ACTIVITY PACKET

eTests Coordinators
Get Ready to Go Live!

CASAS Technology Support Team
technicalsupport@casas.org
7:00 am – 5:00 pm (Pacific), M – F
Toll Free: (800) 255-1036, option 2
(858) 292-2900, option 2
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Overview

It is the responsibility of a CASAS eTests Online coordinator to ensure that their program is ready to go live with web-based testing. This session ensures that certified eTests Online coordinators have the understanding and hands-on practice to do just that! We will work together in this hands-on lab to complete activities using the new eTests Online HTML application. This session focuses on topics that help programs get up and running smoothly with online implementation and uninterrupted test delivery. Topics include,

- Coordinator Responsibilities and Duties
- Going Live Checklist
- Registering Testing Stations
- Creating Testing Sessions
- Following an Intake Process

This training is appropriate for staff responsible for online testing management.
Coordinator Responsibilities and Duties

Coordinators serve an important role to ensure that testing occurs fairly and uniformly. All coordinators must do their part to provide a professional, secure, quiet, and controlled testing environment that will allow learners to perform to the very best of their abilities.

Coordinators must follow CASAS test security policy and guidelines. Following these guidelines assures the most favorable conditions for administering CASAS web-based tests.

Each location using CASAS eTests Online must have a certified coordinator who manages online testing at that site, or multiple sites.

Coordinators must complete certification to access eTests Online and manage online testing. A certified coordinator may also proctor the assessment (provided he or she also is a certified proctor), or assign proctors certified to administer CASAS web-based tests under his or her supervision.

If you will be responsible for online testing management, you will need to enroll in and complete CASAS eTests Online Coordinator 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
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 and 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.
Going Live Checklist

The CASAS Online System uses two applications – CASAS eTests Online together with TOPSpro Enterprise (TE) Online. TE Online is the data management application to track program and learner outcomes and generate reports.

You have two options for implementing the CASAS Online System – Basic or Enhanced. Refer to information on Features/Reports (below) to determine the best online implementation to meet your program’s needs.

Your best place to begin with online implementation is on the CASAS website with the How to Implement – Overview.

Features / Reports

• **Basic Implementation** – supports learner-level implementation with purchase of WTUs (no TOPSpro Enterprise license required for basic access to the online system).

• **Enhanced Implementation** – supports learner/client, program, class, and accountability-level implementation with purchase of WTUs plus purchase of a TOPSpro Enterprise license with annual support plus learner record management fees to cover data access, maintenance, security, backup and archive.

• **Basic and Enhanced Implementation** of the CASAS Online System – eTests Online together with TE Online – covers agency-wide implementation across multiple site/campus locations.

• **CA WIOA, Title II**, funded programs are provided with Enhanced Implementation through the CDE contract with CASAS.

System Compatibility

• You may use the new HTML application with any modern web browser.

• Windows 10 is required for PCs and laptops.

• Chromebooks and iPads require installation of the eTests Online App.

• You can use Apple’s Boot Camp utility to install Windows 10 on supported Mac machines.

Facility Verification

• *One individual representing your program* – should enroll in, complete, and submit the Online Implementation Agreement.
Staff Preparedness

- Staff – new to using CASAS results – should enroll in and complete CASAS Implementation Training.
- Staff – responsible for online testing management – should enroll in and complete Coordinator Certification.
- Staff – responsible for online test administration – should enroll in and complete Proctor Certification.

Pricing / Ordering

- You may submit an order for online test administrations (i.e., web-test units, WTUs) through Online Ordering with a P.O., or submit an Order Form.
- WTUs do not expire and are virtual answer sheets for all standardized tests.
- The minimum order for WTUs is 100.
- CA WIOA, Title II, funded programs are provided WTUs through the CDE contract with CASAS. Please refer to the CA Ordering Guides.

