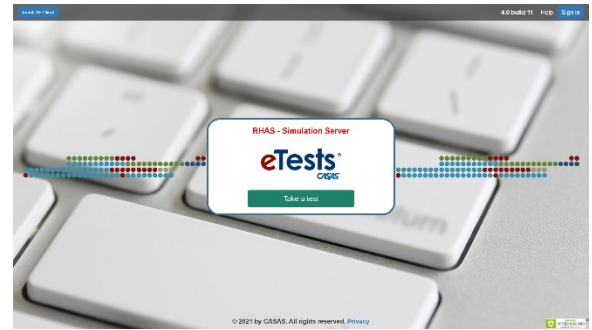


Steps to Register Stations for Remote Testing

CASAS 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.



Registering Chromebooks

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 Chrome's 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.



Registering iPads

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 walks you through the steps to set up Apple's Guided Access Mode to secure the test.



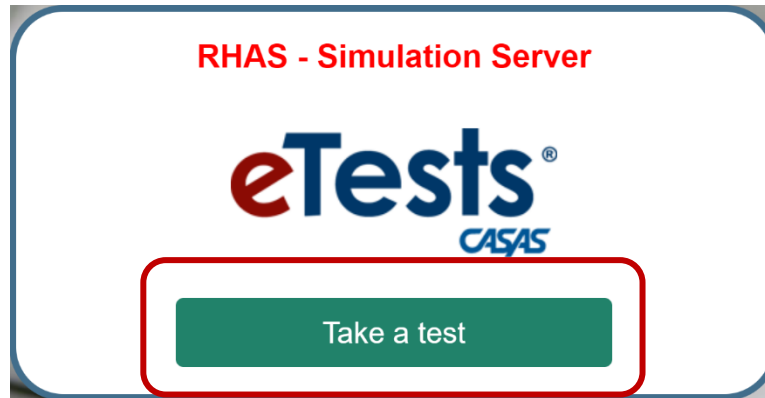
Registering Windows 10 PCs

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 Console for starting testing sessions.



Server	eTests URL
*Global	etestsonline.org
*California	ca.etestsonline.org
*LARAEC	laraec.etestsonline.org
*Miami Dade	etestsonline.org/MiamiDade
*Washington	etestsonline.org/Washington

Tell the test taker to click the **Take a test** button and then run the secure browser file that downloads.



1. Log on to the eTests Online website and **Start** the testing session you wish to use.

Testing Sessions

Filter by: Status

Save table filters

Site: Site 1 x filter Template Name: ABE/ASE x filter

	Site	Lab Name	Template Name	Session Name
Edit View Start Tests Delete Copy	Site 1	ABE/ASE	ABE/ASE	LAB:1 - Accommodations: Double Time
Edit View Start Tests Delete Copy	Site 1	ABE/ASE	ABE/ASE	LAB:1 - Accommodations: Time + One Half
Edit View Start Tests (8) Delete Copy	Site 1	ABE/ASE	ABE/ASE	LAB:1 - Appraisal
Edit View Start Tests (13) Delete Copy	Site 1	CASAS	ABE/ASE	LAB:1 - Intake: Pretest
Edit View Start Tests Delete Copy	Site 1	ABE/ASE	ABE/ASE	LAB:1 - Progress: Post-test
Edit View Start Tests Delete Copy	Site 1	ABE/ASE	ABE/ASE	LAB:1 - Registration w/Practice
Edit View Start Tests Delete Copy	Site 1	ABE/ASE	ABE/ASE	LAB:1 - Retest: Scores Outside Accurate Range

2. In the Test Session Management pop-up dialog that appears, click the **Start remote session** button.

Test Session Management

I am jdspain@casas.org

I acknowledge full responsibility for the proper conduct of managing this testing session.

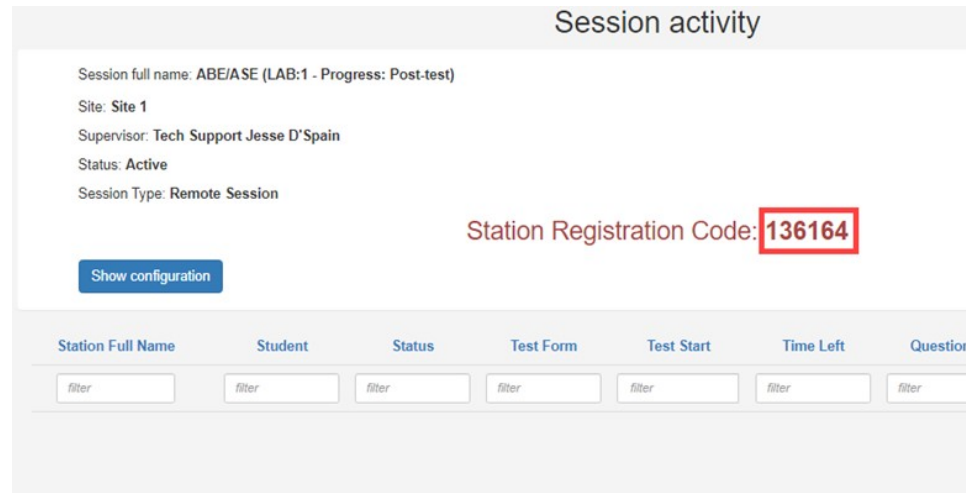
I will supervise each examinee at each testing station throughout the duration of the testing session.

