

# CASAS National Summer Institute 2024

## Implementation Training Overview and Descriptions

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### NOTE:

A “C” after the course number indicates the session counts for CASAS certification or re-certification. Required sessions may differ depending on the needs of your agency, role, and state assessment policy. Be sure to consult the **Assessment Policy for CASAS Implementation in your State** for training guidelines.

## Overview of Implementation Training at Summer Institute

Implementation Training introduces the CASAS system, test administration, scoring tests, and interpreting test results. Each module, or training session, covers the basics of how to get started with CASAS eTests online or paper-based tests. CASAS recommends implementation training for administrators, data managers, program coordinators, proctors, teachers, curriculum specialists, and other staff responsible for CASAS test administration and security. All Implementation Training offered at the CASAS National Summer Institute will feature the new and currently approved NRS-approved test series including [Reading STEPS](#) and [Listening STEPS](#), [Reading GOALS](#), and [Math GOALS 2](#). A “C” after the course number indicates the session counts for CASAS certification or re-certification.

### AGENCIES GETTING STARTED WITH CASAS ASSESSMENTS

Modules 1, 2, and 3 provide an overview of CASAS eTests and/or CASAS Paper Tests basics. Your agency can get started with CASAS assessments by taking the following Implementation Trainings:

- [IT 101C: CASAS Implementation Overview \(Module 1\)](#)
- [IT 102C for CASAS eTests](#) and/or [IT 103C for Paper Tests Implementation](#)

These modules include a brief overview of the CASAS Intake Screening and Steps for Testing Day procedures that proctors need. Modules 1, 2, and 3 **do not** result in proctor certification.

Next, have staff become certified to administer assessments based on their role:

*For eTests administration:*

- ET 102C: Introduction to Proctoring CASAS eTests\*
- ET 201C: Coordinators – Testing Management with CASAS eTests\*
- [ETP 101C: eTests Proctor Certification – Administering Tests](#)

\*Please note these are [Technology Labs](#) which require pre-registration and an additional \$80 per lab fee at the Summer Institute.

*For paper test administration:*

- [PTP 101C: CASAS Paper Test Proctor Certification](#)

Self-paced versions of these sessions are available at any time on the [CASAS Online Training website](#).

## IMPLEMENTATION FOR NEW STAFF IN ESTABLISHED AGENCIES AND RECERTIFICATION

If you are new to your agency and will be administering CASAS assessments, see the training guidance above. If you've already taken the 100-level trainings, [IT 202C \(eTests\)](#) and [IT 203C \(Paper\)](#) can count for your state's required recertification for M1 and M2, or M1 and M3, respectively. CASAS recommends you refer to your state's assessment policy for detailed CASAS training requirements.

For staff responsible for screening program participants or interested in learning more about the CASAS Intake process, attend [IT 205C: CASAS Intake Screening](#) where participants can get hands-on practice with the screening tools. This includes a revised version of the Intake Summary flowchart for the STEPS series, Intake Screening Scoring Sheet, and the eTests sessions related.

### REMOTE TESTING

If you are interested in learning more about Remote Testing, [IT 209C: Remote Testing Overview Panel](#) counts for Proctor Remote Testing Certification (PRTC) for any CASAS User. In some states, this may count as a recertification option. [ET 301: Remote Testing for Proctors](#) will be available as a technical lab at Summer Institute.

## Implementation Training Descriptions

### IT 101C: CASAS IMPLEMENTATION OVERVIEW (MODULE 1)

**Audience:** This session is appropriate for administrators, managers, or staff who are new to CASAS. Anyone with little or no experience with CASAS assessments will also benefit from this overview.

**Module 1** introduces how the CASAS system works. This session provides an overview of CASAS products, levels and forms, test delivery options, testing guidelines, timing, test security, NRS-approved assessments, and a basic introduction to some of the essential reports CASAS offers. Participants learn how to select and order CASAS materials based on their program needs and receive checklists for getting started with CASAS eTests and paper testing. Participants are encouraged to bring their devices to explore CASAS resources online.

- CASAS Background
- CASAS Products
- CASAS Levels and Forms
- CASAS Test Delivery Options
- NRS-approved Test Series
- Getting Started with CASAS eTests or Paper-based testing

## IT 102C: CASAS ETESTS IMPLEMENTATION (MODULE 2)

**Audience:** This session is appropriate for program administrators, managers, and staff who want to learn how to set up a new CASAS eTests agency or convert from paper testing to online testing with CASAS eTests. *At least one individual per agency must complete this session before ordering and implementing CASAS eTests.*

**Module 2** is an introduction to how the CASAS system works and what a program needs to get started. This session introduces the easy-to-use Going Live! Checklist, a systematic process for implementing CASAS eTests together with TOPSpro Enterprise (TE). Participants are encouraged to bring their devices to explore the essential resources needed for using CASAS eTests.

