

Reading STEPS Sample Items

Levels A-E

Reader Script for Administering Sample Test Questions to Test Takers who are Visually Impaired/Blind

For best practices in testing procedures for test takers with vision impairment/blindness, test proctors/readers/scribes should go to <https://www.ets.org/disabilities/resources/> to download *the ETS Guidelines for a Test Reader* and *the ETS Guidelines for a Scribe* prior to administering a test. These resources include specific instructions for a Reader/Scribe and may be used with permission from Educational Testing Services (ETS). For example, in the test form scripts in this document, when the letters or numbers have spaces, the reader is meant to read those individually. For example, “1 0” should be read as “one zero” not “ten.” Refer to the *ETS Guidelines for a Test Reader* and the *ETS Guidelines for a Scribe*, as needed.

There are some sample items that assess vocabulary in the format of a single photograph or a symbol. These test questions are not accessible via alt text to test takers with visual impairment/blindness. This script indicates when to skip those items.

Reading STEPS Sample Items

Level A

CASAS Reading STEPS Level A Sample Items
Script for Reader

Please read aloud:

I am going to read the directions for the CASAS Reading STEPS Level A Sample Questions. I will read the prompt, the question, and the answer set as many times as needed. After I have read the answer options, you can tell me what the answer is. I will confirm your answer and record it.

There are 7 questions. Let me know if I need to pause between questions.

Practice Number	Prompt	Practice Question	Answer Set
This next prompt is for Practice number 1.	This test item assesses vocabulary in the format of a single photograph and is not accessible via alt text. Go to practice number 2.	Practice 1	
This next prompt is for Practice number 2.	t e n	Practice 2	A. 2 B. 1 0 C. 1 3 D. 2 0

Is the answer A, B, C, or D?

B is the correct answer.

This is the end of the practice.

Let's begin the sample test.

Question Number	Prompt	Test Question	Answer Set
Number 1	This test item assesses vocabulary in the format of a single photograph and is not accessible via alt text. Skip question #1 and go to question #2.	Number 1.	
Number 2	D e c.	Number 2.	A. October B. November C. December D. January
Number 3	March 29, 1984	Number 3.	A. 3-29-84 B. 5-29-84 C. 7-29-84 D. 9-29-84
Number 4	This test item assesses vocabulary in the format of a single photograph and is not accessible via alt text. Skip question #4 and go to question #5.	Number 4.	
Number 5	Date: blank	Number 5.	A. 6/23/20 B. 5 1 0 - 5 5 5 - 0 7 6 9 C. # 0 0 0 8 9 2 D. 4 4 0 3 2
Number 6	A receipt is shown and reads Green Outdoor Market, 4 5 7 Washington Avenue, Brooklyn, N Y 1 1 2 3 8. Date: 3/30 Sold by: Lynette Morgan A table with four columns and four rows is shown. The column headings are Number, Item, Price, and Total. Row 1: Number, 1; Item, dozen flowers (roses); Price, 15 dollars; Total, 15 dollars. Row 2: Number, 2; Item, large tomato plants; Price, 6 dollars; Total, 12 dollars. Row 3: Number, 5; Item, small pots; Price, 4 dollars; Total, 20 dollars. Row 4: Total	Number 6. What is the total price for everything?	A. 12 dollars B. 15 dollars C. 20 dollars D. 47 dollars

Question Number	Prompt	Test Question	Answer Set
	(cash only), 47 dollars. Signature Lynette Morgan All sales are final. No returns.		
Number 7	An e-mail message is shown. Sent: 4-20. To: Alena Arias. From: Lamont Children’s Medical Center. Subject: Appointment. This is to confirm your son Pedro’s next monthly check up on 4-30 at 1:30 p m. He will see Doctor Chang. Doctor Cole is on vacation.	Number 7. When is the next appointment?	A. at 1:30 p m B. at 4:20 p m C. at 4:30 p m D. in one month

This is the end of the sample test.

Reading STEPS Sample Items

Level B

CASAS Reading STEPS Level B Sample Items
Script for Reader

Please read aloud:

I am going to read the directions for the CASAS Reading STEPS Level B Sample Questions. I will read the prompt, the question, and the answer set as many times as needed. After I have read the answer options, you can tell me what the answer is. I will confirm your answer and record it.

There are 8 questions. Let me know if I need to pause between questions.

Practice Number	Prompt	Practice Question	Answer Set
This next prompt is for Practice 1.	An announcement for Cool Cat the movie is shown. Fun for kids! Community Center. Saturday at 1:30 p.m. Tickets. Child. 3 dollars. Adult. Four dollars and fifty cents. Buy tickets for two children, the third is free! For more information call 2 3 2 5 5 5 1 2 0 0.	Practice number 1. How much is one adult ticket?	A. free B. 1 dollar and 30 cents C. 3 dollars D. 4 dollars and 50 cents

Is the answer A, B, C, or D?

D is the correct answer.

This next prompt is for Practice 2.	An announcement for Cool Cat the movie is shown. Fun for kids! Community Center. Saturday at 1:30 p.m. Tickets. Child. 3 dollars. Adult. Four dollars and fifty cents. Buy tickets for two children, the third is free! For more information call 2 3 2 5 5 5 1 2 0 0.	Practice number 2. How can you get a free child ticket?	A. buy one child ticket B. buy two child tickets C. buy one adult ticket D. buy three adult tickets
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Is the answer A, B, C, or D?

B is the correct answer.

This is the end of the practice.

Let's begin the sample test.

