# How-To Guide
## CASAS Listening STEPS eTests Online Test Session
## for Test Takers with Visual Impairment/Blindness

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This document is an addendum to the ***CASAS Listening STEPS Test Administration Manual Supplement for Test Takers with Visual Impairment/Blindness.*** It is meant to be used in conjunction with the series Test Administration Manual Supplement. If you have not yet ordered the *CASAS Listening STEPS Test Administration Manual Supplement for Test Takers with Visual Impairment/Blindness*, go to www.casas.org to order.

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**Preparing for Testing in CASAS eTests Online with Accommodations**

Prior to testing, local staff need to create and set up special testing sessions for those who need accommodations. CASAS Technical Support can provide these test sessions or help staff to create them. CASAS Technical Support can be reached at techsupport@casas.org or by calling 1-800-255-1036, option 2.

**Setting up test sessions**

To set up a testing session according to a student's accommodation documentation, the test administrator can select an Accommodations Testing Session. Using these default sessions will ensure the use of appropriate settings, including **extended time** for appraisals, and progress test forms. Session times should match the test taker's documentation.

| Template Name | Session Name |
|---|---|
| filter ▼ | Accommodations ✕ ▼ |
| ABE/ASE | LAB:??? - Accommodations: Double Time |
| ABE/ASE | LAB:??? - Accommodations: Time + One Half |
| ABE/ASE | LAB:??? - Accommodations: Untimed |
| ESL/ELL | LAB:??? - Accommodations: Double Time |
| ESL/ELL | LAB:??? - Accommodations: Time + One Half |
| ESL/ELL | LAB:??? - Accommodations: Untimed |

## Starting a test in CASAS eTests

The Scribe should be present the entire test session and will need to get the test session started for the test taker, including typing in the student ID and assisting with inputting demographics.
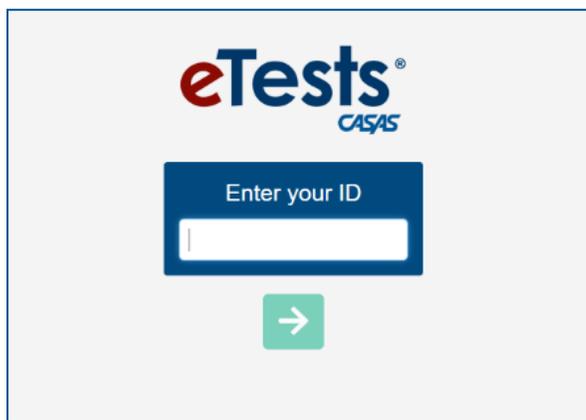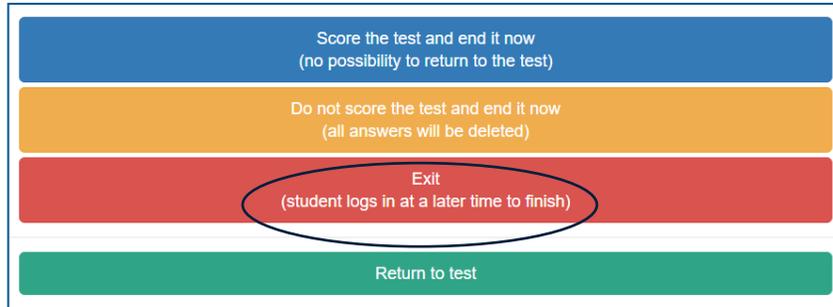


## During testing

On the **Test Directions screen in eTests,** the Scribe should read the Additional Directions script to the test taker. This includes instructions about how to navigate through the test and how the scribe will confirm test answers and record answers. See the ***CASAS Listening STEPS Test Administration Manual Supplement for Test Takers with Visual Impairment/Blindness*** for the required test proctor script for those taking the Listening STEPS test and are visually impaired/blind.

- **Practice Questions** – It is important for the Scribe to verify that the test taker understands how to navigate and take the test at this time. When the test taker has finished the practice, the Scribe may begin the test.

- **When alt text asks the test taker to "skip the question" –** a pop-up will appear on the screen. Even though eTests will score it as "incorrect" the proctor/test administrator will account for this with the raw score and next assigned test. See the *CASAS Listening STEPS Test Administration Manual Supplement for Test Takers with Visual Impairment/Blindness.*

- **Extended Breaks:** At any time during a testing session, a proctor can exit the test. The student will be logged out and can return to the testing session at another time. When the test taker logs back in, the test will resume.

- *Use Ctrl + e and select "Exit (student logs in at a later time to finish)."*

Score the test and end it now
(no possibility to return to the test)

Do not score the test and end it now
(all answers will be deleted)

Exit
(student logs in at a later time to finish)

Return to test

- **For a short break in testing:** If a test taker needs a short break, click on the pause icon from the Toolbar on the screen where the test is being administered. Make sure that the toolbar is open by clicking on the pink arrow at the top of the screen. When pause is selected, CASAS eTests masks the screen and pauses the timer during the break.