines, <ul style="list-style-type: none"> <li>Launch the web browser and enter the CASAS eTests Online <b>URL</b> your program uses.</li> </ul> </li> <li>At top right of the browser window, <ul style="list-style-type: none"> <li>Click <b>Sign in</b>.</li> </ul> </li> </ul>
2.		<ul style="list-style-type: none"> <li>From <b>Application Management Login</b>, <ul style="list-style-type: none"> <li>Enter your <b>Agency ID</b>.</li> <li>Enter your <b>User</b> name.</li> <li>Enter your <b>Password</b>.</li> </ul> </li> <li>After entering your log-in credentials, <ul style="list-style-type: none"> <li>Click <b>Login</b>.</li> </ul> </li> </ul>
3.		<ul style="list-style-type: none"> <li>Filter for <b>Site</b>, <b>Lab</b>, plus <b>Template</b> and save the filter with sessions you will proctor.</li> <li>For each <b>Session</b> you will administer tests, <ul style="list-style-type: none"> <li>Click <b>Start</b> at left.</li> </ul> </li> </ul>

## STEP 1: PREPARE TO TEST Cont.

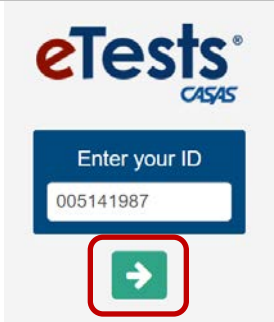
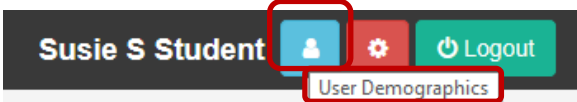
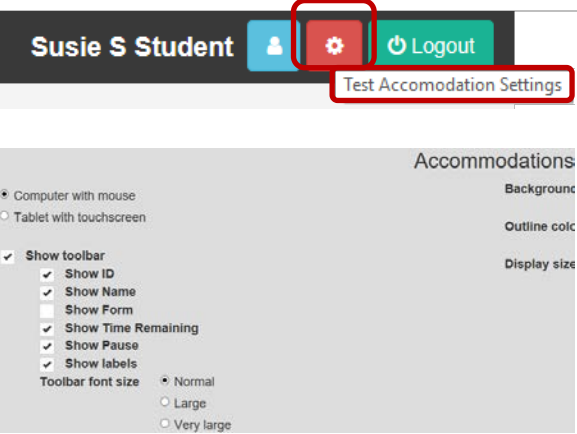
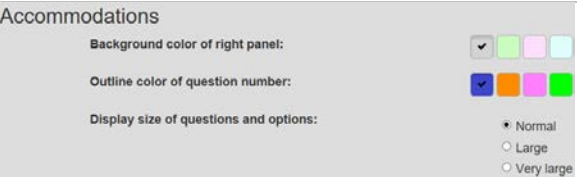
### Prepare Testing Stations

Step	Screen	Description
4.		<ul style="list-style-type: none"> <li>For <b>Windows</b> machines, <ul style="list-style-type: none"> <li>Launch the web browser and enter the CASAS eTests Online <b>URL</b> your program uses.</li> </ul> </li> <li>For <b>Chromebooks</b> and <b>iPads</b>, <ul style="list-style-type: none"> <li>Launch the eTests Online app.</li> </ul> </li> <li>At the <b>Testing Station</b>, <ul style="list-style-type: none"> <li>Click <b>Take a test</b>.</li> </ul> </li> </ul>
5.		<ul style="list-style-type: none"> <li>For <b>Windows</b> machines, <ul style="list-style-type: none"> <li>Click <b>Run</b>.</li> </ul> </li> <li>Wait for the test-delivery system to load.</li> </ul> <p><b>Note!</b> Depending on your browser and settings, you may be prompted to first click <b>Save</b>, and then click <b>Run</b>.</p>

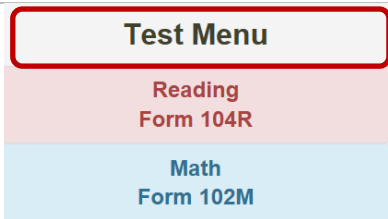
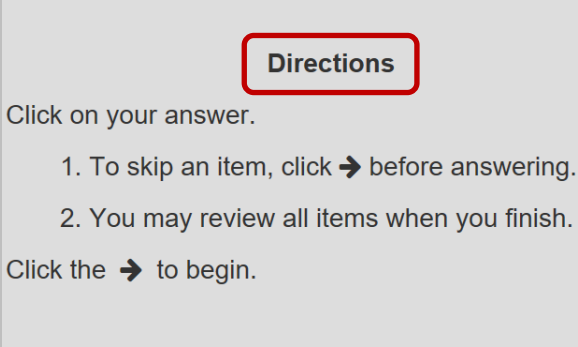