Question Number	Prompt	Test Question	Answer Set
Number 1	This test item assesses vocabulary in the format of a single photograph and is not accessible via alt text. Skip this question and go to number 2.		
Number 2	Date: blank	Number 2.	A. 6/23/20 B. 5 1 0 - 5 5 5 - 0 7 6 9 C. # 0 0 0 8 9 2 D. 4 4 0 3 2
Number 3	<p>A receipt is shown and reads Green Outdoor Market, 4 5 7 Washington Avenue, Brooklyn, N Y 1 1 2 3 8. Date: 3/30 Sold by: Lynette Morgan A table with four columns and four rows is shown. The column headings are Number, Item, Price, and Total. Row 1: Number, 1; Item, dozen flowers (roses); Price, 15 dollars; Total, 15 dollars. Row 2: Number, 2; Item, large tomato plants; Price, 6 dollars; Total, 12 dollars. Row 3: Number, 5; Item, small pots; Price, 4 dollars; Total, 20 dollars. Row 4: Total (cash only), 47 dollars. Signature: Lynette Morgan All sales are final. No returns.</p>	Number 3. What is the total price for everything?	A. 12 dollars B. 15 dollars C. 20 dollars D. 47 dollars

Question Number	Prompt	Test Question	Answer Set
Number 4	An e-mail message is shown. Sent: 4-20. To: Alena Arias. From: Lamont Children’s Medical Center. Subject: Appointment. This is to confirm your son Pedro’s next monthly check up on 4-30 at 1:30 p m. He will see Doctor Chang. Doctor Cole is on vacation.	Number 4. When is the next appointment?	A. at 1:30 p m B. at 4:20 p m C. at 4:30 p m D. in one month
Numbers 5 and 6	A sign is shown and reads IVY VINE COLLEGE. New service starting October 10! Park and ride. Free shuttle bus service from all student parking lots to all classroom buildings. Buses run every 15 minutes, Monday through Friday, 6:00 a m to midnight. Students only. Students must show Student I D.	Number 5. What is this sign about?	A. locating parking spots B. getting student ID cards C. student class schedules D. a transportation service
		Number 6. Students can get a shuttle bus blank.	A. 24 hours a day B. on the weekend C. without a student ID D. from student parking lots
Numbers 7 and 8	Information is shown and reads EMPLOYEE STORE OPENING CHECKLIST. 1. Unlock door 2. Turn off alarm 3. Turn on lights 4. Change sign on door to OPEN 5. Greet customers	Number 7. This sign tells employees how to blank.	A. open the store B. order supplies C. set the alarm D. help customers
		Number 8. Employees turn off the alarm after blank.	A. turning on the lights B. changing the sign C. unlocking the door D. greeting customers

This is the end of the sample test.

Reading STEPS Sample Items

Level C

CASAS Reading STEPS Level C Sample Items
Script for Reader

Please read aloud:

I am going to read the directions for the CASAS Reading STEPS Level C Sample Questions. I will read the prompt, the question, and the answer set as many times as needed. After I have read the answer options, you can tell me what the answer is. I will confirm your answer and record it.

There are 16 questions. Let me know if I need to pause between questions.

Practice Number	Prompt	Practice Question	Answer Set
This next prompt is for Practice number 1.	The Employee Newsletter for Camera World is shown. Welcome! (Line 1) Camera World wants to welcome Sandra Kim to the accounting (Line 2) team. Sandra brings twenty years of experience in the camera business, (Line 3) including 12 years with our competitor, Photo Works. Please take a (Line 4) moment to stop by Sandra's desk and introduce yourself to the newest (Line 5) player on our team.	Practice number 1. What is the main reason this announcement is in the newsletter?	<ul style="list-style-type: none"> A. to say goodbye to Sandra B. to make Sandra feel welcome C. to talk about benefits at Photo Works D. to describe Sandra's accounting duties

Is the answer A, B, C, or D?

B is the correct answer.

Practice Number	Prompt	Practice Question	Answer Set
This next prompt is for Practice number 2.	The Employee Newsletter for Camera World is shown. Welcome! (Line 1) Camera World wants to welcome Sandra Kim to the accounting (Line 2) team. Sandra brings twenty years of experience in the camera business, (Line 3) including 12 years with our competitor, Photo Works. Please take a (Line 4) moment to stop by Sandra's desk and introduce yourself to the newest (Line 5) player on our team.	Practice number 2. In line 5, the writer of the newsletter uses the word underline <u>team</u> underline end to give a feeling of blank.	A. ability B. athletics C. community D. weakness

Is the answer A, B, C, or D?

C is the correct answer.

This is the end of the practice.

Let's begin the sample test.

Question Number	Prompt	Test Question	Answer Set
Numbers 1 and 2	A sign is shown and reads IVY VINE COLLEGE. New service starting October 10! Park and ride. Free shuttle bus service from all student parking lots to all classroom buildings. Buses run every 15 minutes, Monday through Friday, 6:00 a m to midnight. Students only. Students must show Student I D.	Number 1. What is this sign about?	A. locating parking spots B. getting student ID cards C. student class schedules D. a transportation service
		Number 2. Students can get a shuttle bus blank.	A. 24 hours a day B. on the weekend C. without a student ID D. from student parking lots

