CASAS Remote Testing Guidelines

1:1 or Multiple Test Takers
Windows 10 PCs
v2.0
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I. eTests Online – Remote!

CASAS is excited to support agencies as they prepare for the future with distance learning becoming a regular and essential part of programs. Remote testing is the wave of the future in order to better support distance learning opportunities for more learners.

This remote testing solution is for proctoring up to 5 test takers per proctor with test takers using Windows 10 PCs and a web conferencing platform. The test will be administered on the test taker’s computer. The web conferencing platform will enable the proctor to watch the test taker throughout the testing event. Please follow the guidelines outlined in this document to ensure a safe testing experience.

Individual agencies already set up to deliver CASAS eTests can begin remote testing after they sign an Agency Remote Testing Agreement. The Agency Remote Testing Agreement can be found on the CASAS website. This signed agreement attests that the agency will adhere to all test security measures and remote testing protocols while testing remotely. Agencies not yet set up with CASAS eTests can follow the steps laid out in the Going Live! Checklist to get started.

Proctors must already be certified as eTests proctors. They must sign a Proctor Remote Testing Agreement to attest that the proctor will adhere to all test security measures and remote testing protocols. Local agencies are responsible for ensuring that their remote testing proctors are trained and are following remote testing protocols.

Going Remote! Training and certification is available. It is highly recommended, but not required by CASAS, to prepare proctors for the additional challenges presented by remote proctoring. Some states and programs may require proctors to go through training and certification. Check with your state or local program for more information. Remote testing training resources are available on the remote testing page at www.casas.org.

II. Technical Requirements

All proctoring and testing can be done on a variety of devices. Please check the following technical requirements to see if you are currently able to do remote testing.

Proctors can use one of the following devices:

- Windows desktop, laptop, or tablet computer
- Mac computer
- Chromebook
- iPad or other tablet
- Webcam or attached video camera
- Microphone and speakers
- Web conferencing application installed*

*The testing agency must ensure that the web conferencing platform provides unlimited time for up to six users (1 proctor and 5 test takers) in a meeting. The agency may be required to pay for a higher tiered account.

Test takers must use one of the following devices for testing:

- Windows 10 laptop, desktop, or tablet computer
- Mac desktop or laptop computer are NOT supported for this solution.
• Chromebooks are NOT supported for this solution.
• iPads are NOT supported for this solution.
• Webcam or attached video camera
  - **Optional** - *It is recommended that test takers use a smartphone or second device as an external camera so the proctor can monitor the testing area more efficiently.*
• Microphone and speakers
  - Headphones NOT allowed
• Web conferencing application installed

*Note: Mobile phones cannot be used as the test taking device because the screen is too small for testing.*

• Internet access with bandwidth of at least 2 megabits per second (Mbps) download speed is required both for proctors and for test takers.
• Run a speed test on the test taker’s computer to ensure they have enough computing power and bandwidth to take the test successfully ([www.speedtest.net](http://www.speedtest.net))

**Web conferencing platform**
Proctors can use a variety of web conferencing platforms as long as they have the following functionality:

- Meetings can be password protected
- Webcams can be used to monitor the test taker
- Audio can be limited to the device running the web conferencing platform (having one device for video and another for audio is not allowed)
- Device Screens can be shared (proctor and test taker)
- Private breakout rooms can be used

**III. Environment**
A proper environment is important to ensure that tests remain secure and to reduce distractions that may invalidate test results. Here are some key characteristics of a proper environment for remote testing:

- Testing spaces should be in a quiet room without background noise or distractions. The room should have a closed door to ensure there are no interruptions by others. If a room with a closed door is unavailable, the test taker must ensure either that no one else is in the room (or nearby rooms) or that they will not be interrupted.
- Lighting should be bright enough for the proctor to clearly see the test taker and the testing space.
- Testing spaces (desks, tables, etc.) must be clear of extra papers, books, pens pencils, phones, etc. Nothing but the testing device/computer may be in the space. For math tests, a pencil and scratch paper can be used. The scratch paper must be blank.
- Additional monitors, computers, and other electronic devices should be turned off or removed.

We recognize that it may be difficult to meet all of these requirements. Unfortunately, test takers will not be able test remotely if these requirements are not satisfied.

**IV. Security and Privacy**
The privacy of test taker personal information and the security of the CASAS testing instruments is extremely important. While it is always necessary to follow best practices to keep student information and the tests secure, there are additional security concerns with remote testing.
Collection of Personal Information

The proctor must inform the test taker of the types of personal information that will be collected and how they will be used and secured. This includes any demographic information and test item responses and scores.