"Going Live" Checklist

- Online implementation steps listed on this checklist may be coordinated simultaneously and are not sequential prerequisites.
- See next page for checklist.
“Going Live” Checklist

1. (Optional) Test drive the SIMULATION Server

2. Confirm System Compatibility meets application specifications

3. Submit an Online Implementation Agreement

4. Complete Staff Preparedness: CASAS Implementation, Coordinator and Proctor certifications

5. Order online test administrations (aka WTUs/Web-Test Units)

6. Request your “live online testing” account (e-mail techsupport@casas.org)

7. (If desired) Import learner and test data from an external source for ongoing testing

8. Steps to Register Stations

9. Steps to create Testing Sessions – or ask CASAS Tech Support to do it for you!

10. Go Live! With Steps for Testing Day

Steps 1 – 5 may be coordinated simultaneously. They are not sequential prerequisites
Steps to Register Stations

For Windows machines,
Launch the web browser and enter the CASAS eTests Online URL your program uses.*

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

Note! Before you proceed with the following steps –

For Chromebooks,
Launch the eTests Online Kiosk app

For iPads,
Launch the eTests Online Guided Access app

STEP 1: Initiate Station Registration

<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
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<tbody>
<tr>
<td>1.</td>
<td>RHAS - Simulation Server</td>
<td>From the Testing Station,</td>
</tr>
<tr>
<td></td>
<td>eTests CASAS</td>
<td>o Click Register this computer.</td>
</tr>
<tr>
<td>Step</td>
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</tr>
<tr>
<td>------</td>
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</tr>
</tbody>
</table>
| 2.   | ![Screen](image1.png) | • Click to **Run**.  
  o Wait for the test-delivery system to load.  
  **Note!** Depending on your browser and settings, you may be prompted to first click **Save**, and then click **Run**. |
| 3.   | ![Screen](image2.png) | • From **Station Management Login**,  
  o Enter your **Agency ID**.  
  o Enter your **User** name.  
  o Enter your **Password**.  
  • After entering **User** credentials,  
  o Click **Login**. |
| 4.   | ![Screen](image3.png) | • From the **Station Registration** information window,  
  o Click the **Site** field **down-arrow**.  
  • From the drop-down menu,  
  o Select the **Site** where the computer is physically located. |
| 5.   | ![Screen](image4.png) | • Click the **Lab** field **down-arrow**.  
  • From the drop-down menu,  
  o Select the **Lab** where the computer is located at the **Site**.  
  • If the **Lab** is not listed,  
  o Enter the **Lab** name to display in the drop-down.  
  o Click the **Name** to apply to the field. |
### Step 6

**Screen**

- **Station:** AC-00

**Description**

- Enter the **Station** name for the computer.
  - Use two-digits for single-numbered stations (recommended).
  - Add acronym for the Lab to identify sets of stations registered at the same site with 'like' numbers such as AC-06 (recommended).

### Step 7

**Screen**

- **Station:** AC-00

**Description**

- Additional **Identification Info** about the station is automatically recorded with the station registration record.
  - Click **Register**.

### Step 8

- **Screen:**

  - Another user must confirm this registration!
  - Click **OK**.

  **Description**

  - The pop-up message at left displays after the first person initiates **Station Registration**.
    - Click **OK**.

### STEP 2: Confirm Station Registration

**Screen**

- **Station Management Login**

**Description**

- From **Station Management Login**, 
  - Enter your **Agency ID**.
  - Enter your **User name**.
  - Enter your **Password**.
- After entering **User** credentials, 
  - Click **Login**.

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# Station Registration

### Step 2

**Screen:**

To finish the registration of this computer, you just have to click ‘Register’.

- **Site:** [Dropdown]
- **Lab:** [Dropdown]
- **Station:** AC-01
- **Registration Status:** Pending
- **Identification Info:**
  - MBC: "64-30-6A-80-E7-81*, Model: "OptiPlex 7040", CPU: "Intel(R) Core(TM) i5-6500T CPU @ 2.50GHz", OS: "10.2.1909"

**Description:**
- To confirm registration,
  - Click Register.

### Step 3

**Screen:**

Station registered !