Question Number	Prompt	Test Question	Answer Set
Numbers 3 and 4	Information is shown and reads EMPLOYEE STORE OPENING CHECKLIST. 1. Unlock door 2. Turn off alarm 3. Turn on lights 4. Change sign on door to OPEN 5. Greet customers	Number 3. This sign tells employees how to blank.	A. open the store B. order supplies C. set the alarm D. help customers
		Number 4. Employees turn off the alarm after blank.	A. turning on the lights B. changing the sign C. unlocking the door D. greeting customers
Numbers 5, 6, and 7	Information is shown and reads Family Fitness Center. Physical Fitness Profile. Section 1. Name: Barry Marooki Height: 5 feet, 8 inches Weight: 240 Age: 31 Occupation: Construction Section 2 What is your fitness goal? Check which applies: Overall fitness, blank. Cardiovascular improvement, blank. Weight loss, check mark. Other, blank. Section 3 Have you ever followed a physical fitness program? (circle one) Yes, circled. No, uncircled. If yes, please explain: Played high school football. Section 4 How much time do you have available to exercise on your own? Minutes per day: 30, uncircled; 45, circled; 60, uncircled; 75, uncircled; 90, uncircled. Days of the week: Sunday, circled; Monday, uncircled; Tuesday, uncircled; Wednesday, circled; Thursday, uncircled; Friday, uncircled; Saturday, circled. Time of day: A M,	Number 5. The purpose of this form is for Barry to explain blank.	A. to his boss how he got injured at a construction job B. his exercise history and what services he needs C. how he is dealing with current health issues D. what he likes about his weekly exercise routine
		Number 6. What is Barry's fitness goal?	A. to lose weight B. to play football again C. to be well enough to work construction D. to find a person to exercise with

Question Number	Prompt	Test Question	Answer Set
	<p>uncircled; P M, circled. Section 5 Additional information: I am interested in an exercise routine and underline techniques underline end to help prevent pain and swelling in my knee, which I injured on a construction job three years ago.</p>	<p>Number 7. In Section 5, which word best matches the meaning of underline <u>techniques</u> underline end?</p>	<p>A. events B. machines C. schedules D. strategies</p>
<p>Numbers 8, 9, and 10</p>	<p>Information is shown and reads Job Search. Job Title, Keywords: blank. Location: Townsville. Search button.1 Result Position: Zoo Helper 2 3 4 Zoo Drive, Townsville P A Posted: 2 days ago. Salary: 12 dollars and 41 cents to 27 dollars and 84 cents per hour, Part Time. The Zoo Helper will answer questions from zoo visitors and underline provide underline end information about the animals. The Zoo Helper does not take care of the animals. During the summer, the Zoo Helper will teach at the children's summer camps. Hours: Monday through Friday, 8 a m to 12 p m. Apply Now!</p>	<p>Number 8. What is this information about?</p> <p>Number 9. The zoo helper will blank.</p> <p>Number 10. The word underline <u>provide</u> underline end means blank.</p>	<p>A. a new job B. new summer camps C. the zoo hours D. a zoo program</p> <p>A. clean the animals B. work full time C. feed the animals D. teach in the summer</p> <p>A. learn B. give C. take D. read</p>

Question Number	Prompt	Test Question	Answer Set
Numbers 11, 12, and 13	<p>Information is shown and reads NEW CLASS, Valleyview Adult School. Computer Skills Training. Valleyview Adult School has a new Computer Skills class. The class will help students prepare for the computer skills test. Students passing the test will receive a certificate to show employers. When are the classes? bullet point, Tuesday and Thursday, 6:00 to 9:00 P M bullet point, August 25 through December 11 What is required to take the class? bullet point Access to a computer at home bullet point Must be 18 years of age or older For more information, please call 2 1 2-5 5 5-5 6 7 4 underline Register underline end for class now at register at valleyviewadult.e d u</p>	Number 11. Why did the school make the announcement?	<p>A. to tell students about new computer jobs</p> <p>B. to get students to sign up for a new class</p> <p>C. to explain the new computer skills test</p> <p>D. to give information about a new adult school</p>
		Number 12. What does someone need to sign up for the class?	<p>A. a job using computers</p> <p>B. a computer skills certificate</p> <p>C. a computer at home</p> <p>D. a score on the computer skills test</p>
		Number 13. What does underline <u>register</u> underline end mean?	<p>A. sign up</p> <p>B. meet up</p> <p>C. pay</p> <p>D. apply</p>
Numbers 14, 15, and 16	<p>An email message is shown. From: Julie Dryer. Sent: December 11, two 18 p m. To: All Employees. Subject: Business Travel Policy Change. (Line 1) Dear Employees, (Line 2) blank (Line 3) Due to increased travel costs, we are changing some of our business travel policies (Line 4) beginning today. (Line</p>	Number 14. The main purpose of this e-mail is to tell employees about blank.	<p>A. the cost of a new work trip</p> <p>B. dates employees can travel</p> <p>C. travel policies that changed</p> <p>D. managers going on work trips</p>

Question Number	Prompt	Test Question	Answer Set
	<p>5) blank (Line 6) Travel Request (Line 7) All employees must now submit a Travel Request Form to their manager before (Line 8) travelling. If you did not get permission, employees will need to pay for any trip (Line9) cancellation fees. Do not make travel plans without getting permission first! (Line 10) blank (Line 11) Hotels (Line 12) The company will now only pay up to 150 dollars per night for a hotel. You need to give (Line 13) receipts to your manager. (Line 14) blank (Line 15) Meals (Line 16) The company will now pay for daily meals. Each meal cannot be more than 20 dollars for (Line 17) food and drink. Receipts must be provided. (Line 18) blank (Line 19) Thank you, (Line 20) Julie Dryer (Line 21) Human Resources Manager</p>	<p>Number 15. How much will the company pay for each meal?</p>	<p>A. 20 dollars B. 60 dollars C. 150 dollars D. nothing</p>
		<p>Number 16. This e-mail says that employees blank.</p>	<p>A. have to travel with a manager B. do not need to submit travel receipts C. will get only one meal paid for per day D. may have to pay for trip cancellation fees</p>

This is the end of the sample test.