The proctor should communicate that the testing session will be on video but not recorded. The proctor must also ensure the test taker that any personal information captured through the webcam will be kept confidential.

After testing has completed, the proctor should destroy any personal information gathered during the testing event. This includes any notes taken or photographs that reside on the proctor’s computer. Failure to do so is a violation of the test taker’s privacy.

Test Security

It is the responsibility of the agency and proctor to ensure that the CASAS testing instruments and test items are kept secure. Agencies participating in CASAS Remote Testing must sign the Agency Remote Testing Agreement, which states that proctors and testing personnel will follow the privacy, test security, technology, and test administration requirements and procedures that have been outlined in this document. An electronic version of the Agency Remote Testing Agreement is on the CASAS website. Submit this agreement online as directed before starting remote testing.

It is the immediate legal responsibility of the agency director, principal, or other primary administrator to enforce the security of testing materials, which includes but is not limited to CASAS eTests, CASAS Remote Testing, TOPSpro Enterprise, test administration manuals and materials, and answer keys. Only testing personnel and others qualified as part of the testing process may have access to any testing materials.

CASAS continually examines and researches security concerns to maintain the integrity of the testing instruments, but remote proctors need to be vigilant during testing sessions to ensure that CASAS testing instruments are not compromised. If CASAS determines that any agency, school, or other testing entity has violated any provision of this test security policy in any manner, purposely or otherwise, CASAS reserves the right to take appropriate action to rectify the violation.

Test Administration

Agencies must ensure that test takers are adequately prepared before testing. The proctor must check that the technology and environment requirements are met, and that the test taker understands the testing process. The proctor must explain all of the steps in the remote testing process. This preparation may be done in a separate session before the day of testing or before testing begins on the same day as the test is given. The test takers will take the assessment with the proctor monitoring the testing session. Proctors must actively monitor the test taker throughout an entire test session to ensure that all testing rules are followed. Testing personnel must follow all test administration directions as directed in the CASAS Remote Testing Guidelines document and the appropriate Test Administration Manual.

Testing Accommodations

The same testing accommodations allowed by CASAS can be made for remote testing. Please refer to the Test Administration Manual for the particular series the test taker is taking for more information on these accommodations. Contact CASAS about providing additional accommodations related to testing in a test taker’s home environment or other location.
Confidentiality of Tests and Test Items  
No agency, school, or other entity may use any test or test item — published or unpublished — as a tool to prepare examinees for the testing process. CASAS tests may never serve as practice tests in any capacity or for any purpose. Reviewing, discussing, or explaining test items to anyone at any time is not permissible.

Copyright Infringement  
Federal copyright law prohibits the unauthorized reproduction and use of copyrighted test materials. Therefore, it is not lawful to duplicate, photograph, record or reproduce test materials in any manner.
V. Test Administration Directions

Test administration directions are provided in two parts: Part A and Part B. The purpose of Part A is to set up and practice the remote testing process so that you and the test taker are prepared for testing in Part B. Establishing a relationship with test takers will help remove any barriers that may prevent them from doing their best on the test.

Following the steps for remote testing preparation will ensure:

- You are comfortable with delivering a testing session as a remote proctor.
- The test taker is familiar with the remote testing process.
- There are no technical issues that might interfere with testing.

Practice remote testing with another staff person at your agency prior to administering the actual test! Practicing is key to ensure a smooth testing experience for your test takers.

Part A: Preparation for Remote Testing

Part A and Part B may be completed on the same day or in two blocks of time on separate days. One session is to help the test taker get set up, and the second session is for actual testing.

- If Part A and Part B are scheduled on separate days, in Part B the proctor will need to once again verify the test taker’s ID and that the technology, Internet bandwidth, and environment requirements have been met.
- If Part A and Part B are completed on the same day, a break in between is recommended.

Note: Communicating with test takers in their native language is acceptable during Part A and before the test begins in Part B.

Step 1: Setting up Remote Test Taker Credentials

- Test takers will need to register their Chromebooks or iPads as the testing station. It is important **not** to provide your proctor credentials to the test takers. Doing so will grant them access to confidential student data and test session configurations.
- Your data manager will need to create a special user account that remote test takers can use to register their stations. See Appendix B for setting up this user account in TOPSpro Enterprise.