**Description:**
- Click OK.

### Step 4

**Screen:**

Please wait for your Proctor to start the testing session or add your station to a session.

**Description:**
- For test security, the Refresh button displays on a registered Testing Station until the proctor –
  - STARTS a Testing Session, or
  - ADDS the Testing Station to an active session.
- Close the testing application.
  - Click Exit at top right.

---

**For Reference,**

**Testing Station Header**

- Top-left header displays information about the station registration.
- For example,
  - **Agency** – 4908
  - **Site** – 07 – Central Library
  - **Lab** – Assessment Center
  - **Station** – AC-01

- The current date and time display at top-middle of the Testing Station.

**Note!**

- This information will display Red if the computer’s internal clock is not synchronized with an Internet Time Source.
- For Windows machines, notify your IT Dept. of a clock discrepancy as the difference may interfere with testing.
- Chromebooks and iPads synchronize time automatically when connected to the Internet.

- At top-right are buttons to –
  - Access Station Management
  - Exit testing application

**Note!**

- A coordinator or proctor may rename a Testing Station from Station Management without confirmation.
- Only a coordinator may unregister a Testing Station from Station Management, or Management Console
  - **IF** not ‘in use’
  - **IF** not added to an active session
  - **IF** not assigned to a session
Steps to Create Testing Sessions

To ensure standardized test delivery and data collection for WIOA accountability in all labs per site location with CASAS approved assessments for NRS, ask the CASAS Technology Support Team at techsupport@casas.org to apply the default instructional-program templates with sets of sessions to your online account.

The CASAS Online System is fully automated to present appropriate-level tests to each learner using these default templates and sessions to deliver tests from the following CASAS test series.

- **ABE/ASE** – Reading GOALS and Life Skills Math
- **ASE** – Secondary Level Assessments for Language Arts & Mathematics (Level D)
- **CIT** – Reading for Citizenship, Life and Work Listening (980 series), and Government and History for Citizenship
- **CTE** – Reading GOALS and Life Skills Math or Math GOALS
- **ELL** – Life and Work Reading and Life and Work Listening (980 series)
- **MULTI** – Life and Work Reading, Life Skills Math, and Life and Work Listening (980 series)

Available soon in HTML:

- **WSCS** – Workforce Skills Certification (additional training required for implementation)

From Windows machines,

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

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| 1.   | ![Management Station](image1) | • From the **Management Station**,  
  o Click **Sign In.** |
| 2.   | ![Application Management Login](image2) | • From **Application Management Login**,  
  o Enter your **Agency ID**.  
  o Enter your **User name**.  
  o Enter your **Password**.  
  • After entering **User** credentials,  
  o Click **Login**. |
| 3.   | ![Menu Bar](image3) | • From the **Menu Bar** at left,  
  o Click **Testing Session Templates**.  
  • To add a **Template**,  
  o Click **Create new Template**.  
  • To edit a **Template**,  
  o Click **Edit**. |
STEP 1: Template Configuration

Template Name/Site

1. Template Name

   - The Template –
     - Establishes predetermined settings for standardized test delivery.
     - Establishes a customized format for testing learners per instructional program.
   - The recommended Name is the acronym for the instructional program, such as –
     - ABE – Adult Basic Education
     - ASE – Adult Secondary Education
     - CIT – Citizenship Prep Programs
     - CTE – Career and Technical Education
     - ESL/ELL – English as a Second Language/English Language Learners
     - HSD – High School Diploma
     - HSE – High School Equivalency

2. Site

   - Each Site will have its own Template.
   - Templates are specific to each Site.
   - Any edit to a Template must also be made to the same Template at other Sites.

Note!

   - After establishing the first set of Templates and Sessions at one Site in eTests Online,
     - Use TOPSpro Enterprise Online and Batch Replicate –
       - To other Sites.
       - Per Lab at each Site.
Modalities Settings

1. MODALITIES settings specify what gets delivered in a session.
   - The CASAS Online System is fully automated to present appropriate-level tests to each learner using the default templates and sessions to deliver tests for – reading, math, listening, citizenship, problem solving, and critical thinking.