Reading STEPS Sample Items

Level D

CASAS Reading STEPS Level D Sample Items
Script for Reader

Please read aloud:

I am going to read the directions for the CASAS Reading STEPS Level D Sample Questions. I will read the prompt, the question, and the answer set as many times as needed. After I have read the answer options, you can tell me what the answer is. I will confirm your answer and record it.

There are 22 questions. Let me know if I need to pause between questions.

Practice Number	Prompt	Practice Question	Answer Set
This next prompt is for Practice 1.	The announcement is titled StarTech Employee Computer and Internet Policy. (Line 1,) All StarTech employees have a computer internet connection to use for company (Line 2,) business. The company also has a; underline liberal underline end; policy of giving employees up to 30 (Line 3,) minutes of personal Internet use each day. However, communications on (Line 4,) company computers belong to StarTech. The company can look at all messages (Line 5,) and documents on its computers and other company technology.	Practice number 1. In line 2, which word means the same as the underlined word <u>liberal</u> in this announcement?	A. generous B. radical C. traditional D. widespread

Is the answer A, B, C, or D?

A is the correct answer.

<p>This next prompt is for Practice 2.</p>	<p>The announcement is titled StarTech Employee Computer and Internet Policy. (Line 1,) All StarTech employees have a computer internet connection to use for company (Line 2,) business. The company also has a; underline liberal underline end; policy of giving employees up to 30 (Line 3,) minutes of personal Internet use each day. However, communications on (Line 4,) company computers belong to StarTech. The company can look at all messages (Line 5,) and documents on its computers and other company technology.</p>	<p>Practice number 2. Which statement italics <i>best</i> italics end summarizes this announcement?</p>	<p>A. The company requires a more straightforward computer-use policy. B. Too many employees have violated proper computer-use standards. C. The company plans to prohibit sending and receiving personal email. D. The company monitors employee personal computer use time.</p>
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Is the answer A, B, C, or D?

D is the correct answer.

This is the end of the practice.

Let's begin the sample test.

Question Number	Prompt	Test Question	Answer Set
Numbers 1, 2, and 3	<p>Information is shown and reads Family Fitness Center. Physical Fitness Profile.</p> <p>Section 1. Name: Barry Marooki Height: 5 feet, 8 inches Weight: 240 Age: 31 Occupation: Construction</p> <p>Section 2 What is your fitness goal? Check which applies: Overall fitness, blank. Cardiovascular improvement, blank. Weight loss, check mark. Other, blank.</p> <p>Section 3 Have you ever followed a physical fitness program? (circle one) Yes, circled. No, uncircled. If yes, please explain: Played high school football.</p> <p>Section 4 How much time do you have available to exercise on your own? Minutes per day: 30, uncircled; 45, circled; 60, uncircled; 75, uncircled; 90, uncircled. Days of the week: Sunday, circled; Monday, uncircled; Tuesday, uncircled; Wednesday, circled; Thursday, uncircled; Friday, uncircled; Saturday, circled. Time of day: A M, uncircled; P M, circled.</p> <p>Section 5 Additional information: I am interested in an exercise routine and underline techniques underline end to help prevent pain and swelling in my knee, which I injured on a construction job three years ago.</p>	Number 1. The purpose of this form is for Barry to explain blank.	<p>A. to his boss how he got injured at a construction job</p> <p>B. his exercise history and what services he needs</p> <p>C. how he is dealing with current health issues</p> <p>D. what he likes about his weekly exercise routine</p>
		Number 2. What is Barry's fitness goal?	<p>A. to lose weight</p> <p>B. to play football again</p> <p>C. to be well enough to work construction</p> <p>D. to find a person to exercise with</p>
		Number 3. In Section 5, which word best matches the meaning of underline <u>techniques</u> underline end?	<p>A. events</p> <p>B. machines</p> <p>C. schedules</p> <p>D. strategies</p>
Numbers 4, 5, and 6	<p>Information is shown and reads Job Search. Job Title, Keywords: blank. Location: Townsville. Search button.</p> <p>1 Result Position: Zoo Helper</p> <p>2 3 4 Zoo Drive, Townsville P A</p>	Number 4. What is this information about?	<p>A. a new job</p> <p>B. new summer camps</p> <p>C. the zoo hours</p> <p>D. a zoo program</p>

Question Number	Prompt	Test Question	Answer Set
	<p>Posted: 2 days ago. Salary: 12 dollars and 41 cents to 27 dollars and 84 cents per hour, Part Time. The Zoo Helper will answer questions from zoo visitors and underline provide underline end information about the animals. The Zoo Helper does not take care of the animals. During the summer, the Zoo Helper will teach at the children's summer camps.</p> <p>Hours: Monday through Friday, 8 a m to 12 p m. Apply Now!</p>	<p>Number 5. The zoo helper will blank.</p>	<p>A. clean the animals B. work full time C. feed the animals D. teach in the summer</p>
		<p>Number 6. The word underline <u>provide</u> underline end means blank.</p>	<p>A. learn B. give C. take D. read</p>
<p>Numbers 7, 8, and 9</p>	<p>Information is shown and reads NEW CLASS, Valleyview Adult School. Computer Skills Training. Valleyview Adult School has a new Computer Skills class. The class will help students prepare for the computer skills test. Students passing the test will receive a certificate to show employers. When are the classes? bullet point, Tuesday and Thursday, 6:00 to 9:00 P M bullet point, August 25 through December 11 What is required to take the class? bullet point Access to a computer at home bullet point Must be 18 years of age or older For more information, please call 2 1 2-5 5 5-5 6 7 4 underline Register underline end for class now at register at valleyviewadult.e d u</p>	<p>Number 7. Why did the school make the announcement?</p>	<p>A. to tell students about new computer jobs B. to get students to sign up for a new class C. to explain the new computer skills test D. to give information about a new adult school</p>
		<p>Number 8. What does someone need to sign up for the class?</p>	<p>A. a job using computers B. a computer skills certificate C. a computer at home D. a score on the computer skills test</p>