## STEP 2: BEGIN TO TEST

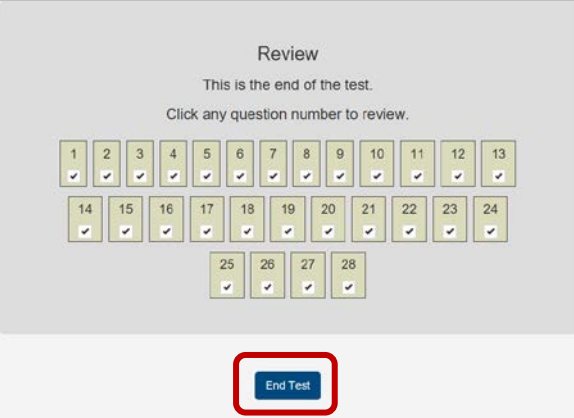
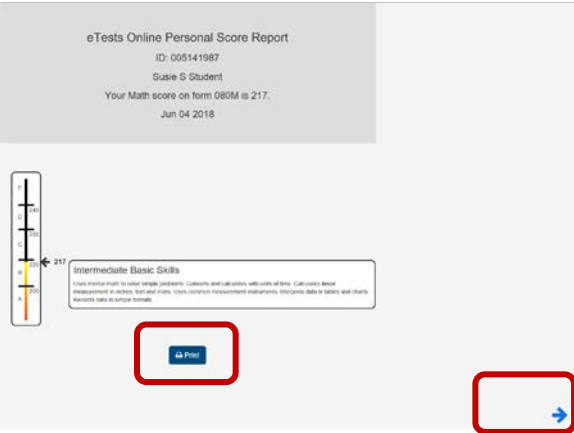
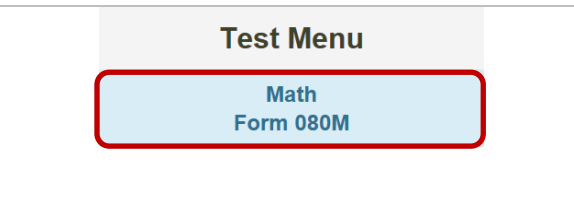
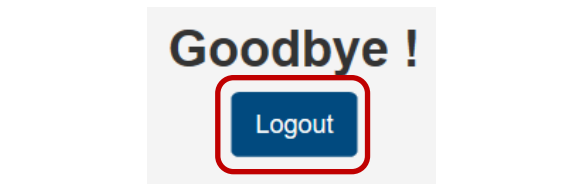

### Begin Suggested Verbal Script:

- The purpose of taking the test is to determine what you need to learn.
- It is very important to do your best on the test.
- If you do not know the answer, please do not guess. Continue to the next question without answering.

Step	Screen	Description
1.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>• On your screen, <ul style="list-style-type: none"> <li>◦ Enter your <b>Identification</b> code.</li> </ul> </li> <li>• Use the <b>right-arrow</b> button to continue.</li> </ul>
2.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>• If you need to update your <b>Student Information</b> before you begin the test, <ul style="list-style-type: none"> <li>◦ Use the <b>Person</b> icon at top left of your screen.</li> </ul> </li> </ul>
3.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>• Before you begin the test, <ul style="list-style-type: none"> <li>◦ Let the proctor know if you need any adjustments to your screen display.</li> </ul> </li> </ul> <p>[PROCTOR: use the <b>Gear</b> icon to access <b>Test Accommodation Settings</b>.]</p> <ul style="list-style-type: none"> <li>• Change Input type</li> <li>• Change Toolbar display</li> <li>• Change Toolbar font size</li> </ul>
4.		<ul style="list-style-type: none"> <li>• Change background color of right panel</li> <li>• Change outline color of question number</li> <li>• Change size of questions and answer options</li> </ul>

