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Testing Day

As a CASAS eTests Online Proctor, you serve a very important role on testing day. All proctors participating in testing must do their part to maintain a controlled testing environment that will allow test-takers to perform to the very best of their abilities.

Proctors should follow the same procedures before, during, and after conducting a testing session. Following these procedures assures the validity of test results and reduces the likelihood of confusion or error during test administration.

Step 1: Prepare to Test

1. All proctors should arrive early at the testing lab.
2. One certified proctor must be present for every 20-25 test-takers.
3. Adjust room temperature and ventilation for comfortable conditions.
4. Turn on proctor station (including monitor). For details, see Steps to Manage Testing Sessions.
   a. Launch web browser and enter the CASAS eTests Online URL for your state.*
      → *eTests Online – https://etestsonline.org/
      → *California – eTests Online – https://ca.etestsonline.org/
      → *Miami Dade – eTests online – https://etestsonline.org/MiamiDade
   b. Click “Sign In” button and enter log in credentials
   c. Select “Testing Session” menu
   d. Click “Start” for selected Testing Session(s)
   e. Click “Add Station” to activate testing stations for testing
5. Turn on testing stations (including monitors), and position mouse and keyboard appropriately. For details, see Steps to Administer Tests.
   a. Clear workspace areas of any clutter.
   b. Launch web browser and enter the CASAS eTests Online URL for your state.*
   c. Click “Administer Test”
   d. Click “Run” for CASASTests.exe file to connect to the CASAS-hosted server
Step 2: Greet Test-Takers as They Arrive

1. **Identify** the test-taker as an individual scheduled to test for that respective date.
2. **Review proper identification** to confirm each test-taker scheduled to test.
   a. Test-takers not personally known to the proctor should show photographic identification before test administration can begin. Acceptable photo identification includes but is not limited to driver's licenses, government identification cards, passports, military identification, and school ID.
   b. If the test-takers' identity is in question, canceling the test is at the discretion of the proctor.
      i. Proctors may notify the testing lab coordinator, if available, who may verify this person’s identity. If the testing lab coordinator is not available to confirm a test-takers' identity or verify the individual is scheduled to test for that respective date, the proctor may cancel the test based on personal doubt.
3. **Remind** test-takers to use the restroom and get a drink prior to test time.
4. After test-takers are seated, have them **clear the workspace** surface area of all personal belongings.
5. Remind test-takers that **no notes or reference materials** of any kind or in any form may be used during the test.
6. Test-takers must **turn off** any electronic device such as phones, pagers, calculators, and dictionaries.
7. Some testing labs may require test-takers to **leave all personal belongings** in a secure location before entering the testing area.
   a. Prior to the scheduled testing session, the proctor should determine if this is a local policy and follow accordingly.

Step 3: Initiate the Testing Event

1. The test-taker’s identification code is requested on the testing station welcome screen. This code will be assigned to the test event (i.e., student and test records).
2. Confirm both the test-taker and identification code are valid and accurate for the test-taker being tested.
3. Direct test-takers through the process of completing demographic information displayed on the testing station screen. Refer to [Data Collection Details](#) if needed. If complete demographic information is not previously recorded in the online system, students will respond to data collection screens before the test begins.
4. Ask test-takers if they have any questions before the test begins.
5. Registered stations not being used during testing must remain closed.
6. Remain in the testing lab with test-takers at all times.

**Step 4: Provide a Fair and Ethical Testing Environment during Testing**

1. After demographic information is completed, the test-taker is presented with a Test Menu.
   a. The proctor is responsible for ensuring the appropriate test is selected.
2. **Go through practice items together with test-takers**, making sure everyone understands how to respond to test items and navigate through the test.
3. Direct the test-taker to begin the test.
4. Maintain vigilant supervision of the testing lab at all times during test administration.
5. Observe and monitor test-takers.
   a. Be aware of test-taker progress during the test. If necessary,
      i. Advise test-takers moving too slowly to continue making progress, or
      ii. Advise test-takers moving too quickly to pay careful attention to the items.
   a. Test-takers should not have access to reference materials or devices during the test.
7. Test items:
   a. No portion of any display or test item may be read to any test-taker.
   b. Symbols may not be read or explained, words may not be defined, and hints or clarifications may not be given.
8. No conversation among test-takers is permitted.
   a. The proctor also is not allowed to provide interpretation or explanation of any test items or answers.
9. If a test-taker believes that none or more than one of the given multiple-choice answers is correct, he or she must choose the most appropriate response.
10. Do not hover over test-takers as this might make them nervous.
11. Only when absolutely necessary should a test-taker be permitted to leave during the testing to use the restroom.
   a. Only one person is permitted to leave at a time.
12. Test-takers who have diabetes or who have other eating/snacking schedule needs must be accommodated.

