

## CASAS eTests Online – Intake Process

1. SIGN IN to eTests Management Console
2. Intake Screening Overview
3. Observe & Consider
4. Oral, Writing & Reading Screening
5. Test Accommodations
6. ACTIVITY 1: student scores < 6 on the Oral Screening and 0-1 on the Writing Screening
  - a. Add a station to the Beginning Literacy session
  - b. Observe student answering practice items
  - c. Student demonstrates 'Some difficulty'
  - d. Have student complete the test as their pretest
7. ACTIVITY 2: student scores < 6 on the Oral Screening and 0-1 on the Writing Screening
  - a. Using the same station, observe another student answering practice items
  - b. Student demonstrates 'Little or no difficulty'
  - c. Abort the test and remove the station from the Beginning Literacy session
  - d. Add the station to the Level A session
  - e. Have student complete the Level A test as their pretest
8. ACTIVITY 3: student scores < 6 on the Oral Screening and 1-2 on the Writing Screening
  - a. Add a station to the Pretest w/Locator session
  - b. Have student complete the Locator and pretest
9. ACTIVITY 4: student scores 6 or more on the Oral Screening and 0-1 on the Writing Screening
  - a. Add a station to the Pretest w/Locator session
  - b. Have student complete the Locator and pretest
10. ACTIVITY 5: student scores 6 or more on the Oral Screening and 1-2 on the Writing Screening
  - a. Add a station to the Pretest w/Locator session
  - b. Have student complete the Locator and pretest
11. For adherence to TEST SECURITY
  - a. LOG OUT and EXIT eTests Management Console

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