Step 2: Scheduling and Set-Up

1. If testing multiple test takers simultaneously:
   a. Limit the number of test takers to 5 per proctor.
   b. **Optional tip:** Group test takers who will be taking the same test series and level to streamline directions and administration.
2. Schedule an agreed-upon day and time that is convenient for both you and the test takers to complete Part A and Part B.
3. CASAS recommends going through Part A with test takers individually at separate times so that they will not have to wait while each test taker goes through Part A with you.
4. Set up web conference meetings with the following settings:
   a. Password protect the session.
      
      For example, in Zoom choose the option “Require meeting password” when setting up
the Zoom meeting.
b. Enable video for the Host and participants.
   For example, in Zoom change the Video options for Host and Participants both to “On.”
c. Force participants to use their computer audio because telephones and 3rd party audio equipment should not be used.
   For example, in Zoom change the Audio option to “Computer Audio.”
d. Ensure that participants can be put into private, individual “breakout” rooms.
   For example, in Zoom enable Breakout Rooms by turning on the “Breakout room” option in the Zoom website settings.
5. Send a meeting invitation to the test taker’s email address. Include the meeting number and URL for access.

Step 3: Greeting and Explanation of Next Steps
1. At the designated time, you and the test takers access the meeting using the web conference URL/link (e.g., Zoom).
2. After the meeting starts, select the option that does not allow participants to change their name.
   For example, in Zoom click the “Security” button, and then disable the “Allow participants to rename themselves” option.
3. If you are meeting with multiple test takers simultaneously, you will need to provide the “Explanation of Remote Testing” to the group as a whole before putting each test taker into their own breakout room where you will verify their identity and check that they have met the technology and environment requirements. After these individual checks have been completed, you will need to bring all of the test takers back to the main meeting room for the Trial Run (details below).

Explanation of Remote Testing
• Once everyone is connected via the web conferencing platform, say, “Hello, my name is ______. I am your proctor and will be with you when you take the test. First, I am going to make sure that your computer or tablet is ready for testing online. I will also check your ID and the room that you will take a test in. I will also be happy to answer any questions that you have. Do you understand?”
• If the test takers answer “Yes”, you must say “Later you will take the test. The test will be on your computer. I will show you how you will take it. It is very simple, so don’t worry. Do you understand?” The test takers must answer “Yes”.

eTests Sampler
1. When multiple test takers go through Part A simultaneously, test takers will be forced to wait while the proctor verifies the identity of each test taker and checks that they have met the technology and environment requirements. Test takers can be guided to the CASAS eTests Sampler so that they can go through practice questions and practice using the functionality in eTests while they are waiting.
2. Tell the test takers to go to the CASAS eTests Sampler (https://www.casasportal.org/eTests) and click the appropriate test series and level. Put the URL in the chat.
3. Tell the test takers that they can go through these practice questions while you check in each person.
Step 4: Verifying Identity

1. You must verify the test taker’s identity at the start of each meeting.
   a. **If multiple test takers are present, you need to put them into individual breakout rooms now to verify their identity.**
      
      *For example, in Zoom do the following:*
      1. Click the Breakout Rooms button in the Zoom toolbar.
      2. Select the appropriate number of breakout rooms to create – one room for each test taker – up to 5 rooms total.
      3. Click the Create Rooms button, and then in the next window, make sure the “Allow participants to return to the main session at any time” option is enabled.
      4. *The other time-related options should be disabled. Assign each test taker to an individual breakout room, and then click “Open All Rooms.”*
      5. *The test takers need to click “Join.”*
   b. It is your responsibility to move between breakout rooms and perform each next step. Privacy concerns forbid verifying test takers’ identities and that they have met the technology and environment requirements in a group setting.
   c. Ensure that no more than one test taker is in each breakout room when you enter.

2. Tell the test taker, **“Now I need to check your ID. Can you please take it out?”**
   a. Acceptable forms of identification: government-issued driver’s license, passport, military ID, or alien registration card (permanent resident, green card). Forms of ID that agencies allow for enrolling into classes are also acceptable. Please refer to agency guidelines for other types of acceptable identification.

3. The test taker’s name on their ID must match the name entered into eTests Online in Part B.

4. You must say, **“Please hold your ID up to the camera so I can see it. Can you please say your name?”**

Step 5: Technology and Environment Review

1. You must ensure that the test taker has met all of the technology and environment requirements listed above.

2. If the agency has not received information from the test taker about the network speed prior to Part A, help the test taker run a speed test ([www.speedtest.net](http://www.speedtest.net)).