Question Number	Prompt	Test Question	Answer Set
		Number 9. What does underline <u>register</u> underline end mean?	A. sign up B. meet up C. pay D. apply
Numbers 10, 11, and 12	An email message is shown. From: Julie Dryer. Sent: December 11, two 18 p m. To: All Employees. Subject: Business Travel Policy Change. (Line 1) Dear Employees, (Line 2) blank (Line 3) Due to increased travel costs, we are changing some of our business travel policies (Line 4) beginning today. (Line 5) blank (Line 6) Travel Request (Line 7) All employees must now submit a Travel Request Form to their manager before (Line 8) travelling. If you did not get permission, employees will need to pay for any trip (Line9) cancellation fees. Do not make travel plans without getting permission first! (Line 10) blank (Line 11) Hotels (Line 12) The company will now only pay up to 150 dollars per night for a hotel. You need to give (Line 13) receipts to your manager. (Line 14) blank (Line 15) Meals (Line 16) The company will now pay for daily meals. Each meal cannot be more than 20 dollars for (Line 17) food and drink. Receipts must be provided. (Line 18) blank (Line 19) Thank you, (Line 20) Julie Dryer (Line 21) Human Resources Manager	Number 10. The main purpose of this e-mail is to tell employees about blank.	A. the cost of a new work trip B. dates employees can travel C. travel policies that changed D. managers going on work trips
		Number 11. How much will the company pay for each meal?	A. 20 dollars B. 60 dollars C. 150 dollars D. nothing
		Number 12. This e-mail says that employees blank.	A. have to travel with a manager B. do not need to submit travel receipts C. will get only one meal paid for per day D. may have to pay for trip cancellation fees

Question Number	Prompt	Test Question	Answer Set
Numbers 13, 14, and 15	<p>Information is shown and reads North Coast Dental Center is Hiring!</p> <p>Wanted: Dental Assistants.</p> <p>Duties include: bullet point Provide administrative support bullet point Sterilize instruments bullet point Process dental x rays taken by hygienist bullet point Prepare patients for treatment bullet point Schedule appointments bullet point Fill out insurance forms Requirements: bullet point Certificate of attendance for at least 6 months in dental assistant training bullet point At least 2 years' work experience as a dental assistant</p> <p>Wanted: Dental Hygienists</p> <p>Duties include: bullet point Treat oral disease bullet point Educate patients on disease prevention bullet point Perform routine dental exams bullet point Provide regular dental care bullet point Take and interpret dental x rays bullet point underline Document underline end patient health history bullet point Work as a dental assistant when necessary Requirements: bullet point Associate or bachelor's degree in dental hygiene bullet point At least 2 years' work experience as a dental hygienist Apply online at northcoastdds at health.com</p>	Number 13. The main purpose of this notice is to bank.	A. describe the type of work dental assistants and hygienists are trained B. inform applicants that North Coast Dental Center is now hiring dental C. persuade applicants that North Coast Dental Center is a good place D. explain what is required to get an advanced degree in dentistry
	<p>Provide regular dental care bullet point Take and interpret dental x rays bullet point underline Document underline end patient health history bullet point Work as a dental assistant when necessary Requirements: bullet point Associate or bachelor's degree in dental hygiene bullet point At least 2 years' work experience as a dental hygienist Apply online at northcoastdds at health.com</p>	Number 14. This notice says the Dental Hygienist blank.	A. can treat patients who have dental diseases B. must interpret dental x-rays with a dentist C. teaches dental assistants how to do their jobs D. does not need previous experience for the job

Question Number	Prompt	Test Question	Answer Set
		Number 15. What does underline <u>document</u> underline end mean in this notice?	A. record B. download C. question D. communicate
Numbers 16, 17, 18 and 19	An e-mail message is shown. To: Brianna Sanders. Subject: Leave of Absence. Hi, Brianna, (Line 1) I approved your request for a two week leave of absence. I understand (Line 2) your need to take time off to help your mother recover from her (Line 3) surgery. I talked to Isaiah Moran from the Online Training team about (Line 4) being your temporary underline replacement underline end. He said he would gladly help out (Line 5) while you are gone. Please make sure you take the time to meet with (Line 6) him before you leave. He's not prepared as of today. (Line 7) blank (Line 8) Let's meet tomorrow afternoon at 2:00 p m to complete the (Line 9) paperwork. Let me know if you have any concerns. We look forward to (Line 10) your return. You are a valued employee. Amira Safar Senior Manager, Ludlow Incorporated	Number 16. What is the main purpose of this e-mail?	A. to approve Brianna's request for time off B. to request that Brianna find a replacement C. to schedule a meeting with Brianna D. to ask Brianna to fill in for an absent co-worker
		Number 17. What will Brianna do for two weeks?	A. get job training B. rest from her surgery C. take care of her mother D. find a temporary replacement
		Number 18. Brianna will italics <i>most likely</i> italics end meet with Isaiah to blank.	A. learn more about his role B. teach him about her job C. ask him if he can help D. hire him for the job