2. Locator/Appraisal
   - The Locator
     - Automatically set as a short appraisal to ‘locate’ and present the next appropriate-level test in the same sitting.
     - Forms 102R, 102M, 104R, 89L.
   - The Appraisal
     - A standardized, full length, fixed-form that may be used for accurate program level placement and to determine the pretest form level.
     - Forms 80R, 80M, 80L, 130R, 130M, 900R.
3. **OPTIONS** settings specify how tests are delivered.

1. **Test-Timers** are set by default with recommended number of minutes.

2. **Practice** is enabled by default to introduce learners to taking a CASAS web-based test.
   - Enabling this option hides practice buttons from the test menu, which is common for progress/post-test and retest sessions.

3. **Classes** may be assigned to the test record. This is no longer recommended. The online system uses the learner’s unique ID to tie all records together for that learner across all sites, classes, and programs. This enables any class or program to use the same test results and avoid over-testing.
   - **Class Site** may be specified to allow learners to select a Class from a Site.

4. **I Don’t Know** may be enabled on a computer-adaptive Locator to allow learners to skip an item without responding. If not enabled, learners cannot skip on a computer-adaptive test.

5. **Next Test** setting is specific to returning learners absent from instruction for 120+ days. The learner retakes a Locator or Appraisal and next-appropriate level test for accurate re-entry placement in a program.
4. **REGISTRATION** settings identify **who tests in a session**.

1. **Lock New Learners** is a recommended setting to enable on sessions for testing learners with a test history in the online account to avoid duplicate learner records and duplicated testing.

2. **Specified Students** may be enabled to manage who is allowed to test in the session.
   - You must select and add learners to the **Students** tab of the session you plan to use before testing begins.

3. **Program** designation automatically adds a **Program Enrollment** record for the learner in **TE Online**, which is required for many reports in TE and for reporting program outcomes.
   - When setting the default **Program**, you have the option for specifying the enrollment date as the – **Program Year Start Date** or **Test Start Date**.

4. **Find Students** is a default setting to identify learners with a ‘unique’ ID across sites and automatically present the next appropriate test(s) based on the learner’s test history.

5. **Allow Update** is a default setting to give learners access to update their information such as phone, email, and address, personal and labor force status, goals, etc.
   - Data screens must be enabled to allow learners to update their information.
   - Disable this setting if importing data from a 3rd-Party System (recommended).
Data Settings

5. **DATA settings specify what information is collected** in a session.

1. **Selected** will display data collection screens to learners in the order listed.

   - Data collected in a session automatically records in *TE Online*. 
   
   - Learners may update their information from the **Person** icon at top right of the testing station before testing begins **IF ‘Allow update on student information’** is enabled in **Registration** settings.
   
   - Click to move data UP or DOWN to display collection screens in any order.

2. **Available**

   - Click to add data screens to **Selected** data.

3. **Make Demographic Collection Optional**

   - Check to make data collection optional if data screens are selected.
Layout Settings

6. **LAYOUT** settings specify **what displays during and after the test.**

**Toolbar Display Options** (retractable toolbar at top of testing station screen)
- **Show Toolbar** to be accessible for learners to click and display when testing.
- **Show Toolbar Pinned** to display when learners begin the test.

- **Show Pause** allows learners to click the **Pause** icon for a brief interruption from testing, and then return to continue. The test-timer pauses until the learner clicks the **Return** button.
- **Show Labels** identifies the information enabled in the **Toolbar**.

**End Test Display Options**
- **Show End Test Report** is a **Personal Score Report (PSR)** with summary results for immediate feedback after ending a test.
  - Check to display or uncheck to disable the PSR from displaying.
- **Check** information you want displayed on the PSR.

**Accommodations**
- Apply settings as appropriate for the session.

*Note!** Toolbar and **Accommodations** settings are accessible from the **Gear** icon at top right of the testing station before testing begins.
Admin Settings define **how sessions are managed.**

1. **Session Start** – Set at 30 minutes by default and allows the proctor to start a session ahead of the scheduled session start time if needed.