- How the CASAS system works
- Steps for Testing Day overview
- Exploring eTests Sampler
- NRS approved tests, test timing, and accommodations
- CASAS eTests and TOPSpro Enterprise (TE) system requirements
- Agreements, certification, and training requirements
- Essential roles for implementing eTests and TE
- Basic ordering process

## IT 103C: CASAS PAPER TEST IMPLEMENTATION (MODULE 3)

**Audience:** This session is appropriate for program administrators, managers, and staff who want to get started with CASAS paper testing. *At least one individual per agency must complete this session before ordering and implementing CASAS paper-based testing.*

**Module 3** is an introduction to how the CASAS system works and what a program needs to get started with paper testing. This session introduces the easy-to-use Getting Ready! Checklist, a systematic process for implementing CASAS paper tests. Participants are encouraged to bring their devices to explore the essential resources needed for using CASAS paper tests.

- How the CASAS system works
- Steps for Testing Day overview
- Exploring Sample Test Items
- NRS approved tests, test timing, and accommodations
- Agreements, certification, and training requirements
- Essential roles for implementing paper tests
- Options for using TOPSpro Enterprise (TE)
- What to Order

## **PTP 101C: CASAS PAPER TEST PROCTOR CERTIFICATION**

**Audience:** This session is appropriate for proctors who will administer CASAS paper tests. *Participants are encouraged to bring a device to explore resources covered in this training. This module is required for paper test implementation.*

In **Paper Test Proctor Certification**, you will learn how to administer CASAS paper tests, and how to use paper testing to its full advantage. This training includes hands-on activities, Steps for Testing Day, and other help documentation. Administering tests covers several topics that certified paper test proctors typically perform. Responsibilities and duties

- Preparing testing materials
- Screening literacy skills
- Administering and scoring tests
- Determining program placement
- Preparing students for progress testing
- Analyzing and providing test results

## **ETP 101C: CASAS ETESTS PROCTOR CERTIFICATION – ADMINISTERING TESTS (VIRTUAL ONLY)**

**Audience:** This session is appropriate for proctors who have little or no experience with CASAS eTests. *This module is required for eTests Implementation and participants will receive eTests Proctor certification. If you wish to take this training in-person in our technical labs, pre-register for [ET 102: Introduction to Proctoring CASAS eTests](#).*

This **virtual eTests Proctor Certification** covers the basics of how to **proctor CASAS eTests**. After attending this session, participants understand the default testing sessions, how to register a testing station, and how to administer a test. We discuss basic testing scenarios and how to assist students if test disruptions occur. This session is for participants who have not yet started proctoring CASAS eTests and provides an overview. We will not discuss proctoring related to remote testing during this session.

- Identify required training to become certified
- Log into CASAS eTests Online
- Register computers for CASAS eTests implementation
- Administer CASAS eTests administration procedures such as how to start and stop a test, how to add a testing station to a testing session, and tips for when it is appropriate to create new test sessions.

## IT 104C: INSTRUCTIONAL IMPLEMENTATION OVERVIEW (MODULE 4)

**Audience:** This session is appropriate for administrators, program coordinators, instructors, and counselors who would like to dive into how to use CASAS test results and reports to inform instruction. *This module is an overview, not a technical lab.*

**Module 4** participants will learn about the CASAS test results and key reports that play a critical role in improving progress test outcomes. These reports help instructors focus lesson planning and curriculum development. Individual student and class reports identify the underlying basic skills reading, math, and listening content standards for each competency assessed. Participants are encouraged to bring their devices to explore the essential resources shared in this session.

- English Language Proficiency Standards
- College and Career Readiness Standards
- CASAS Competencies
- Task Areas and Item Types
- CASAS Test Blueprints
- Using TOPSpro Enterprise (TE) Reports

## IT 202C: CASAS ETESTS IMPLEMENTATION FOR RECERTIFICATION (MODULES 1 AND 2)

**Audience:** This session is appropriate for currently certified, experienced CASAS eTests users and counts as **recertification** for Modules 1 and 2. *This module is a Q & A style collaborative session and is not for initial certification.*

What's working with **CASAS eTests** in your agency? What's a challenge you've faced with implementing CASAS eTests, and what solutions will you carry forward? Do you need strategies for how to prepare students for CASAS eTests sessions? Do you have digital literacy challenges and solutions? Are you interested in learning more about how other agencies are managing their ongoing CASAS eTests professional development for onboarding new staff? This recertification session goes beyond getting started with CASAS eTests. Participants will share practical examples from their own CASAS eTests experience based on topics and questions generated from the audience. Come collaborate with your colleagues and share some tips and tricks beyond CASAS eTests basics!