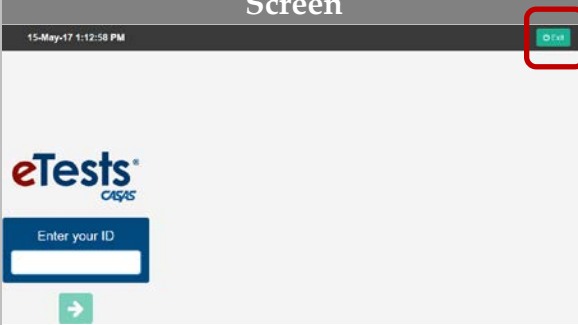
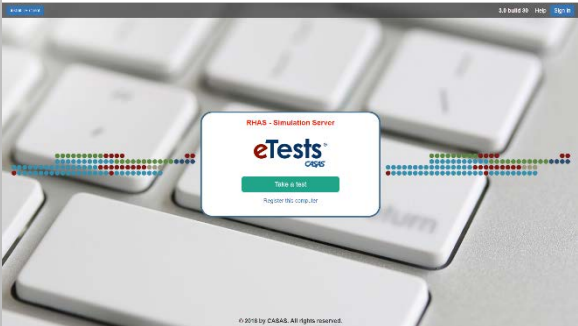


Step	Screen	Description
5.	<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>We are ready to begin the test.</li> <li>You should be able to finish each test in about one hour, but do not spend more than two or three minutes on one question.</li> <li>If you finish early, you may <b>Review</b> your answers before ending the test.</li> <li>If you do not know the answer, that is OK, you do not have to enter an answer. Just go to the next test item.</li> <li>It is important to do your best.</li> </ul>	
6.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>On the <b>Test Menu</b> screen, <ul style="list-style-type: none"> <li>Select the [modality] button.</li> </ul> </li> </ul>
7.	 <p>Click on your answer.</p> <ol style="list-style-type: none"> <li>To skip an item, click ➔ before answering.</li> <li>You may review all items when you finish.</li> </ol> <p>Click the ➔ to begin.</p>	<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>Read the <b>Directions</b> and then continue.</li> <li>If you have any questions about taking the test, please ask before you continue.</li> </ul> <p><b>[For listening]</b></p> <ul style="list-style-type: none"> <li>Be sure to check the volume on your headphones before you continue.</li> </ul>
8.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>Please ask any questions about <b>Practice</b> before you begin the test.</li> <li>Use the <b>right arrow</b> to continue.</li> </ul>
9.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>You may repeat <b>Practice</b> if needed, or continue and <b>Begin the test</b>.</li> </ul>


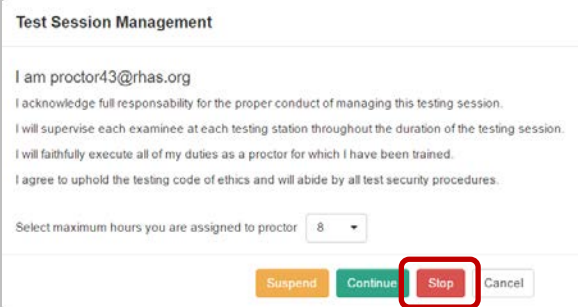
Step	Screen	Description
10.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>At the end of the test, you may <b>Review</b> your answers and return to test items you did not answer. <ul style="list-style-type: none"> <li>Use any <b>number</b> button and return to an item.</li> </ul> </li> <li>When you are finished with <b>Review</b>, <ul style="list-style-type: none"> <li>Use the <b>End Test</b> button.</li> </ul> </li> </ul>
11.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>Your <b>Personal Score Report</b> displays a summary of how well you did on the test. <ul style="list-style-type: none"> <li>Don't worry about understanding the information now. That's for your teacher to explain later.</li> </ul> </li> <li>For now, <ul style="list-style-type: none"> <li>Use the <b>Print</b> button for a copy of your report.</li> </ul> </li> <li>Use the <b>arrow</b> at bottom right and return to the <b>Test Menu</b> screen.</li> </ul>
12.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>If you have more tests to take, <ul style="list-style-type: none"> <li>Select the next test button.</li> </ul> </li> </ul>
13.		<p><b>End Script:</b></p> <ul style="list-style-type: none"> <li>We you are finished with taking all of your tests, <ul style="list-style-type: none"> <li>Use the <b>Logout</b> button to exit your screen.</li> </ul> </li> </ul>
14.		<ul style="list-style-type: none"> <li>Dismiss test-takers.</li> </ul> <p><b>Don't forget!</b> Collect and destroy scratch paper at the end of math tests.</p>