Question Number	Prompt	Test Question	Answer Set
		Number 19. In line 4, the word underline <u>replacement</u> underline end means blank.	A. assistant B. co-worker C. substitute D. trainee
Numbers 20, 21, and 22	<p>Information is shown and reads The Consequences of Lack of Sleep by Sam Adelson</p> <p>We have all heard that it is important to get at least seven to nine hours of sleep each night. But what are the consequences if you don't get enough sleep? First, you can have an increased risk of serious health problems like heart issues and unhealthy weight gain. But getting underline sufficient underline end sleep isn't just important for your health, it also lowers your risk for accidents. Research studies have shown that drivers who miss just one or two hours of sleep are about twice as likely to get into a car accident! So, to stay healthy and stay safe, it is important to make sure you get plenty of sleep each night.</p>	Number 20. Drivers who miss sleep are how much more likely to get into a car accident?	A. about two times B. about three times C. about seven times D. about nine times
		Number 21. The writer claims that people who lack sleep are more likely to get into car accidents. How does the writer support this claim?	A. He provides quotes from sleep experts. B. He describes the results from a driver survey. C. He gives a personal example from his life. D. He gives results from research studies.
		Number 22. What does underline <u>sufficient</u> underline end mean?	A. enough B. extra C. pleasant D. poor

This is the end of the sample test.

Reading STEPS Sample Items

Level E

CASAS Reading STEPS Level E Sample Items
Script for Reader

Please read aloud:

I am going to read the directions for the CASAS Reading STEPS Level E Sample Questions. I will read the prompt, the question, and the answer set as many times as needed. After I have read the answer options, you can tell me what the answer is. I will confirm your answer and record it.

There are 19 questions. Let me know if I need to pause between questions.

Practice Number	Prompt	Practice Question	Answer Set
This next prompt is for Practice 1.	The health advisory is titled G H C The Goffe Health Center: We Are Your Health Authority. (Line 1,) "Use it or lose it." This is an expression we often say when we talk about (Line 2,) physical skills or activities that require us to use our muscles. (Line 3,) Goffe Health Center (G H C) researchers have now proven that these words (Line 4,) also apply to cognition, especially as we age. underline As a result, underline end; your GHC (Line 5,) physicians now encourage senior citizens to use their mental skills in new (Line 6,) and different ways - every day! (Line 7,) Go to a movie or play. (Line 8,) Read a newspaper or magazine. (Line 9,) Do a Sudoku or crossword puzzle. (Line 10,) Keep a diary or write your life story. (Line 11,) Take a course at a nearby college or senior center.	Practice number 1. In line 11 of the health advisory, which activity italics <i>best</i> italics end matches the physicians' advice? A woman in her blank.	A. twenties learning to play tennis B. thirties watching the news every night C. forties walking three miles a day D. sixties learning a foreign language

Is the answer A, B, C, or D?

D is the correct answer.

Practice Number	Prompt	Practice Question	Answer Set
<p>This next prompt is for Practice 2.</p>	<p>The health advisory is titled G H C The Goffe Health Center: We Are Your Health Authority. (Line 1,) "Use it or lose it." This is an expression we often say when we talk about (Line 2,) physical skills or activities that require us to use our muscles. (Line 3,) Goffe Health Center (G H C) researchers have now proven that these words (Line 4,) also apply to cognition, especially as we age. underline As a result, underline end; your GHC (Line 5,) physicians now encourage senior citizens to use their mental skills in new (Line 6,) and different ways - every day! (Line 7,) Go to a movie or play. (Line 8,) Read a newspaper or magazine. (Line 9,) Do a Sudoku or crossword puzzle. (Line 10,) Keep a diary or write your life story. (Line 11,) Take a course at a nearby college or senior center.</p>	<p>Practice number 2. In line 4, the writer uses the phrase underline <u>as a result</u> underline end to show that blank.</p>	<p>A. sentence 3 is more accurate than sentence 4 B. sentence 4 is more important than sentence 3 C. the idea in sentence 4 is caused by the idea in sentence 3 D. the idea in sentence 4 is the opposite of the idea in sentence 3</p>

Is the answer A, B, C, or D?

C is the correct answer.

This is the end of the practice.

Let's begin the sample test.

Question Number	Prompt	Test Question	Answer Set
<p>Numbers 1, 2, and 3</p>	<p>Information is shown and reads North Coast Dental Center is Hiring! Wanted: Dental Assistants. Duties include: bullet point Provide administrative support bullet point Sterilize instruments bullet point Process dental x rays taken by hygienist bullet point Prepare patients for treatment bullet point Schedule appointments bullet point Fill out insurance forms Requirements: bullet point Certificate of attendance for at least 6 months in dental assistant training bullet point At least 2 years' work experience as a dental assistant Wanted: Dental Hygienists. Duties include: bullet point Treat oral disease bullet point Educate patients on disease prevention bullet point Perform routine dental exams bullet point Provide regular dental care bullet point Take and interpret dental x rays bullet point underline Document underline end patient health history bullet point Work as a dental assistant when necessary Requirements: bullet point Associate or bachelor's degree in dental hygiene bullet point At least 2 years' work experience as a dental hygienist Apply online at northcoastdds at health.com</p>	<p>Number 1. The main purpose of this notice is to bank.</p>	<p>A. describe the type of work dental assistants and hygienists are trained B. inform applicants that North Coast Dental Center is now hiring dental C. persuade applicants that North Coast Dental Center is a good place D. explain what is required to get an advanced degree in dentistry</p>
		<p>Number 2. This notice says the Dental Hygienist blank.</p>	<p>A. can treat patients who have dental diseases B. must interpret dental x-rays with a dentist C. teaches dental assistants how to do their jobs D. does not need previous experience for the job</p>