I will faithfully execute all of my duties as a proctor for which I have been trained.

I agree to uphold the testing code of ethics and will abide by all test security procedures.

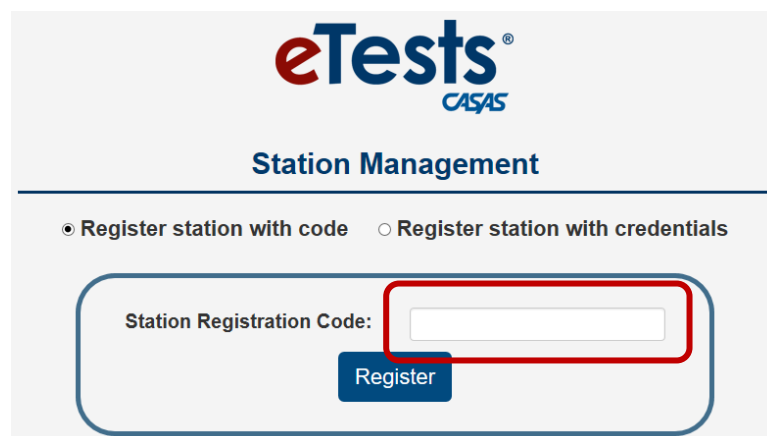
Select maximum hours you are assigned to proctor: 4

3. In the Session Activity screen that follows, make note of the unique **Station Registration Code** generated for the running testing session.

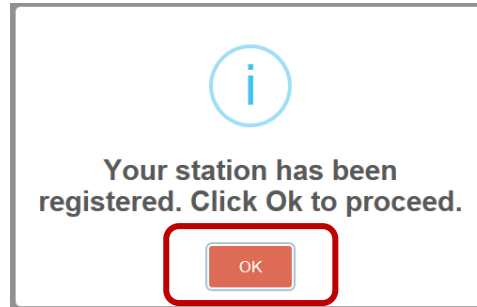


Station Full Name	Student	Status	Test Form	Test Start	Time Left	Question
<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>

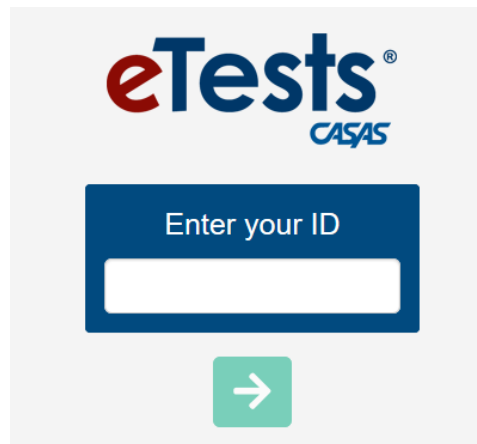
4. Test takers should have started eTests on their devices – the eTests app on iPad or Chromebook, or the eTests website and secure browser on Windows – and they will now be asked to enter a **Station Registration Code**.
 - a. **Register station with code** is selected by default. Be sure to use this 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](#).



Testing Station Header

eTests Online - 4908 / 07 / Assessment Center / AC-01			08-May-18 5:26:33 PM			Station Management		Exit	
<ul style="list-style-type: none"> • <u>Top-left</u> header displays information about the station registration. • For example, <ul style="list-style-type: none"> ○ Agency – 4908 ○ Site – 07 – Central Library ○ Lab – Assessment Center ○ Station – AC-01 	<ul style="list-style-type: none"> • The current date and time display at <u>top-middle</u> of the Testing Station. <i>Note!</i> • This information will display Red if the computer's internal clock is not synchronized with an Internet Time Source. • For Windows machines, notify your IT Dept. of a clock discrepancy as the difference may interfere with testing. • Chromebooks and iPads synchronize time automatically when connected to the Internet. 	<ul style="list-style-type: none"> • At <u>top-right</u> are buttons to – <ul style="list-style-type: none"> ○ Access Station Management ○ Exit testing application <i>Note!</i> • A coordinator or proctor may rename a Testing Station from Station Management without confirmation. • <i>Only</i> a coordinator may unregister a Testing Station from Station Management, or Management Console <ul style="list-style-type: none"> ○ <i>IF</i> not 'in use' ○ <i>IF</i> not added to an active session ○ <i>IF</i> not assigned to a session 							