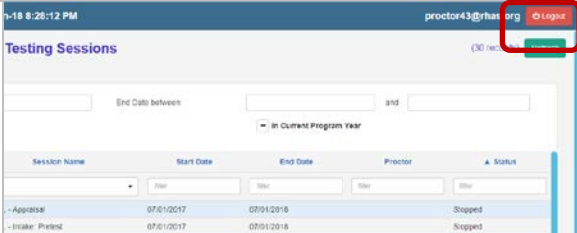
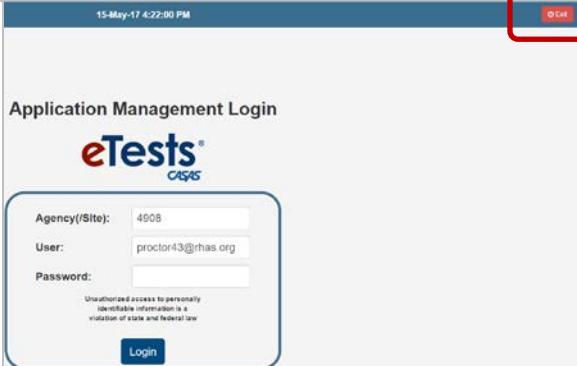

## STEP 3: AFTER THE TEST

### At Testing Stations

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>After testing is finished and no further testing will take place in the lab,                             <ul style="list-style-type: none"> <li><b>EXIT</b> the testing application on each station.</li> </ul> </li> </ul> <p><i>Note! This is required for Test Security.</i></p>
2.		<ul style="list-style-type: none"> <li>Close the web browser on each station.</li> <li>Reset each computer workspace area in the lab.</li> </ul>

### At Proctor Station

Step	Screen	Description
3.		<ul style="list-style-type: none"> <li>Return to your Proctor Station</li> <li>From the <b>Session Activity</b> window,                             <ul style="list-style-type: none"> <li>Click <b>Manage</b>.</li> </ul> </li> </ul>
4.		<ul style="list-style-type: none"> <li>From the <b>Test Session Management</b> pop-up window,                             <ul style="list-style-type: none"> <li>Click <b>STOP</b>.</li> </ul> </li> <li>Repeat Steps 3 &amp; 4 until all proctored sessions are stopped.</li> </ul> <p><i>Note! This is required for Test Security.</i></p>

Step	Screen	Description
5.		<ul style="list-style-type: none"> <li>From the <b>Management Console</b>, <ul style="list-style-type: none"> <li>Click <b>Logout</b>.</li> </ul> </li> </ul> <p><i>Note! This is required for Test Security.</i></p>
6.		<ul style="list-style-type: none"> <li><b>Exit</b> the application at top right.</li> </ul> <p><i>Note! This is required for Test Security.</i></p>
7.		<ul style="list-style-type: none"> <li><b>Close</b> the web browser.</li> <li><b>Prepare</b> the lab for the next time testing is scheduled.</li> <li><b>Secure</b> the testing lab.</li> </ul>

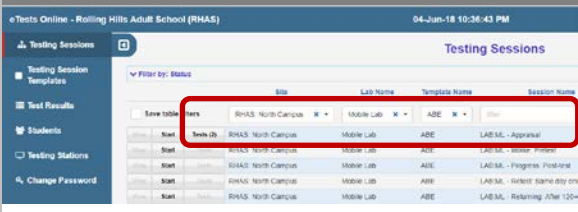

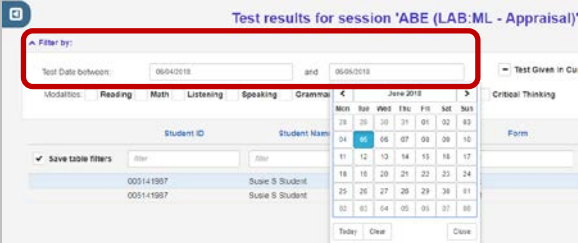

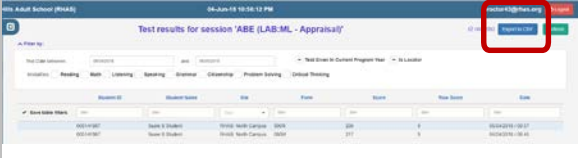
## Steps to Retrieve Test Results

Test results from eTests Online may be retrieved from three Menus:

