

## CASAS eTests Online Testing Session Best Practices

Establish a program year template configuration to ensure standardized test delivery for your programs using [NRS approved assessments](#). From this template, create a set of sessions based on recommended best practices from the field and reuse the same sessions throughout the program year. Multiple sessions may run simultaneously to deliver tests according to the session description. To manage, add registered stations to any “active” session on an ad-hoc basis.

Here are brief descriptions on how to use each session in a set. The most-used sessions will be **Intake: Locator + Pretest** and **Post-test**. Remaining sessions are used when applicable.

- **Intake** sessions allow new student records to be added at time of testing and align with the recommended [CASAS Intake Process](#) for accurate test results and program placement. Refer to [CASAS NRS Levels and Grade Levels for WIA Title I](#) or [CASAS and NRS Levels for WIA Title II](#) for level placement.
- **Post-test** session locks creation of new student records so that students must enter a pre-existing ID to ensure they are presented with the appropriate level post-test based on their prior test history recorded in the online database. The recommendation is to post-test after 70-100 hours of instruction (40 hours minimum) to document learning gains.
- **Practice tests** may be repeated multiple times in the same sitting. No results are recorded. The purpose of this session is to introduce students to CASAS web-based test delivery, not for determining basic skills. Lab assistants may allow students to practice any time, and instructors may incorporate practice in classroom lessons.
- **Registration\*** session affords you the opportunity to separate registration from testing and give you undivided time with students to assist them in applying their responses on data collection screens and addressing any questions. Refer to [Data Collection Details](#).

*\*If you use the Registration session, data collection screens are skipped during an intake session and students can begin testing.*

*\*If you do not use the Registration session, students will complete the registration process during the intake session before they begin testing.*

- **Retest** session gives you the opportunity to retest students on the same day if their pre-/post-test score is below accurate range (retesting required) or conservative estimate (retesting recommended). The online system automatically adjusts to present the appropriate [next-assigned test \(NAT\)](#).
- **Returning** session should be used when students return after absence from instruction (NRS recommends 90+ days). This session re-administers the locator to determine the next appropriate-level test at time of return.

Preview a set of sessions on the [Rolling Hills Adult School \(RHAS\) Simulation Server](#).