**Step 5: Perform Follow-Up Duties after Testing**

1. Test-takers who finish the test do not need to wait until others are finished. They should raise their hand to summon the proctor.
Test Administration

a. Go to the test-taker’s testing station and either print the Personal Score Report or exit the application and dismiss the test-taker.

b. Don’t forget to collect and destroy scratch paper at the end of a math test.

2. Do not discuss test results with the test-taker while continuing to proctor the testing session. Quietly inform the test-taker to discuss results with his or her program trainer/instructor.

3. If a test-taker is scheduled to take more than one test, allowing a short break is recommended.
   a. However, this should occur only if the testing lab permits. Initiate the next test event following the same procedures as previously described.

4. As test-takers finish their tests and are dismissed, reset each computer workspace area for the next proctored session.

5. EXIT the testing application on each station after all testing is finished. (This is a test security requirement).

6. STOP the testing session(s). (This is a test security requirement).

7. Print a list of test-takers tested during your proctored session and submit to the testing lab coordinator or other designee – if this is a proctor-designated responsibility at your testing lab.
   a. Proctors are not permitted to modify, change, alter, or tamper with test data.

8. LOG OUT of the Management Console when all testing is finished. (This is a test security requirement).

9. Secure the testing lab, and do anything necessary to prepare the lab for the following day or next time when testing is scheduled.

General Reminders

**Password**

- Protect the proctor password. Be careful that test-takers do not see or hear the proctor’s password, when logging on at the beginning of the testing session, or when it is necessary to access the Management Console.
- Do not leave the password written on anything test-takers may find.

**Environment**

- Provide a comparable test environment for all test-takers.
- Ensure the same information is given to all test-takers.

**Timing**

- Every test-taker should be allowed sufficient time to complete the test.
- Follow recommended test-timing guidelines.
Choosing answers

- If a test-taker struggles with the mouse to select answers, the up- and-down arrow keys may be used.
- If a computer workstation is equipped with touch-screen technology, the test-taker can choose an answer by touching the screen.

Breaks

- If the testing lab allows breaks during testing: use the Ctrl + E key-command to pause the test and stop the test-timer, and then select “return” to resume the test.
- Between test administrations: have the test-taker log out to secure the test event and then log back in to begin the next test.

Suspended tests

- If a test was suspended and then resumed, the test will return to where the test-taker stopped testing and the test-timer will resume.

Display problems

- If any test item does not display correctly, try refreshing the screen.

Test Item problems

- If any test item appears to be missing answers, questions, or instructions, try refreshing the screen.

Testing Irregularities

- Report any test irregularity to the testing lab coordinator.
- When a testing irregularity cannot be resolved locally, please submit a Testing Irregularity Report (TIR) within the same day of the occurrence, or the next day at the very latest. This information will be used to investigate the issue.
Steps to Manage Testing Sessions

Overview

- Certified proctors are responsible for managing Sessions and Stations registered in the lab where they are administering tests.

- Proctors should follow the same procedures before, during, and after testing sessions.

- Following these procedures assures the validity of test results and reduces the likelihood of confusion or error during test administration.

- Before Going Live! Proctors should understand four basic steps:
  1. Sign In – to the Management Console
  2. Start – testing sessions
  3. Administer Tests – on registered computers
  4. Stop – testing sessions

- Each step represents test security built in to using CASAS eTests Online.

- Proctors manage sessions through the Management Console.

- Proctors may have multiple sessions active simultaneously to deliver tests according to the session description.

- The recommended practice when managing sessions is for proctors to add stations to any active session on an ad-hoc basis for maximum test security and flexibility in using any station to deliver any type of test to any type of student (new, current, returning) for any program at any time.

- If testing sessions are scheduled closely throughout the day, they may remain active provided a proctor remains in the lab at all times.

- Proctors may suspend a session without stopping the session if they need to take a break or leave the lab if no one is testing.