- Testing Sessions
- Test Results
- Students

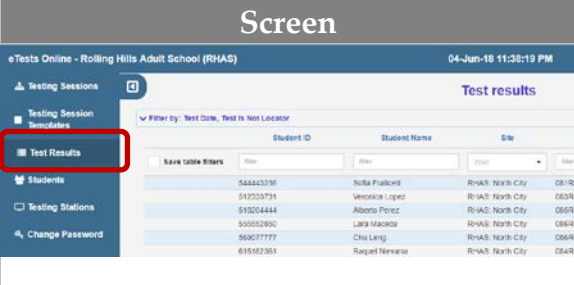
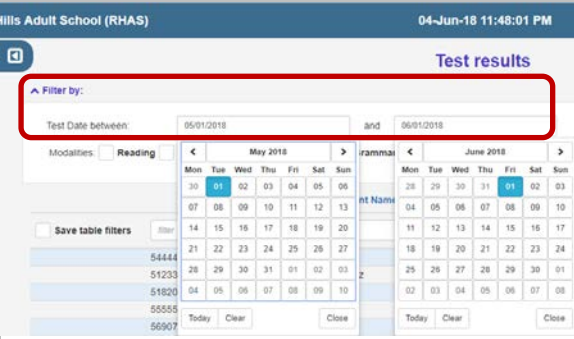

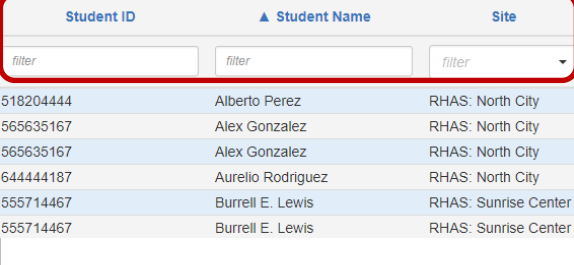
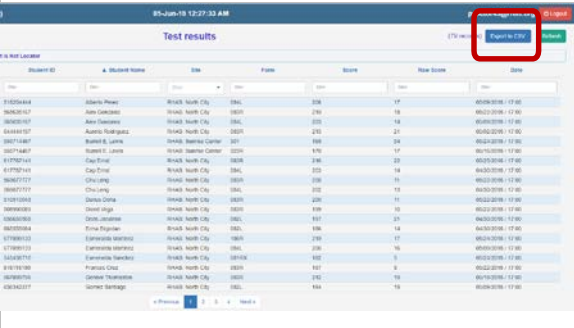
### Testing Sessions Menu

Use the Testing Sessions menu to retrieve results from a single Testing Session.

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>• Use <b>Column Filters</b> to locate a specific <b>Testing Session</b>. <ul style="list-style-type: none"> <li>○ Click <b>Tests</b> at left of the selected session.</li> </ul> </li> </ul>
2.		<ul style="list-style-type: none"> <li>• Click the <b>Filter</b> down-arrow to expand filtering options.</li> </ul>
3.		<ul style="list-style-type: none"> <li>• Click the <u>first</u> <b>Test Date</b> field. <ul style="list-style-type: none"> <li>○ Select the <b>Date</b> tested from the drop-down calendar.</li> </ul> </li> <li>• Click the <u>second</u> <b>Test Date</b> field. <ul style="list-style-type: none"> <li>○ Select <u>one day after</u> the <b>Date</b> tested.</li> </ul> </li> </ul>
4.		<ul style="list-style-type: none"> <li>• To retrieve results, <ul style="list-style-type: none"> <li>○ Click <b>Refresh</b> at top right.</li> </ul> </li> </ul>
5.		<ul style="list-style-type: none"> <li>• A list of filtered results now displays in the <b>Testing Session</b> list. <ul style="list-style-type: none"> <li>○ Click <b>Export to CSV</b> at top right to save results to a spreadsheet.</li> </ul> </li> </ul>