Question Number	Prompt	Test Question	Answer Set
		Number 3. What does underline <u>document</u> underline end mean in this notice?	A. record B. download C. question D. communicate
Numbers 4, 5, 6 and 7	<p>An e-mail message is shown. To: Brianna Sanders. Subject: Leave of Absence.</p> <p>Hi, Brianna, (Line 1) I approved your request for a two week leave of absence. I understand (Line 2) your need to take time off to help your mother recover from her (Line 3) surgery. I talked to Isaiah Moran from the Online Training team about (Line 4) being your temporary underline replacement underline end. He said he would gladly help out (Line 5) while you are gone. Please make sure you take the time to meet with (Line 6) him before you leave. He’s not prepared as of today. (Line 7) blank (Line 8) Let’s meet tomorrow afternoon at 2:00 p m to complete the (Line 9) paperwork. Let me know if you have any concerns. We look forward to (Line 10) your return. You are a valued employee. Amira Safar Senior Manager, Ludlow Incorporated</p>	Number 4. What is the main purpose of this e-mail?	A. to approve Brianna’s request for time off B. to request that Brianna find a replacement C. to schedule a meeting with Brianna D. to ask Brianna to fill in for an absent co-worker
		Number 5. What will Brianna do for two weeks?	A. get job training B. rest from her surgery C. take care of her mother D. find a temporary replacement
		Number 6. Brianna will italics <i>most likely</i> italics end meet with Isaiah to blank.	A. learn more about his role B. teach him about her job C. ask him if he can help D. hire him for the job

Question Number	Prompt	Test Question	Answer Set
		Number 7. In line 4, the word underline <u>replacement</u> underline end means blank.	A. assistant B. co-worker C. substitute D. trainee
Numbers 8, 9, and 10	<p>Information is shown and reads The Consequences of Lack of Sleep by Sam Adelson</p> <p>We have all heard that it is important to get at least seven to nine hours of sleep each night. But what are the consequences if you don't get enough sleep? First, you can have an increased risk of serious health problems like heart issues and unhealthy weight gain. But getting underline sufficient underline end sleep isn't just important for your health, it also lowers your risk for accidents. Research studies have shown that drivers who miss just one or two hours of sleep are about twice as likely to get into a car accident! So, to stay healthy and stay safe, it is important to make sure you get plenty of sleep each night.</p>	Number 8. Drivers who miss sleep are how much more likely to get into a car accident?	A. about two times B. about three times C. about seven times D. about nine times
		Number 9. The writer claims that people who lack sleep are more likely to get into car accidents. How does the writer support this claim?	A. He provides quotes from sleep experts. B. He describes the results from a driver survey. C. He gives a personal example from his life. D. He gives results from research studies.
		Number 10. What does underline <u>sufficient</u> underline end mean?	A. enough B. extra C. pleasant D. poor

Question Number	Prompt	Test Question	Answer Set
Numbers 11, 12, and 13	<p>An e-mail message is shown. To: All February New Staff. From: Lily MacKinnon, Payroll Manager. Subject: Payroll Direct Deposit. (Line 1) It has come to my attention that the information about our direct deposit (Line 2) payroll option was omitted in error from the February new staff orientation (Line 3) package. Please find below the instructions for enrolling in this program. (Line 4) blank (Line 5) For the convenience of our employees, Bloom Enterprises offers a (Line 6) direct deposit payroll option for employees with accounts at most local (Line 7) banks. To participate, fill out and sign a Direct Deposit Authorization (Line 8) Form D1 available from Payroll. Include the bank's name and address, (Line 9) your account number and routing number, and the amount you wish to (Line 10) be deposited directly into the checking account. Staple a blank check (Line 11) to this form and return it to Sandy Althaus at Mail Code 6-3 7 1 1. Be (Line 12) sure to write underline VOID underline end across the front of the check. (Line 13) blank (Line 14) Normally, direct deposit goes into effect in the second pay period (Line 15) following receipt of the form in Payroll. Participating employees will (Line 16) continue to receive a pay stub as a record of each deposit. If you have (Line 17) any questions, or would like a form mailed to you, please call Sandy at</p>	Number 11. What is the purpose of this e-mail?	A. to correct wrong information in the staff orientation package B. to give Payroll enough time to process each employee's Form D1 C. to provide information left out of the staff orientation package D. to explain the benefits of the company's direct-deposit payroll system
		Number 12. Which step should new employees do first?	A. Give Sandy Althaus a blank check. B. Give Lily MacKinnon a pay stub. C. Complete and sign form D1. D. Call their bank to apply for a credit card.
		Number 13. In line 12, which word <i>best</i> matches the meaning of underline <u>VOID</u> underline end?	A. empty B. invalid C. minus D. unoccupied