- Not stopping or suspending a session leaves open the opportunity for anyone to take a test in a non-proctored environment which poses a risk to test security.
**Note!** For training with the *Rolling Hills Adult School (RHAS) Simulation Server*, use the following:
- [https://etestsonline.org/RollingHills/](https://etestsonline.org/RollingHills/)
- Agency ID: **4908**
- User: proctor (1, 2, 3…50)@rhas.org (example: proctor8@rhas.org)
- Password: proctor
- Stations must be registered to administer tests. See [Registering Computers](#).

### Step Screen Description

<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1.   | ![Management Console](image) | • Access the **Management Console**.  
• Launch the web browser and enter the CASAS *eTests Online* URL for your state.*  
  → *eTests Online – [https://etestsonline.org/](https://etestsonline.org/)*  
  → *California – eTests Online – [https://ca.etestsonline.org/](https://ca.etestsonline.org/)*  
  → *Miami Dade – eTests online – [https://etestsonline.org/MiamiDade](https://etestsonline.org/MiamiDade)*  
  o Click **Sign In**. |
| 2.   | ![Application Management Login](image) | • From **Application Management Login**,  
  o Enter **Proctor** credentials.  
  ▪ **User:** proctor##@rhas.org.  
  ▪ **Password:** proctor.  
  o Click **Login**. |
| 3.   | ![Testing Sessions](image) | • From **Application Management**,  
  o Click **Testing Sessions**. |
4. Because the list of **Testing Sessions** may be quite lengthy, it is recommended that **Proctors** filter the list and search for sessions that are *only* available –
   - At the **Site**, and
   - In the **Lab** where they are assigned to administer tests.

5. **At top left of the Testing Sessions list,**
   - Click the **Filter** down-arrow and expand the **Filter** to search for and minimize the list of sessions displayed.
   - Click the **Site**-field **down-arrow**.
     - From the drop-down menu, select the **Site**.
   - Click the **Description**-field **down-arrow**.
     - From the drop-down menu,
       - **Select Contains**.
       - **Enter the name or abbreviation of the LAB at your Site**.

   **At bottom right of the Filter,**
   - Click **Refresh**.

   A filtered list of sessions should now display for your **Site** and **Lab**.

   **Proctors** can further restrict the list of sessions by adding additional filters. For example,
### Step

<table>
<thead>
<tr>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Click the Template field down-arrow.** | From the drop-down menu, select **Starts with**.  
  Enter the name or acronym of an Instructional Program, such as ABE or ESL.  
  (Note training examples use a “unique” name for the instructional program template.) |
| **OR** | |
| **Click the Description field down-arrow.** | From the drop-down menu, select **Contains**.  
  Enter the type of testing such as **Intake** or **Post-test**. |
| **At bottom right of the Filter,** | **Click Refresh.** |
| **At top left of the Filter,** | **Click the up-arrow to collapse the filter.** |

- A filtered **Testing Session(s)** list should now display on your screen.
- These are the **Sessions** you will manage while administering tests.

---

6. **Filter by:** Template Name, Description, Intake **View**  **Start**  **Tests**

<table>
<thead>
<tr>
<th>View</th>
<th>Start</th>
<th>Tests</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>Start</td>
<td>Tests</td>
<td>Rabbit (LAB:AC - Intake)</td>
</tr>
<tr>
<td>View</td>
<td>Start</td>
<td>Tests</td>
<td>Rabbit (LAB:AC - Intake)</td>
</tr>
<tr>
<td>View</td>
<td>Start</td>
<td>Tests</td>
<td>Rabbit (LAB:AC - Intake)</td>
</tr>
<tr>
<td>View</td>
<td>Start</td>
<td>Tests</td>
<td>Rabbit (LAB:AC - Intake)</td>
</tr>
<tr>
<td>View</td>
<td>Start</td>
<td>Tests</td>
<td>Rabbit (LAB:AC - Intake)</td>
</tr>
<tr>
<td>View</td>
<td>Start</td>
<td>Tests</td>
<td>Rabbit (LAB:AC - Intake)</td>
</tr>
<tr>
<td>View</td>
<td>Manage</td>
<td>Tests</td>
<td>Rabbit (LAB:AC - Registration)</td>
</tr>
<tr>
<td>View</td>
<td>Start</td>
<td>Tests</td>
<td>Rabbit (LAB:AC - Retest Same Day)</td>
</tr>
</tbody>
</table>

- Buttons at left of the **Testing Sessions** list are restricted for **Proctors**.
  - **Proctors only** have access to **View**, **Start** and **Tests** buttons to effectively **Manage** sessions.
  - **Coordinators** have access to **Edit**, **View**, **Tests**, **Delete**, and **Copy** buttons.