2. **Minimum Supervisory Hours** – Set at 1 hour by default for the minimum number of hours allowed for a proctor to supervise a session.

3. **Maximum Supervisory Hours** – Set at 8 hours by default for the maximum number of hours allowed for a proctor to supervise a session.
   - Proctors may extend this time from the session Manage button if learners are still testing.
   - If the proctor forgets to Stop the session (required for test security), the session automatically suspends when the maximum number of hours expire.

4. **Same Modality** – Set at 1 day by default to disallow taking the same reading, math, or listening test in sequence.
   - If set to “0,” learners may take the same test modality in the same day.

5. **Same Test** – Set at 1 day by default to disallow taking the same test in sequence.
   - If set to “0,” learners may repeat the same test in the same day (recommended only for retesting in the same day due to inaccurate results).
STEP 2: Testing Sessions

The CASAS Online System is fully automated to present appropriate-level tests to each learner with these standardized sessions.

- **Intake/pretest** – These sessions are for new learners. New learner records are added to TE Online automatically.
- **Progress/post-test** – This session is for retesting learners after a period of instruction or training. Learners must enter the same ID to begin testing with the next test based on their test history.
- **Retest** – This session allows you to retest learners *on the same day if their test score is* –
  - Below accurate range ★ – retesting required
  - Conservative estimate ♦ – retesting required for pretests; retesting not required for post-tests until the beginning of a new term
- **Registration** – This session separates the registration process from the testing process. Refer to Data Collection Details.
  - If you use this session, data-collection screens are skipped in the Intake session and learners begin testing.
  - If you do not use this session, learners will complete data-collection screens in the Intake session before they begin testing.
- **Practice** – This session introduces learners to taking a CASAS web-based test.

Sessions are ready to use and reuse whenever you need to test – proctors simply START and STOP sessions throughout the program year (July 1 – June 30).

- One certified proctor per 20-25 learners required per lab.
- Sets of testing sessions are required per lab for proctors to manage.
- Proctors filter for Site and Lab to display sessions available for administering tests.
- Proctors may further filter sessions by the instructional program.
- Proctors check ‘Save Table Filters’ to retain the filtered display while managing sessions.
### Assign Sessions to Labs

<table>
<thead>
<tr>
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| 1.   | ![Screen 1](image1.png) | - From the **Menu Bar** at left,  
  o Click **Testing Sessions**. |
| 2.   | ![Screen 2](image2.png) | - Click the **Site** field down-arrow.  
  o Select the **Site** from the drop-down menu.  
- Click the **Template** name field down-arrow.  
  o Select the **Instructional Program** acronym from the drop-down menu. |
| 3.   | ![Screen 3](image3.png) | - For the first session listed in the filtered display,  
  o Click **Edit**. |
| 4.   | ![Screen 4](image4.png) | - From bottom of the **Stations** tab at left,  
  o Click **Add New Station**. |
| 7.   | ![Screen 7](image7.png) | - To locate all **Stations** registered in a **Lab**,  
  o Type to search in the **Lab Name** field  
- To select all **Stations** registered in the **Lab**,  
  o Check the **Top Box** at left. |
### Testing Sessions

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| 8.   | ![Session Details Screen](image) | - To add the **Lab Name** or acronym to the **Session Description**.  
  - Replace `??` with the name or acronym of the **Lab**.  
  - Example: `LAB:CC` for the Career Center. |
| 9.   | ![Edit Session Details Screen](image) | - At bottom of the **Edit Session Details** screen,  
  - Click **Save**. |
| 10.  | ![Testing Sessions Screen](image) | - A set of **Sessions** for the **Instructional Program** is now available for proctors to use in the **Lab** at the **Site** where they will administer tests. |
| 11.  | ![Testing Sessions Screen](image) | - Repeat steps 1 – 9 until you have sets of **Sessions** available for proctors to use per **Instructional Program** in each **Lab** per **Site**.  
  - Options for assigning sets of **Sessions** per **Lab** per **Site**,  
    - Use the **Copy** button.  
    - Use the **Replication Wizard** in **TE Online** and batch replicate sessions –  
      - To other **Sites**.  
      - Per **Lab** at each **Site**. |
Steps to Replicate Testing Sessions

Overview

Using TOPSpro Enterprise (TE) Online is the quickest method to copy testing sessions. Use TE to batch replicate sessions –

- In to the new Program Year
- In to a new Site.