3. If the device passes the test, say, **“Please use the same computer or device that we checked today when you take the test.”**

4. Tell the test taker, **“Please pick up your device or webcam and show me the whole room that you are in. I need to see all of it.”**
   *If the test taker is not showing the entire room, explain to the test taker specifically that you only want to see that there are no other people in the room, no books and papers next to the computer (except for scratch paper or a calculator for math tests), or other computers.*
   *Optional - CASAS recommends that a smartphone or second device is used as an external camera throughout the testing event. This second camera will provide a better view of the testing area for the proctor. If the test taker has a second device, the test taker will need to join the web conference with the second device and turn on the camera.*
      1. *The test taker should place the second device in a location that provides a good view of the test taker’s testing device, desk, and body.*

5. Once all requirements are met, tell the test taker, **“We are now going to practice sharing our screen.”**
Step 6: Trial Run (for first time remote test takers):

CASAS recommends practicing sharing screens with the test taker to ensure a smooth and successful testing event in Part B.

Practice Screen Sharing and using Breakout Rooms

1. If the test taker is currently in a breakout room, have them practice sharing their screen and notifying you that they need help. If the test taker is not currently in a breakout room, put them in one.
2. Screen sharing varies on different computer platforms; see your web conferencing platform’s help pages for full details.
3. Direct the test taker to share their screen. For example, in Zoom the test taker clicks “Share Screen” (or “Share”). The test taker selects “Screen” at top left (or “Desktop”) and then clicks the “Share” button. The test taker must share the entire screen; it is possible, but not allowed, to share only one application window at a time. The proctor should verify the entire screen is shared before continuing. One quick check is to make sure the toolbar on computers running Windows 10 can be seen.
4. Explain to the test taker that they will be in a separate breakout room like this when they take a test. Explain how to ask for help from the proctor while in a breakout room. For example, in Zoom the test taker can click “Ask For Help” to signal you for help.
5. Tell the test taker to stop sharing their screen. For example, in Zoom the test taker should click ‘Stop Share.’
6. If other test takers are waiting to get checked in, tell the test taker, “Please wait while I check on the other test takers. When everyone is ready, I will bring you back to the main meeting room with the other test takers. Please wait.”
7. You must repeat these steps for each test taker.

Step 7: Registering the Test Taker’s Testing Station

1. After all test takers have been checked-in, you will need to help the test takers register their own computer as the testing station because eTests Online will be run on their device. For more detailed information on registering a station consult: https://www.casas.org/docs/default-source/training-materials/steps-to-register-stations.pdf
2. Ensure all of the test takers are back in the main meeting room.
3. Send the eTests Online URL to the test takers through the chat. The test takers need to access this website to register their stations.
4. Tell the test takers to click “Register Station”.
5. Tell the test takers the Remote Test Taker credentials used for registering the station (Agency, Username, and Password).
   • Important! Do NOT provide your proctor credentials to the test takers. Doing so will grant them access to confidential student data and test session configurations.
   • See Appendix B for setting up credentials for remote test takers in TOPSpro Enterprise.
6. Tell the test takers the Lab and station name to enter.
7. Verify that the test takers’ stations have been registered and add each station to the testing session on the administrative side of eTests Online.
Step 8: Next Steps before Part B

1. If continuing onto Part B, do not end the web conference meeting. Allow the test takers to take a short break. Tell the test takers that once the test starts there will be no breaks for any reason. Once the test takers return, follow the directions in Part B.
2. If completing Part B in a second meeting, follow these steps.
   a. Tell the test takers, “Thank you very much. We are finished. Do you have any questions before we end our session today?”
   b. Confirm the date and time of the next meeting with the test taker.
   c. After any questions have been answered, end the web conference meeting for all participants.
Part B: Taking the Test

When proctoring for multiple test takers, you will need to determine which steps are more appropriately done as a group or individually. CASAS has provided recommendations below.

If you are administering the test in a second meeting: start the testing session, add the test takers’ stations, log out and exit. Start the web conference meeting. When connected with the test taker, verify identity, and repeat technology and environment review. (See Part A: Steps 3 & 4 above).

Step 1: Agreements

You must communicate with the test takers about privacy and security and receive several verbal confirmations. For group proctoring, you can ask these questions to the group, but you must ensure that all test takers have answered each question.