- After a session is started,
  - The **View** button becomes **Active**.
  - The **Start** button turns to **Manage**, and
  - The **Tests** button will display the number of tests administered in the session.
### Step 7

**Testing Sessions**

<table>
<thead>
<tr>
<th>Session Full Name</th>
<th>Site</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rabbit (LAB:AC - Intake: Beg. Lit.)</td>
<td>Central Library</td>
<td>7/1/21</td>
</tr>
<tr>
<td>Rabbit (LAB:AC - Intake: Level A)</td>
<td>Central Library</td>
<td>7/1/21</td>
</tr>
<tr>
<td>Rabbit (LAB:AC - Intake: Locator + Pretest)</td>
<td>Central Library</td>
<td>7/1/21</td>
</tr>
<tr>
<td>Rabbit (LAB:AC - Post-test)</td>
<td>Central Library</td>
<td>7/1/21</td>
</tr>
<tr>
<td>Rabbit (LAB:AC - Practice)</td>
<td>Central Library</td>
<td>7/1/21</td>
</tr>
<tr>
<td>Rabbit (LAB:AC - Registration)</td>
<td>Central Library</td>
<td>7/1/21</td>
</tr>
<tr>
<td>Rabbit (LAB:AC - Retest Same Day)</td>
<td>Central Library</td>
<td>7/1/21</td>
</tr>
<tr>
<td>Rabbit (LAB:AC - Returning after 60+ days absence)</td>
<td>Central Library</td>
<td>7/1/21</td>
</tr>
</tbody>
</table>

- The middle of the **Testing Sessions** list identifies sessions –
  - Sharing the **Template**.
  - The **Lab** where sessions are available within the **Site**.
  - The **Description** of what is delivered.
  - The **Site** where testing takes place.
- Columns are clickable to change the sort order.
- Multiple sessions may be active simultaneously to deliver tests according to the session description.

### Step 8

**Sessions**

<table>
<thead>
<tr>
<th>Site</th>
<th>Start Date / Time</th>
<th>End Date / Time</th>
<th>Proctor</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Library</td>
<td>7/1/2015 / 00:00</td>
<td>7/1/2016 / 00:00</td>
<td>Inactive</td>
<td></td>
</tr>
<tr>
<td>Central Library</td>
<td>7/1/2015 / 00:00</td>
<td>7/1/2016 / 00:00</td>
<td>Inactive</td>
<td></td>
</tr>
<tr>
<td>Central Library</td>
<td>7/1/2015 / 00:00</td>
<td>7/1/2016 / 00:00</td>
<td>Inactive</td>
<td></td>
</tr>
<tr>
<td>Central Library</td>
<td>7/1/2015 / 00:00</td>
<td>7/1/2016 / 00:00</td>
<td>Inactive</td>
<td></td>
</tr>
<tr>
<td>Central Library</td>
<td>7/1/2015 / 00:00</td>
<td>7/1/2016 / 00:00</td>
<td>Inactive</td>
<td></td>
</tr>
<tr>
<td>Central Library</td>
<td>7/1/2015 / 00:00</td>
<td>7/1/2016 / 00:00</td>
<td>Inactive</td>
<td></td>
</tr>
<tr>
<td>Central Library</td>
<td>7/1/2015 / 00:00</td>
<td>7/1/2016 / 00:00</td>
<td>Inactive</td>
<td></td>
</tr>
<tr>
<td>Central Library</td>
<td>7/1/2015 / 00:00</td>
<td>7/1/2016 / 00:00</td>
<td>Inactive</td>
<td></td>
</tr>
</tbody>
</table>

- At right, the **Testing Sessions** list will display –
  - The logged-on **Proctor** who starts a session, and
  - The **Status** of sessions.
- All user activity is tracked and logged in the online system so it is important for each proctor to log in with his or her own credentials.
  - This helps CASAS troubleshoot any **Testing Irregularities** that may occur during live testing.