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	(Line 18) extension 7 0 4 5 or e-mail salthaus at blooment.net		
Numbers 14, 15, and 16	<p>Information is shown and reads Management News. Two management experts give their perspectives on what makes workers more productive.</p> <p>First article: The Social Factor in Worker Productivity By Robert Kohl, HR Director Seabridge Foods (Line 1) All businesses want employees to put (Line 2) forth their best effort. Does providing (Line 3) incentives at the workplace such as free (Line 4) food or a flexible schedule produce a more (Line 5) motivated workforce? (Line 6) Recent research points to something (Line 7) better than these kinds of perks at (Line 8) <u>stimulating</u> <u>end</u> worker productivity. Study (Line 9) results found that teams of employees (Line 10) who were the most productive were those (Line 11) who felt a sense of what some call "social (Line 12) security" at work. These successful teams (Line 13) work for companies that have created an (Line 14) environment where it is safe to put forth (Line 15) their ideas and feelings. Sharing these (Line 16) ideas can lead to better problem solving (Line 17) and future growth of the team and (Line 18) company. (Line 19) Moreover, a safe</p>	Number 14. What does Linda Hernandez <i>most likely</i> <i>end</i> think?	<p>A. Workers who play video games are effective at work because they do something they enjoy in their free time.</p> <p>B. Playing video games at home creates more learned bad habits than good habits in the workplace.</p> <p>C. Workplaces would benefit from using technological tools that resemble video games to train workers.</p> <p>D. No amount of brain training can make a worker better at being able to ignore distractions.</p>
		Number 15. What does <i>neither</i> <i>end</i> writer discuss as a factor in worker productivity?	<p>A. benefits</p> <p>B. experience</p> <p>C. motivation</p> <p>D. salaries</p>

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	<p>environment for (Line 20) sharing ideas helps to create positive (Line 21) social bonds between employees and (Line 22) managers. When employees share their (Line 23) thoughts and feelings and in turn feel (Line 24) listened to, they are more motivated to do (Line 25) their work and to do it well. (Line 26) Rather than focusing on indulging (Line 27) employees with extras, leaders would do (Line 28) better to participate in, and encourage the (Line 29) sharing of, feelings and ideas. Greater (Line 30) worker satisfaction and overall workplace (Line 31) productivity comes from creating a safe (Line 32) place to share, not necessarily from (Line 33) additional tangible benefits.</p> <p>Second article: Brain Training for Increased Productivity by Linda Hernandez, CEO Future, Inc. (Line 1) Smartphones and the internet have (Line 2) created more distractions for workers as (Line 3) social media and communication with (Line 4) friends and families are at people's (Line 5) fingertips. As such, workers must learn (Line 6) methods to improve focus Brain training (Line 7) can help workers sort through stimuli, (Line 8) ignore distractions, and strengthen their (Line 9) ability to focus on a single task. All of this (Line 10) will make workers more productive. (Line 11) According to research, the ability to (Line 12) select which incoming stimuli to focus on (Line 13) and which to</p>	<p>Number 16. In line 8, the word underline <u>stimulating</u> underline end means blank.</p>	<p>A. animating B. encouraging C. improvising D. restructuring</p>

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	<p>screen out could be a (Line 14) learned trait. For example, studies show (Line 15) that people who play certain fast paced (Line 16) video games consistently strengthen their (Line 17) attention and focus. Researchers (Line 18) discovered that by playing these video (Line 19) games, players get better at certain tasks (Line 20) that can carry over into work. These tasks (Line 21) include improved attention control and (Line 22) being able to keep track of multiple objects (Line 23) and priorities simultaneously. As a result, (Line 24) workers can be more productive and less (Line 25) distracted by other stimuli. Other studies (Line 26) have shown similar results with (Line 27) meditation. (Line 28) Helping workers train their brains to (Line 29) better focus is key to workplace success. (Line 30) This ability to concentrate is at the crux of (Line 31) improving worker productivity.</p>		
<p>Numbers 17, 18, and 19</p>	<p>Information is shown and reads New Ideas in Education Monthly Newsletter. The Arts and Academic Achievement By Alejandro Garcia As schools are challenged by budget cuts, the number of classes in the visual arts, music, and drama are often reduced. When there is so much pressure to increase test scores in subjects such as English, math and science, schools view the arts as a luxury. Although classes in other subjects are important, the view that art instruction isn't necessary is misinformed; research shows there is a</p>	<p>Number 17. Which statement from the article <i>best</i> shows the author's main point?</p>	<p>A. An arts curriculum is shown to increase cognitive development. B. A mind that learns to form new ideas is much better prepared to absorb them. C. With the increasing demands to boost test scores in other subjects, art is left out.</p>

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	<p>direct correlation between the arts and academic achievement. An arts curriculum is shown to increase cognitive development.</p> <p>Professor Wilde of Wells University has done extensive research on the impact of arts curriculum on academic achievement. Professor Wilde states, “The arts can be underline like a window underline end into other subjects that brings greater understanding and depth. A mind that learns to form new ideas is much better prepared to absorb them.”</p> <p>One obstacle that schools commonly cite as being the reason for reducing the number of art classes is lack of time in the school day. With the increasing demands to boost test scores in other subjects, the number of choices in the arts is often first to go. But time doesn't need to be an obstacle if art is directly linked to other subjects. In addition to existing classes, then the arts are integrated with other subjects, they can enhance learning. For example, music can be used to teach fractions in a math class, and a theatrical performance can be used to teach important events in history. The gains from involvement in the arts can lead to student success well beyond the benefits of self expression.</p>	<p>Number 18. The writer would <i>most likely</i> agree that blank.</p> <p>Number 19. The quote from Professor Wilde states, “The arts can be underline <u>like a window</u> underline end into other subjects that brings greater understanding and depth.” What does he mean by underline <u>like a window</u> underline end?</p>	<p>D. When the arts are integrated with other subjects, they can enhance learning.</p> <p>A. classes in other subjects do not need to be replaced by art classes</p> <p>B. there will be complaints about changes to the school curriculum</p> <p>C. including the arts will decrease the pressure for high test scores</p> <p>D. schools will require an increase in their budgets to add art classes</p> <p>A. a way to separate ideas</p> <p>B. a way to pursue different ideas</p> <p>C. a way to provide more clarity</p> <p>D. a way to indicate important differences</p>

This is the end of the sample test.