## IT 203C: CASAS PAPER IMPLEMENTATION FOR RECERTIFICATION (MODULES 1 AND 3)

**Audience:** This session is appropriate for currently certified, experienced CASAS Paper Test users and counts as **recertification** for Modules 1 and 3. *This module is a Q & A style collaborative session and is not for initial certification.*

What's working with **CASAS Paper Tests** in your agency? What's a challenge you've faced with implementing CASAS paper tests, and what solutions will you carry forward? Do you need strategies for how to prepare students for CASAS paper testing sessions? Are you interested in learning more about how other agencies are managing their ongoing CASAS paper test professional development for on-boarding new staff? Want to hear other experienced CASAS paper testers share ideas about their communication with students regarding CASAS test results? This implementation session goes beyond getting started with CASAS paper tests. Participants will share practical examples from their own CASAS paper testing based on topics and questions generated from the audience. Come collaborate with your colleagues and share some tips and tricks beyond CASAS paper testing basics!

## IT 205C: CASAS INTAKE SCREENING

**Audience:** This session is appropriate for any CASAS user who needs to understand and practice using the CASAS ESL/ELL/VESL Intake screening process and tools.

The intake and orientation process offers the opportunity to welcome ESL/ELL/VESL students to your program and to determine their needs, goals, skill levels, education, and work backgrounds. An effective intake and orientation process creates a learning environment that works with each of these factors. Come practice with the paper-based intake screening tools appropriate for use with both CASAS eTests and paper tests. Participants are encouraged to bring their devices to explore the essential resources shared in this session.

- Intake Screening Flow including new test series: Reading STEPS and Listening STEPS
- Oral Screening
- Writing Screening
- Reading Screening

## IT 209C: REMOTE TESTING OVERVIEW PANEL

**Audience:** This session is appropriate for any CASAS user interested in remote testing. eTests Proctors may also benefit from this discussion in tandem with the tech lab [ET 301: Remote Testing for Proctors](#).

CASAS is excited to support agencies as they prepare for the future with distance learning becoming a regular and essential part of their programs. This **Remote Testing Panel** session is designed for any CASAS user who is interested in learning more about CASAS's remote

testing approaches and test administration guidelines. In addition to exploring FAQs and reviewing the remote testing resources online, participants will share their promising practices and lessons learned about remote testing. This is an overview, not a technical training, and provides the option for certification at the end of the session.

### **CDCR 101C: CASAS IMPLEMENTATION (MODULES 1, 2, 3) – PART ONE**

**Audience:** This session is appropriate for CDCR Coordinators. This is the **first of two** required certification sessions. *CDCR teachers are invited to contact their local testing coordinator for more information about online training options.*

CDCR and CASAS will be offering two sessions for CDCR Coordinators. These sessions combine both eTests and paper test implementation and will be led by the CDCR training team with a CASAS National Certified Trainer.

- How the CASAS system works
- Steps for Testing Day overview
- NRS approved tests, test timing, and accommodations
- CASAS eTests and TOPSpro Enterprise (TE) requirements
- Agreements, certification, and staff training requirements
- Essential roles, responsibilities, and procedures

### **CDCR 102C: CASAS IMPLEMENTATION (MODULES 1, 2, 3) – PART TWO**

**Audience:** This session is appropriate for CDCR Coordinators. This is the **second of two** required certification sessions. *CDCR teachers are invited to contact their local testing coordinator for more information about online training options.*

CDCR and CASAS will be offering two sessions for CDCR Coordinators. These sessions combine both eTests and paper test implementation and will be led by the CDCR training team with a CASAS National Certified Trainer.

- How the CASAS system works
- Steps for Testing Day overview
- NRS approved tests, test timing, and accommodations
- CASAS eTests and TOPSpro Enterprise (TE) requirements
- Agreements, certification, and staff training requirements
- Essential roles, responsibilities, and procedures

QUESTIONS? Contact [casas-si@casas.org](mailto:casas-si@casas.org)

Not registered yet? [Register now](#) for the CASAS National Summer Institute!