### Step 9

- **Session Status** will display –
  - **Inactive** until started.
  - **Suspended** if
    - The proctor forgets to stop the session and the session times out, or
    - The proctor suspended the session for a break.
  - **Expired** sessions will not show because the end date and time are in the past in which case, you may filter to view expired sessions.
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 10.  | ![View](Start) ![Tests](Rabbit (LAB:AC - Practice)) Rabbit (LAB:AC - Registration) Rabbit (LAB:AC - Retest Same Day) | • To manage your first session,  
  o Click **START** for the **Registration** session. |
| 11.  | ![View](Start) ![Tests](Testing Session Management) | • A pop-up displays for **Testing Session Management** where **Proctors** acknowledge responsibilities and duties for the duration of the **Testing Session**. |
| 12.  | ![View](Start) ![Tests](Testing Session Management) | • **Proctors** then specify maximum supervisory hours.  
• Click the **Hours** field **down-arrow**  
  o From the drop-down menu,  
    • Click **maximum hours** assigned to supervise testing. |
| 13.  | ![View](Start) ![Tests](Testing Session Management) | Here’s the general rule for selecting the number of hours based on testing session.  
• **Intake: Locator + Pretest**  
  o One modality = 2 hrs.  
  o One modality w/Registration = 2 hrs.  
  o Two modalities = 3 hrs.  
  o Two modalities with Registration = 3 hrs.  
• **Post-test**  
  o One modality = 2 hrs.  
  o Two modalities = 3 hrs.  
• **Retest Same Day**  
  o One modality = 2 hrs.  
  o Two modalities = 3 hrs.  
• **Returning after 90+ days absence**  
  o One modality = 2 hrs.  
  o Two modalities = 3 hrs.  
• **Registration**  
  o 1 hr.  
• **Practice**  
  o 1 hr. |
<p>| 14.  | <img src="Start" alt="View" /> ![Tests](Testing Session Management) | • Click <strong>Start</strong>. |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 15.  | ![Session Activity](image1) | • After starting the session, a **Session Activity** window displays for the **Proctor** to –  
  - Monitor students as they progress through testing,  
  - Manage test administration, and  
  - Manage testing stations. |
| 16.  | ![Session Activity](image2) | • Top left of the **Session Activity** header displays –  
  - **Name** of the session started,  
  - **Site**, where testing is taking place,  
  - **Proctor** who started the session, and  
  - **Status** of the session. |
| 17.  | ![Session Activity](image3) | • Click **Show Configuration** to view settings effective for the session.  
  - This is view only and cannot be edited.  
  - **Testing Stations** will deliver tests based on configuration of the **Testing Session**.  
  - At bottom of the pop-up,  
  - Click **Close**. |
| 18.  | ![Session Activity](image4) | • Top right of the **Session Activity** header displays –  
  - Session **Start/End Dates and Times**, and  
  - When **Supervise Time** ends.  
  - Click **Manage** for options to – |
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 19.  | ![Suspension Screen](image) | - **Suspend** the session if testing will resume after a break period on the same day.  
- **Continue** the session if  
  - additional supervisory time was added to the session so that the session does not time out before students are finished with testing, or  
  - the session was automatically suspended by the system because it wasn’t stopped by the Proctor.  
- **Stop** the session if no further testing is needed with the session or for the day.  
- **Cancel** that thought. 😊  
  - Click Cancel. |
| 20.  | ![Proctor Takeover Screen](image) | - **Manage** may also be used by another logged-on Proctor to Take Over a Session started by another Proctor.  
  - This is helpful if students are still testing and a Proctor has to leave.  
  - This is also helpful so that a Session may remain Active throughout the day and managed by more than one Proctor without any interruptions with testing. |
| 21.  | ![Add Stations Screen](image) | - Bottom right of the Session Activity window has options to –  
  - **Add** and Filter stations in the session.  
  - Click Add Stations. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 22. | ![Select Stations](image1.png) | - From the Select Stations pop-up,  
  o Check your Station.  
- At bottom of the pop-up,  
  o Click Add. |
| 23. | ![Session Activity](image2.png) | - Your Station should now appear in the Session Activity window.  
- You may Remove a Station that is not in use from one “active” Session and add it to another “active” session if needed.  
  o This is the benefit of not pre-assigning Stations to Sessions so that Stations can be used wherever and whenever needed. |
| 24. | ![Session Activity](image3.png) | - At the Management Console,  
  o From the Session Activity window, or  
  o From the Testing Sessions list,  
    - Click Manage.  
    - Select Stop. |
| 25. | ![Testing Sessions](image4.png) | - When finished working in the Management Console,  
  o Click the back link at top right and return to the main menu. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 26.  | ![Application Management Screen](image1) | • At top right,  
  o Click the **logout** link. |
| 27.  | ![Application Management Login Screen](image2) | • This returns you to the login screen however, you are not completely disconnected from the application or server.  
  • For security, exit the application at top left,  
  o Click the web browser **back-arrow**. |
| 28.  | ![RHAS Simulation Server Screen](image3) | • Now you are completely disconnected from the server and returned to the main domain web page. |