## Test Results Menu


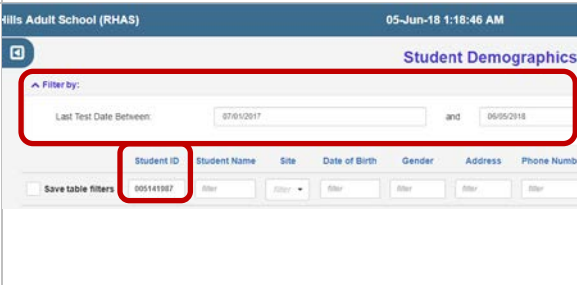
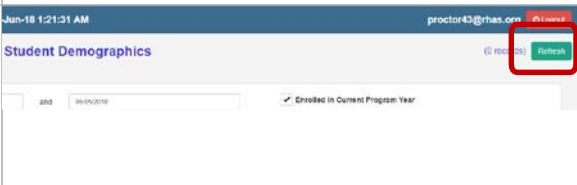
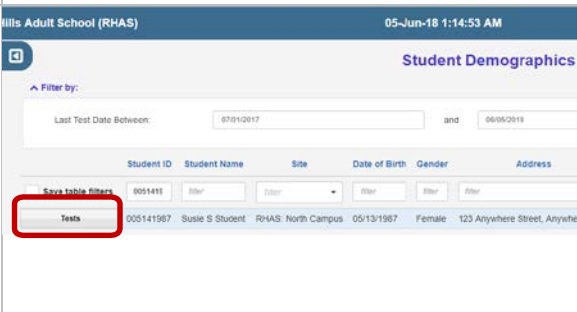

Use the **Test Results** menu to retrieve results for all testing on a given day or specified date range.

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>From the <b>Menu bar</b> at left, <ul style="list-style-type: none"> <li>Click <b>Test Results</b>.</li> </ul> </li> </ul>
2.		<ul style="list-style-type: none"> <li>Click the <b>Filter</b> down-arrow to expand filtering options.</li> <li>For results from all testing in the previous month, enter <b>Test Date Between</b> – <ul style="list-style-type: none"> <li>The <u>first day</u> of the previous month.</li> <li><u>One day after</u> the last day of the previous month.</li> </ul> </li> </ul>
3.		<ul style="list-style-type: none"> <li>To retrieve results, <ul style="list-style-type: none"> <li>Click <b>Refresh</b> at top right.</li> </ul> </li> </ul>
4.		<ul style="list-style-type: none"> <li>Use <b>Column Filters</b> to refine filtered results.</li> </ul>
5.		<ul style="list-style-type: none"> <li>Click <b>Export to CSV</b> at top right to save results to a spreadsheet.</li> </ul>



## Students Menu

Use the Students menu to retrieve test results for a specific student.

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>From the <b>Menu bar</b> at left, <ul style="list-style-type: none"> <li>Click <b>Students</b>.</li> </ul> </li> </ul>
2.		<ul style="list-style-type: none"> <li>Expand the <b>Filter</b> to select a date range when the student may have tested.</li> <li>Use <b>Column Filters</b> to search for a student</li> </ul>
3.		<ul style="list-style-type: none"> <li>To retrieve results, <ul style="list-style-type: none"> <li>Click <b>Refresh</b> at top right.</li> </ul> </li> </ul>
4.		<ul style="list-style-type: none"> <li>To see all tests taken by the student within the specific date range, <ul style="list-style-type: none"> <li>Click <b>Tests</b>.</li> </ul> </li> </ul>
5.		<ul style="list-style-type: none"> <li>Click <b>Export to CSV</b> at top right to save results to a spreadsheet.</li> </ul>



## Steps for Testing Day

As a CASAS *eTests Online* proctor, you serve a very important role. All proctors must do their part to maintain a controlled testing environment that allows test-takers to do their very best. Proctors should follow the same procedures before, during, and after testing. Following these procedures assures the validity of test results and reduces the likelihood of confusion or error during test administration.

### STEP 1: PREPARE TO TEST

#### Prepare Proctor Station:

1. Turn on the proctor station (including monitor).
2. Launch the web browser and enter the CASAS eTests Online URL your program uses.\*

Server	HTML5 Version w/multiple web browsers
*Global	<a href="https://etestsonline.org/html5/#/">https://etestsonline.org/html5/#/</a>
*California	<a href="https://ca.etestsonline.org/html5/#/">https://ca.etestsonline.org/html5/#/</a>
*LARAEC	<a href="https://laraec.etestsonline.org/html5/#/">https://laraec.etestsonline.org/html5/#/</a>
*Miami Dade	<a href="https://etestsonline.org/MiamiDade/html5/#/">https://etestsonline.org/MiamiDade/html5/#/</a>
*Washington	<a href="https://etestsonline.org/Washington/html5/#/">https://etestsonline.org/Washington/html5/#/</a>

3. Click **Sign In** at top right and enter login credentials to access the *Management Console*.
4. Filter **Testing Sessions** for:
  - **Site** – where you are assigned to proctor.
  - **Lab** – at the site where you will administer tests.
  - **Template** – for the program you are administering tests.
5. Check **Save Table Filters** to retain your filtered list of testing sessions.
6. Click **Start** for each session you will manage for testing.
7. Click **Add Stations** to active sessions (if needed).
8. View **Session Activity** throughout testing for all active sessions.