1. You must say, “Before we start, I need to go over a few important things. I will also ask you some questions. You need to answer Yes or No to each question. Do you understand?” The test takers must answer, “Yes”.
2. You must say, “You will need to keep a camera on during the test. I will be watching you while you take the test. The video will not be recorded. Do you understand?” The test takers must answer, “Yes”.
3. The test takers must verbally confirm that no other people are in the room and that the work the test takers submit will be their own. You must ask the following questions:
   a. “Is anybody else in your room?” The test takers must answer, “No”.
   b. “Will you take the test by yourself?” The test takers must answer, “Yes”.
   c. “You cannot use notes, books, or your computer to find answers. Do you agree?” The test takers must answer, “Yes”.
   d. Test takers must verbally confirm that they will not share test items. You must state “You cannot take a picture, copy, or share any test prompts, questions, or answers. Do you agree?” The test taker must answer, “Yes”.
4. If the test taker has another phone that will not be used to monitor the session, say “Please turn off your phone and show it to me so I can see that it is turned off. Now please put it somewhere you cannot reach or see it.”

If a test taker does not understand or agree to the above agreements, the test taker cannot take the assessment remotely and the session will need to end.

Step 2: Begin to Test

Explaining the Testing Purpose

1. Tell the test takers, “The purpose of taking the test is to determine what you need to learn. It is very important to do your best on the test. You should be able to finish the test in about one hour. If you do not know the answer, please do not guess. Continue to the next question without answering. If you finish early, you may review your answers before ending the test.”

Beginning the Testing Process

1. Tell the test takers, “We are now going to begin the test.”
2. Tell the test takers to go to the eTests Online website where they should see the “Take a test” button.
3. When everyone is at the website, send each test taker to individual breakout rooms again.
4. You will now need to enter each breakout room and help each test taker get started.

Confirming Test Taker Identity in eTests

1. Have the test taker click “Take a test”. A file named CasasWebTests.exe will download. The test taker should click that file to run it.
2. Tell the test taker to enter their ID in the “Enter Your ID” field.
   a. The name should match the name on the test taker’s ID. It is your responsibility to ensure that the correct ID was entered. Failure to enter the correct ID may result in the wrong test being administered for returning test takers.
3. Tell the test taker to:
   a. Click “Yes” to confirm that the name is correct.
   b. If the test taker’s name does not match, you will need to troubleshoot the problem.
   c. Collect any demographic information required by the agency.
   d. Review the demographic summary information shown and then click “Save.” If demographics need to be entered, you must help the test taker.
4. The eTests Test Menu should now display on the screen.
5. If there are multiple test takers, tell the test taker NOT to click the test to begin and wait until you have helped the other test takers.
6. You need to repeat these steps for each test taker.

Selecting the Test

1. If you plan to go over the directions and practice questions with the test takers, you can bring all of the test takers back into the main meeting room to go through this part together. Otherwise, you can go to each breakout room and help the test takers get started.
2. Tell the test takers “click on the appropriate menu button” to select the test.
3. Tell the test taker, “You are ready to begin the test.”
4. Tell the test taker, “Do not leave your breakout room for any reason during the test.”

Beginning to Test

1. Mute your microphone so you do not disturb the test takers. You should unmute only if there is a problem that needs to be resolved.
2. Click “Stop Video” in the Zoom toolbar so that the test takers do not see the video screens anymore. Leave video disabled until the test form is completed so as not to disturb the test takers. You should still be able to see the test taker’s video when in their breakout room.

Step 3: During the test

Taking the Test

CASAS assessments are designed to be taken independently by the test taker, unless the test taker requires an approved testing accommodation. During the test, you should closely monitor the test taker for any behaviors that would violate the testing rules and help the test taker resolve any technical issues.

Testing Rules

Violation of any of the rules listed below may result in the immediate termination of the test.

1. The test taker may not go to any other websites, programs, or documents on their computer while testing.
2. The test taker cannot use any outside sources for help during the test, including help from the proctor to explain or answer any part of the test.
3. Test takers cannot take breaks during the test, unless they have been approved for a testing accommodation. If approved, test takers should not leave the room or use other devices.
4. Test takers are not allowed to be interrupted by other people during the test.
5. Cell phones or other electronic devices may not be used.
6. **Math test takers**: Physical calculators are allowed. Please refer to the Remote testing FAQs for approved calculators. Ask the test taker to show you the calculator before the test starts. Scratch paper is allowed. Ask the test taker to show you a blank piece of paper before the test starts.

