How-To Guide
CASAS eTests Test Session with Screen Reader
for Test Takers with Visual Impairment/Blindness

This document is an addendum to the ***CASAS Reading STEPS Test Administration Manual Supplement for Test Takers with Visual Impairment/Blindness*** *or* ***CASAS Math GOALS 2 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 Reading STEPS Test Administration Manual Supplement for Test Takers with Visual Impairment/Blindness*, go to www.casas.org to order.

If proctoring an online test using a screen reader, use a computer with Microsoft Windows Take- a-Test and a screen reader installed. JAWS and Microsoft Narrator are both options for screen reader assistive technology.

Preparing for Testing in CASAS eTests with Screen Reader

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.
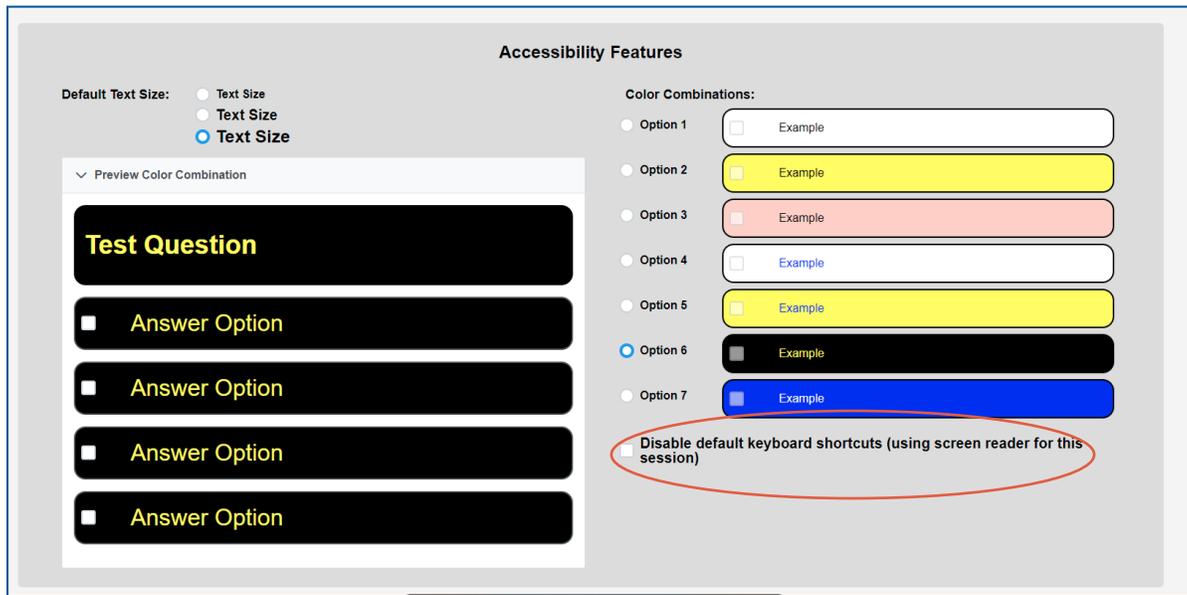
Setting up test sessions

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.

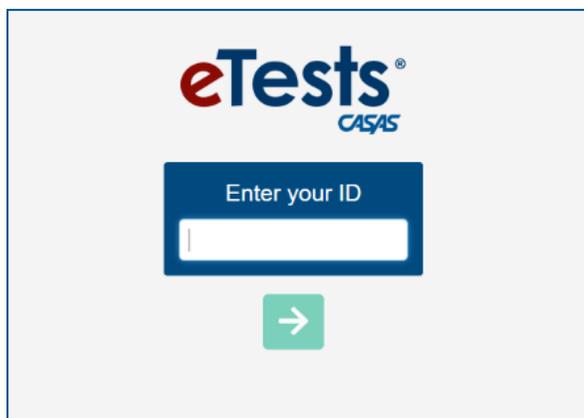| Template Name	Session Name
filter ▾	Accommodations ✖ ▾
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ABE/ASE	LAB:??? - Accommodations: Time + One Half
ABE/ASE	LAB:??? - Accommodations: Untimed
ESL/ELL	LAB:??? - Accommodations: Double Time
ESL/ELL	LAB:??? - Accommodations: Time + One Half
ESL/ELL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

Disable default keyboard shortcut in Accessibility Toolkit for Screen Reader Use

Additional accessibility features can also be adjusted through the test session or on the Test Menu Screen by selecting the red "gear" button in the corner to go to the Accessibility Features Panel. When using a screen reader, click on "Disable default keyboard shortcuts" to ensure that there is no conflict between quick keys used by CASAS eTests and the screen reader. Alternatively, this option can be selected by the test administrator in the test session.
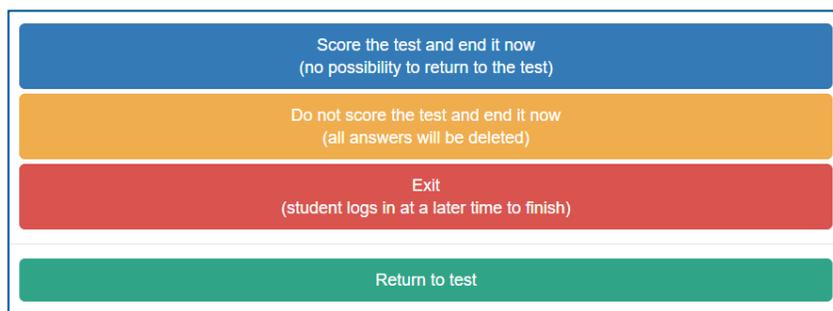

Starting a test in CASAS eTests

The test taker can independently enter the student ID and press enter. However, the Reader/Scribe should be present and may need to get the test session started for the test taker, including typing in the student ID and assisting with inputting demographics, if needed.

During testing

On the **Test Directions screen in eTests,** the Reader/Scribe should read additional directions to the test taker about how to navigate through the test using the screen reader. Navigation instructions for common screen readers can be found at www.casas.org under the Assessment Accommodations page.

- **Practice Questions** - the test taker can independently navigate through the practice questions. However, it is important for the Reader/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, they may begin the test.
- **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)."**

- **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. The test taker can use Tab to locate the pause button and select it. If the proctor is assisting, and the pause but cannot be located, 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.