Open TE Online

From Windows machines,

To access TOPSpro Enterprise Online (TE) for the first time, launch the web browser and enter the URL for the CASAS Online System your program uses.*

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

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| 1.   | ![TE Client Install](https://etestsonline.org/RollingHills/html5/#/) | • Access TE in one of three ways, from the –
  |       | 1. Web browser |
|      |        |   • Click Install TE Client if first access on local machine. |
|      |        | 2. Taskbar icon |
|      |        | 3. Desktop icon |

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2. ![TE Server](https://etestsonline.org/RollingHills/html5/#/) | • Click the Server field down-arrow and from the drop-down menu,
  |   - Select the Server for your online account.*
  |   - Enter your Agency ID.
  |   - Enter your User name.
<p>|   - Enter your Password. |
|       |   • Click Connect. |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1.   | ![Menu Bar](image1.png) | - From the Menu Bar at top,  
  o Click Organization.  
  o Click Testing Sessions. |
| 2.   | ![Testing Sessions List](image2.png) | - A tabbed page opens to the Testing Sessions lister.  
  o Records display sessions across all program years.  
  o By default, the list of testing session records displays in the following sorting order:  
    1. Program Year  
    2. Site ID  
    3. Template Name  
    4. Description. |
| 3.   | ![Filter HTML5 Sessions](image3.png) | - Filter the list to display HTML5 sessions.  
  1. Click the Program Year filter icon.  
     - Select Current Program Year.  
  2. Click the HTML5 column filter icon  
     - Check Yes.  
     - Click Ok. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen Description</th>
<th>Description</th>
</tr>
</thead>
</table>
| 4.   | • Select **Testing Sessions** to replicate.  
  1. Use **Shift + Click** to select sessions in sequential order.  
  2. Use **Ctrl + Click** to select sessions in non-sequential order.  
  3. Use **Ctrl + A** to select all sessions displayed in the list. |  |
| 5.   | Access the **Replication Wizard**.  
  • From the **Toolbar** at top right,  
  o Click **More** (for ‘more’ button options)  
  o Click **Batch Replicate**. |  |
| 6.   | • The **Replication Wizard** pop-up window displays with selected **Sessions**. |  |
7. From the Replication Wizard, click Replicate sessions into new program year.

8. From Program Year and Session Range fields, click the Program Year field down-arrow, select the new Program Year.

9. With the Program Year selected, the Session Range automatically populates. Click Replicate Sessions.

7. From the Replication Wizard, click Replicate sessions into new site.

8. The Replication Wizard expands to display Target Site fields. Click the Site field down-arrow, select the new Site.

9. With the Target Site selected, click Replicate Sessions.
### Training and Support

**Batch Replicate**

<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td><img src="image1.png" alt="Screen" /></td>
<td>- Click Yes to confirm.</td>
</tr>
<tr>
<td>11.</td>
<td><img src="image2.png" alt="Screen" /></td>
<td>- Please wait…the Replication Wizard is working!</td>
</tr>
</tbody>
</table>
| 12.  | ![Screen](image3.png) | - When the Replication Wizard is finished,  
  o Click OK. |
| 13.  | ![Screen](image4.png) | - The replicated set of Sessions is now available in the New Program Year.  
- The replicated set of Sessions is now available in the New Site. |
Steps to Override the Next-Assigned Test (ONAT)

The CASAS Online System is fully automated to present appropriate-level tests to each learner with the standardized instructional-program templates and sets of sessions. Overriding the next-assigned test is not a regular practice programs should employ. However, there may be an occasion where a learner’s next test is not appropriate. To confirm the next test before applying an override, generate the NAT report in TE. Only certified coordinators have access rights in eTests Online to override the next-assigned test (ONAT) for a learner or group of learners.