#### Prepare Testing Stations:

9. Turn on testing stations (including monitors).
10. Launch the web browser on each testing station and enter the CASAS eTests Online URL\* your program uses.
11. Click **Take a Test**.
12. Click **Run** for the *CASASWebTests.exe* file and connect to the CASAS-hosted server.

## STEP 2: BEGIN TO TEST

### 1. Read to students:

- The purpose of taking the test is to determine what you need to learn.
- It is very important to do your best on the test.
- If you do not know the answer, please do not guess. Continue to the next question without answering.

### 2. Assist students with completing [data collection screens](#) before testing begins.

- Enter **Identification Code, Name**, and any other information presented on the screen.
- Review information on the **Review Page** and click **Save**.

### 3. Give students the opportunity to **Practice** taking an online test before testing begins.

- Review practice items together with students, making sure they understand how to respond to test items and navigate through the test.

### 4. Tell students:

- We are ready to begin the test.
- You should be able to finish in about one hour, but do not spend more than two or three minutes on one question.
- If you finish early, you may **Review** your answers before ending the test.

## STEP 3: AFTER THE TEST

### 1. Students who finish testing early do not need to wait until others finish. They should raise their hand to summon the proctor.

### 2. When a test ends, a **Personal Score Report** displays on the testing station screen with option to print (by default). Your program may disable the report or print option.

### 3. Direct students to **Log Out** of the testing application when they finish all tests.

### 4. Do not discuss test results with anyone while proctoring tests. Quietly tell any student to discuss results with his or her instructor.

### 5. When all students have left the lab, reset each computer workspace area.

### At Testing Stations:

### 6. **EXIT** the testing application on each station after all testing is finished. **Required for Test Security.**

### At Proctor Station:

### 7. **STOP** all active session(s). **Required for Test Security.**

### 8. **LOG OUT** of the *Management Console*. **Required for Test Security.**

### 9. **EXIT** the testing application. **Required for Test Security.**

## ACTIVITY: Basic Steps for Testing

- To view each other's screen, pair-with the person seated next to you and decide –
  - Who will be the **Proctor**, and
  - Who will be the **Student**.
- You may also have a group of three with –
  - One **Proctor** in the middle, and
  - Two **Students** on each side.

✓ Check boxes during Role-Play Activities

<i>Switch roles with each exercise →</i>	EXERCISE 1	EXERCISE 2	EXERCISE 3
ROLE	Intake: Appraisal (Reading)	Intake: Appraisal (Math)	Intake: Pretest (Reading or Math)
<b>PROCTOR – Manage Session</b>			
<i>SIGN IN – Management Console</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>START</b> – testing session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>ADD – testing station</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PROCTOR – Administer Test</b>			
<i>RUN – CASASWebTests.exe file on student station</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>STUDENT – Begin Test</b>			
<i>ENTER – “unique” ID</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PROCTOR – Manage Session</b>			
<i>SESSION ACTIVITY – monitor student progress through testing</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>STUDENT – End Test</b>			
<i>LOG OUT and EXIT application</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PROCTOR – Manage Session</b>			
<b>STOP</b> – testing session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>LOG OUT and EXIT application</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## CASAS Contact Information

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## Training Support

Help documentation is available at [CASAS Home](#) > [Training and Support](#) >

- [eTests Online Help](#)
- [TOPSpro Enterprise Help](#)

Enroll in a complimentary workshop at: [CASAS Training Registration](#).

## Technical Support

The **CASAS Technology Support Team** is available to provide technical assistance for successful online implementation and uninterrupted test delivery.

- 7:00 am – 5:00 pm (Pacific Time)
- Monday – Friday
- [techsupport@casas.org](mailto:techsupport@casas.org)
- (858) 292-2900 or toll free (800) 255-1036, option 2

*Thank you for attending!*

