Register Testing Stations Remotely

eTests requires registration of the device used to administer a test. To complete this process with a test taker who is located off-site, proctors use a 6-digit code generated in the eTests website.

- If the test taker is using an iPad to take the test, then install the eTests app first before proceeding to register the device. The eTests Online iPad Installation Guide linked above walks you through the steps to set up Apple’s Guided Access Mode to secure the test.

- If the test taker is using a Chromebook to take the test, then install the eTests app first before proceeding to register the device. This app must run in a special kiosk mode, which needs to be set up by the Chromebook’s owner user. To discuss issues surrounding Google licensing and using agency-owned devices versus devices owned by the test takers, contact techsupport@casas.org.

- If the test taker is using a Windows 10 device to take the test, then direct them to the eTests Online website. Use the same server URL you use as a proctor to access the Application Management page for starting testing sessions. Tell the test taker to click the “Take a test” button and then run the secure browser file that downloads.

1. Log in to the eTests Online website and start the testing session you wish to use.
2. In the Test Session Management pop-up dialog that appears, click the **Start remote session** button.

3. In the Session Activity screen that follows, make note of the unique **Station Registration Code** generated for the running testing session.
4. Test takers should have started eTests on their devices – the eTests app on iPad or Chromebook, or the eTests website and secure browser on Windows – and they will now be asked to enter a Station Registration Code.
   a. “Register station with code” is selected by default. Be sure to use this selection instead of “Register station with credentials.” If you have difficulty using the code, or if you need to register using proctor or remote test taker credentials for some other reason, please refer to Appendix B of the relevant CASAS Remote Testing Guidelines document.
   b. Tell the test takers to enter the **Station Registration Code** noted in step 3 and then click the **Register** button.

5. Test takers see this success message on screen. Tell them to click **OK**.

6. The registered stations are added to the testing session automatically. You will see these new stations listed on your Session Activity screen.
7. Test takers can now enter their IDs. For next steps in the remote testing process, please reference the CASAS Remote Testing Guidelines.