

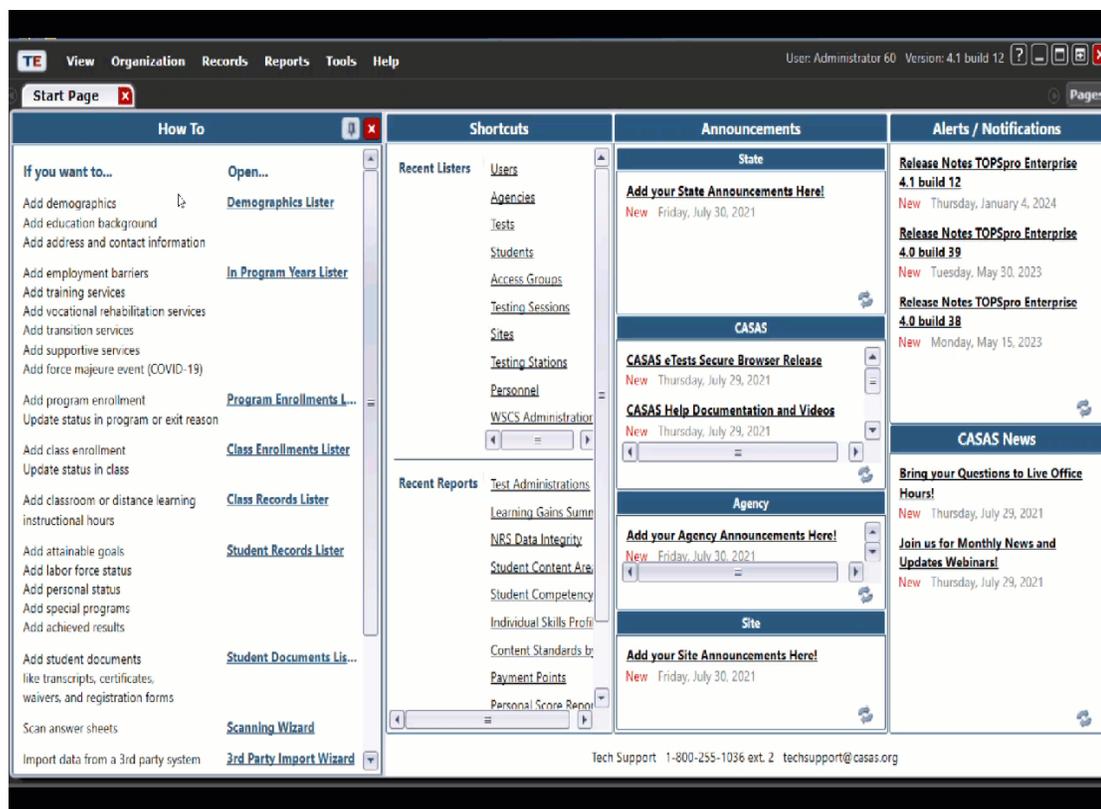
Replicate Testing Sessions

Proctors use Testing Sessions to administer CASAS eTests. CASAS provides each program with a set of testing sessions to administer tests to ESL or ABE students throughout the year. These testing sessions can be used with a group of test takers who may be at different levels. The most commonly used testing sessions are called “Intake: Pretest with Locator” and Progress: Post-test.” ABE (Adult Basic Education)/ ASE (Adult Secondary Education) testing sessions deliver a reading and math test. ESL (English as a Second Language)/ ELL (English Language Learners) deliver a reading and a listening test. These testing sessions can be edited to best meet the needs of your program.

Each site in your program’s eTests account will require a separate set of testing sessions. This is to ensure proper data management and to help protect test security. CASAS will setup one site and one set of testing sessions for your new eTests account. If you are only using one site, you may edit the name of this initial site to reflect your program’s proper site name.

Testing sessions must be replicated in TOPSpro Enterprise. This is a way to add a set of testing sessions for a new site, or to “roll-over” testing sessions at the start of the new program year on July 1st.

To replicate testing sessions for a new site:



Log into TE.

Click on Organization > Testing Sessions.

Hold down the control button on your keyboard and click on the testing sessions that you would like to add to the new site.

Click on More > Batch Replicate.

Select Replicate Sessions into a new site and select the site.

To replicate testing sessions for the new program year:

Following the same steps as above – select replicate testing sessions into the new program year.