<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1.   | ![Application Management Login](image1) | • From Application Management Login,  
      o Enter your Agency ID.  
      o Enter your User name.  
      o Enter your Password.  
      • After entering User credentials,  
      o Click Login. |
| 2.   | ![Testing Sessions](image2) | • Filter for the Site where you will test the learner with the ONAT.  
      o Click the Site field down arrow.  
      • From the drop-down menu,  
      o Select the Site. |
| 3.   | ![Testing Sessions](image3) | • Filter for the Lab at the Site where the learner will test.  
      o Click the Lab field down arrow.  
      • From the drop-down menu,  
      o Select the Lab Name. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 4.   | ![Step 4 Screen](image1.png) | - Filter for the instructional-program for the learner.  
  o Click the Template field down arrow.  
- From the drop-down menu,  
  o Select the Template Name.  
  
**Remember!** To save and retain filtered lists,  
- Check Save Table Filters at right. |
| 5.   | ![Step 5 Screen](image2.png) | - At right of the Testing Session you will use to test the learner with the ONAT,  
  o Click Edit.  
- At left of the Edit Session Details screen,  
  o Click the Students tab.  
- At bottom of the tab,  
  o Click Add new student. |
| 6.   | ![Step 6 Screen](image3.png) | - From the Select Students pop-up window,  
  o Filter for the learner you will set the ONAT.  
  o Check to Select the learner.  
- At bottom of the pop-up,  
  o Click Select to apply checked learner to the Students tab.  
  
**Note! Before** setting an ONAT, run the NAT report in TE to determine if the override is necessary. |
### Training and Support

<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td><img src="image1" alt="Student Configuration" /></td>
<td>- From the <strong>Student Configuration</strong> for the selected learner,&lt;br&gt;  o Check Edit.</td>
</tr>
<tr>
<td>9.</td>
<td><img src="image2" alt="Modalities Tab" /></td>
<td>- From the <strong>Modalities</strong> tab,&lt;br&gt;  o Click the <strong>Modality</strong> field down arrow.&lt;br&gt;  o Click <strong>Select Form to Override with</strong>…&lt;br&gt;  <strong>Note! Only</strong> edit the modality where the ONAT is necessary. The online system will automatically present the appropriate NAT for remaining modalities.</td>
</tr>
<tr>
<td>10.</td>
<td><img src="image3" alt="Select Modality Fixed Form" /></td>
<td>- From the <strong>Select [Modality] Fixed Form</strong> pop-up,&lt;br&gt;  o Click the <strong>Form</strong> to override with.&lt;br&gt;  - At bottom of the pop-up,&lt;br&gt;  o Click <strong>Select</strong>.</td>
</tr>
<tr>
<td>11.</td>
<td><img src="image4" alt="ONAT Appears" /></td>
<td>- The <strong>ONAT</strong> now appears for the selected learner.&lt;br&gt;  - At bottom of the <strong>Student Configuration</strong> pop-up,&lt;br&gt;  o Click <strong>OK</strong>.&lt;br&gt;  <strong>Note!</strong> Leave all other ‘student’ configuration settings unedited for ‘session’ configurations to take effect.</td>
</tr>
</tbody>
</table>
## ONAT

<table>
<thead>
<tr>
<th>Step</th>
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<th>Description</th>
</tr>
</thead>
</table>
| 12.  | ![Edit Session Details screen](image) | • A bottom of the **Edit Session Details** screen,  
  o  Click **Save**.  
  **Note!** The ONAT will only apply in the session where it is set for the selected learner. |
| 13.  | ![Template name screen](image) | **IMPORTANT!**  
• After the selected learner takes the ONAT,  
  o  Click **Remove**.  
• If the ONAT is not removed after the learner takes the test, the learner will repeat the same test in sequence.  
**Tip!**  
• Set-up a *separate Session* to manage ONATs.  
**Recommended!**  
• Let the CASAS Online System do the work for you to present appropriate-level tests to each learner automatically. |
Report a Testing Irregularity to CASAS

When a testing irregularity cannot be resolved at the local agency, please submit a Testing Irregularity Report (TIR) within the same day of the occurrence, or the next day at the very latest. CASAS will use this information to investigate the issue.