### Proctor's Role

1. You must watch the test takers throughout the entire test checking for:
   a. Actions that may indicate the test taker is cheating (e.g., eyes looking at something off screen, hands doing something out of view, etc.)
   b. Signs of test taker anxiety leading to the test taker guessing often, choosing the same answer throughout the test, moving too quickly through the test, or not taking the test.
   c. Technical problems that arise (e.g., frozen computer, slow internet, etc.)
2. You will need to move between breakout rooms throughout the testing sessions to monitor each test taker. You will not be able to see the webcam video of each test taker while they are in breakout rooms.
3. You are not allowed to take breaks and step away from the computer while the test takers are taking the test.
4. You should end the test if there are signs of cheating or if any technical issues arise that cannot be quickly resolved.
   a. A new testing time will need to be discussed with the test taker.

### Step 4: After the test

#### Ending the Testing Session

1. When the test ends, a Personal Score Report displays on the screen with an option to print (by default). Your agency may disable the report or print option.
2. If all tests are complete, tell the test takers, “Click Log Out.”
3. **Math Test Takers**: “Show me your scratch paper. Please tear it up right now and throw it away.”
4. Tell the test taker to EXIT the testing application on their computer after all testing is finished.
5. Tell the test takers, “We are almost finished. I am going to make sure that everything looks OK. Then we will be done.”

#### Ending the Meeting

1. Verify that the testing event and all of the test takers’ answers were recorded successfully by checking in eTests Online or the test record in TOPSpro Enterprise
2. Tell the test takers, “Thank you very much. We are finished. Do you have any questions before we end our session today?”
3. After any questions have been answered, end the web conference meeting. For example, in Zoom close the program to end the meeting for all participants.
4. Do not discuss test results with anyone.
Exiting the Proctor Station (Required for Test Security)

1. **STOP** the active session.
2. **LOG OUT** of the Management Console.
3. **EXIT** the testing application.

**Note**: Over time, there may be numerous station registrations associated with your agency due to remote testing. It might be beneficial to routinely delete station registrations so that the list of stations remains manageable. Be aware that if station registrations are deleted immediately after testing, the test taker will need to register their station again when post-testing.

What to do if there is a problem?

1. Proctors requiring technical assistance in the function and use of the eTests Online testing platform should contact CASAS Technical Support at techsupport@casas.org or by phone by dialing 858-292-2900 - choose Option 2.
2. Proctors requiring technical assistance that is specific to the meeting platform (e.g., Zoom) should contact the platform’s technical support. CASAS does not provide technical support for third-party platforms.
Appendix A  Proctor Email Template - Preparation for Testing

Invitation

Dear <test taker first name>,

My name is _<Proctor’s first name>_. We need to schedule a time to take a test. Before the test, we need to meet online to get ready.

This preparation session is to make sure you can take a test from your home or other location (afterward, the next day, or date and time). When we meet, we will check your computer and the room that you will take the test in. I will also talk to you about taking the test and answer your questions.

During this preparation session, please have one of the following devices ready.

- Windows 10 laptop, desktop, or tablet computer
  
  Note: Mobile phones, iPads, Chromebooks, and Mac computers are not allowed.

You will also need:

- Webcam or attached video camera
- Microphone and speakers
- Zoom client app installed

Please have your ID ready to show. Your ID can be a government-issued driver’s license, passport, military ID, or alien registration card (permanent resident, green card).

I look forward to meeting with you online _<date> <time>_. Please let me know if this date and time work for you.

Thank you!

Warm Regards,

<Proctor Name>

<Phone Number>
Appendix B  Creating Remote Test Taker user account

To create a new user account that test takers can use to register their testing station, agency personnel should ask data managers for help. Please see the steps below for how to create the user.

1. Log in to TOPSpro Enterprise
2. Click Organization > Users
3. Click the New button at the top left
4. Click the Container dropdown menu and select one of your sites (not the agency)
5. Type a User Account name (for example, “student”)
6. Type a Password (for example, “student”)
   a. CASAS recommends changing the password periodically.
7. Retype the same password
8. Click the Groups dropdown menu and select ET Remote Registration at the System level
9. Click the Add button to the right. This provides the correct access rights for remote station registration.
10. Enter at minimum a First Name, Last Name, and Email address. The email address does not have to be a real, usable email account (for example, fake@example.com)
11. Click Save at the top
12. Under “User Identification,” uncheck the box next to Password Should Be Changed
13. Click Save at the top
14. If you use eTests at more than one site, then repeat this process for each of them. You will ultimately have a special student registration user account in each eTests site.