Site ID	Site Name	Program Year	Template Name	Description	Start Date	End Date	Status	Supervised Stations	Ac St
01	RHAS: North Campus	7/1/2023 - 6/30/2024	ABE/ASE	Accommodations: Unlimited	7/1/2023	7/1/2024	Inactive	0	0
01	RHAS: North Campus	7/1/2023 - 6/30/2024	ABE/ASE	Appraisal	7/1/2023	7/1/2024	Inactive	0	0
01	RHAS: North Campus	7/1/2023 - 6/30/2024	ABE/ASE	Intake: Pretest w/Locator	7/1/2023	7/1/2024	Active	0	0
01	RHAS: North Campus	7/1/2023 - 6/30/2024	ABE/ASE	Progress: Post-test	7/1/2023	7/1/2024	Inactive	0	0
01	RHAS: North Campus	7/1/2023 - 6/30/2024	ABE/ASE	Retest: Scores Outside Accurate Range (N...	7/1/2023	7/1/2024	Inactive	0	0
01	RHAS: North Campus	7/1/2023 - 6/30/2024	ABE/ASE	Retest: Scores Outside Accurate Range (Sa...	7/1/2023	7/1/2024	Inactive	0	0
01	RHAS: North Campus	7/1/2023 - 6/30/2024	ABE/ASE	Returning Students: Pretest	7/1/2023	7/1/2024	Inactive	0	0
01	RHAS: North Campus	7/1/2023 - 6/30/2024	ABE/ASE	Spanish Reading Comprehension	7/1/2023	7/1/2024	Inactive	0	0
01	RHAS: North Campus	7/1/2023 - 6/30/2024	ABE/ASE Reading Only	CDCR Reading	7/4/2023	6/30/2024	Inactive	0	0
01	RHAS: North Campus	7/1/2023 - 6/30/2024	CIT	Intake: Pretest	7/1/2023	7/1/2024	Inactive	0	0
01	RHAS: North Campus	7/1/2023 - 6/30/2024	CIT	Progress: Post-test	7/1/2023	7/1/2024	Inactive	0	0
01	RHAS: North Campus	7/1/2023 - 6/30/2024	CTE	Intake: Pretest	7/1/2023	7/1/2024	Inactive	0	0
01	RHAS: North Campus	7/1/2023 - 6/30/2024	CTE	Progress: Post-test	7/1/2023	7/1/2024	Inactive	0	0
01	RHAS: North Campus	7/1/2023 - 6/30/2024	ESL/ELL	Accommodations: Unlimited	7/1/2023	7/1/2024	Inactive	0	0
01	RHAS: North Campus	7/1/2023 - 6/30/2024	ESL/ELL	Appraisal	7/1/2023	7/1/2024	Inactive	0	0
01	RHAS: North Campus	7/1/2023 - 6/30/2024	ESL/ELL	Intake: Pretest - Beginning Literacy Reading	7/1/2023	7/1/2024	Inactive	0	0
01	RHAS: North Campus	7/1/2023 - 6/30/2024	ESL/ELL	Intake: Pretest - Level A	7/1/2023	7/1/2024	Inactive	0	0
01	RHAS: North Campus	7/1/2023 - 6/30/2024	ESL/ELL	Intake: Pretest - w/Locator	7/1/2023	7/1/2024	Inactive	0	0
01	RHAS: North Campus	7/1/2023 - 6/30/2024	ESL/ELL	Progress: Post-test	7/1/2023	7/1/2024	Inactive	0	0
01	RHAS: North Campus	7/1/2023 - 6/30/2024	ESL/ELL	Retest: Scores Outside Accurate Range (N...	7/1/2023	7/1/2024	Inactive	0	0
01	RHAS: North Campus	7/1/2023 - 6/30/2024	ESL/ELL	Retest: Scores Outside Accurate Range (Sa...	7/1/2023	7/1/2024	Inactive	0	0
01	RHAS: North Campus	7/1/2023 - 6/30/2024	ESL/ELL	Returning Students: Pretest	7/1/2023	7/1/2024	Inactive	0	0

Your data manager or testing coordinator should replicate testing sessions for the new program year after all testing has concluded for the school year.

Editing Testing Sessions

Coordinators may edit the testing sessions in your program's eTests account in eTests. Your program may want to edit the type of demographic information collected from each test taker or the type of test administered to each student.

To edit student demographics collected in eTests:

eTestsOnline - Agency 118 04-Jan-24 4:38:58 PM

Testing Sessions

Filter by: Status

Site	Lab Name	Template Name	Se
Site 1		ABE/ASE	Acc
Site 1		ABE/ASE	Inta

Log into eTests

Click on Testing Session Templates and Edit.

Edit template details

Template name: ESL/ELL

Site: Site 1

Reset

Modalities Options Registration Data Layout Accessibility Admin

Reading Reading STEPS Config.: Edit Clear

Locator/Appraisal: [Default - 620R]

Math Config.: Edit Clear

Save Cancel

Select Data to review the demographics collected from each test taker. Add variables from the list on the left to the right side so they will be collected of all students.

Student Info includes the test taker name and unique id. Each test taker must have a Student ID to complete a CASAS eTest. Your program must determine what unique ID to use with each test taker. It can be any alphanumeric combination. The Student ID must remain the same for each student year after year.