How to complete and submit the TIR:

1. SAVE the fillable TIR to your computer.
2. OPEN the fillable TIR from your computer and fill in the information.
3. SAVE the completed TIR to your computer.
4. ATTACH the completed TIR to an e-mail and send to techsupport@casas.org.

Note! If the same irregularity occurred with multiple learners in the same session, submit one form.

<table>
<thead>
<tr>
<th>TESTING IRREGULARITY REPORT (TIR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency/Site ID:</td>
</tr>
<tr>
<td>Agency Name:</td>
</tr>
<tr>
<td>IRREGULARITY DETAILS</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Time:</td>
</tr>
<tr>
<td>Session Name:</td>
</tr>
<tr>
<td>Station Name(s):</td>
</tr>
<tr>
<td>Learner ID(s):</td>
</tr>
<tr>
<td>Learner Name(s):</td>
</tr>
<tr>
<td>Test Form(s):</td>
</tr>
<tr>
<td>Irregularity Description:</td>
</tr>
</tbody>
</table>

Download the TIR at CASAS Home > Training and Support > eTests Online Help
CASAS Intake Process

Intake and orientation is your opportunity to welcome learners 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 learner retention rates, improve learning gains, and build overall program success.

Oral Screening

The Oral Screening is intended to provide a quick measure of an learner’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 learners who cannot write their name and other information on the answer sheet, in order to screen from the reading and listening appraisals those learners who should be referred directly to beginning ESL instruction. Alternatively, the test may be given as learners 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 learner answers, and the examiner rates each response following the scoring guidelines.

Writing Screening

The Writing Screening is an optional exercise in which learners 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 learner’s basic English language proficiency
   - observe how well the learner 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

2A. Learner has difficulty writing name and address and in completing writing sample, or has other significant limitations

   Learner writes name and address, and produces basic writing sample

   **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. Place learner 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 learner’s basic English language proficiency
   ✓ observe how well the learner 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

<table>
<thead>
<tr>
<th>Oral Screening</th>
<th>Writing Screening</th>
<th>Other Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;6</td>
<td>0-1</td>
<td>poor</td>
</tr>
<tr>
<td>&lt;6</td>
<td>1-2</td>
<td>good</td>
</tr>
<tr>
<td>6 or more</td>
<td>1-2</td>
<td>good</td>
</tr>
<tr>
<td>6 or more</td>
<td>0-1</td>
<td>poor</td>
</tr>
</tbody>
</table>

2A. Skip the locator or appraisal and administer the five practice items from
   Beginning Literacy Reading, Form 27, one-on-one.

   Results                  | Test form to administer
   ➔ some difficulty         | ➔ Administer Form 27 as pretest
   ➔ little or no difficulty | ➔ Administer Level A reading and
                               | listening forms as pretests

2B. Administer the locator or appraisal
   for reading and listening:
   ➔ Locator + pretest, or
   ➔ Appraisal + pretest, or
   ➔ Appraisal (alone)

3. Place learner 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.
Contact Information

CASAS Contact Information

Mail: CASAS
5151 Murphy Canyon Rd., Suite 220
San Diego, CA 92123-4339

Website: www.casas.org

Telephone: (858) 292-2900 or toll free (800) 255-1036

Fax: (858) 292-2910

E-mail:

General questions: casas@casas.org
Training questions: training@casas.org
Ordering questions: orders@casas.org
California Accountability: capm@casas.org
California AEBG - Adult Ed Block Grant: aebg@casas.org
CASAS Technology Support Team: techsupport@casas.org

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
- (858) 292-2900 or toll free (800) 255-1036, option 2
Thank you for attending!