**NOTES**

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Steps to Administer Tests

Overview

- Proctors must complete certification to administer CASAS web-based tests.
- **Administering** CASAS web-based tests requires the same testing code of ethics, adherence to test security, and proctoring tasks as when administering paper-based tests.
- All proctors must do their part to maintain a controlled testing environment that will allow test-takers to perform to the very best of their abilities.
- So that staff are prepared for live testing and to make sure no technical issues prevent tests from being delivered, use the *Simulation Server* to role-play the testing process.
- **Administering Tests** using the *Simulation Server* will also help staff to understand CASAS web-based test delivery so they are prepared to assist students through the testing process.
  - All protected test content is suppressed on the *Simulation Server* so there is no risk of compromising test security. This includes audio as well. Practice items remain visible and audible.
- Online test administration will *only* take place on a registered testing station with a proctor present.
- A common mistake first-time online proctor’s make is attempting to **Administer Tests** before they **START** sessions, or **ADD** stations to an active session.
  - Starting a testing session is similar to distributing test booklets in a paper-testing world.
  - If you forget to **START** the session, then in a sense you forgot to distribute test booklets.
- First-time online proctors also tend to forget they must **STOP** sessions.
  - The session will remain active even after testing is finished.
  - Stopping sessions when testing is finished is *very* important for test security and similar to collecting test booklets in a paper-testing world after testing is finished.
  - If you forget to **STOP** the session, then in a sense you left test booklets available in the room unsupervised.
  - The session will automatically suspend when maximum supervisory hours end (not recommended).
- Proctors **Administer Tests** in combination with **Managing Sessions**.
- After starting the session and adding stations, the proctor may then proceed with **Administering Tests**.
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1.   | PREP STEP | • When using the same computer to Manage Sessions and Administer Tests,  
  o Open a second tab in your browser window to simulate a testing station. |
| 2.   | ![Image](image1.png) | • From the main domain web page at the Testing Station,  
  o Click Administer Test. |
| 3.   | ![Image](image2.png) | • Click Run when prompted for the CASASTests.exe file to –  
  o Connect with the online hosted-server,  
  o Download the Test Delivery System and Secure Browser application into the temporary memory on the local machine so that test administration will take place.  
  • Only registered Testing Stations are recognized by the online system and validated by the agency to deliver CASAS web-based tests. |
| 4.   | ![Image](image3.png) | ← If this message displays at the Testing Station,  
  o The Proctor has either not started the session or has not added the station to the active session.  
  o The Proctor must Sign In to the Management Console to –  
  ▪ START sessions.  
  ▪ ADD stations. |
### Step 5.

**Description:**
- If this message displays at the **Testing Station**, 
  - The student did not correctly enter a pre-existing unique ID.
  - Duplicated student records are being prevented because “Lock creation of new students” is enabled in the testing session configuration.

### Step 6.

**Description:**
- If this message displays at the **Testing Station**, 
  - The student is not among a list of students identified to test in the testing session configuration.
  - The student is not being allowed to test because “Allow only specified students” is enabled in the testing session configuration.

### Step 7.

**Description:**
- If this message displays at the **Testing Station**, 
  - The last test a student was in the process of taking was interrupted and not finished.
  - The **Proctor** must reconnect the test from the **Management Console** so the student may finish the test before taking another test.
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 8.   | ![Welcome to CASAS eTests Online - The test session is suspended.](image) | If this message displays at the Testing Station,  
  - The Proctor either suspended the session or the session automatically suspended because the Proctor forgot to stop the session and the session timed out.  
  - The Proctor must sign in to the Management Console and either continue the session or stop the session. |
| 9.   | ![Welcome to CASAS eTests Online - The test session is ended.](image) | If this message displays at the Testing Station,  
  - The session end date and/or time expired.  
  - A Coordinator must sign in to the Management Console and extend the end date and time or add a new session.  
  \textbf{Note!} You won’t have this problem if sessions are scheduled for the entire program year. |
| 10.  | ![Welcome to CASAS eTests Online - Enter your ID](image) | When this message displays at the Testing Station,  
  - The session is active and the station is added to the session.  
  - Testing, practice, or registration can begin! |

**FOR REGISTRATION ACTIVITY (Data Collection Screens)**  
**SKIP TO**  
Steps to Register New Students, pg. 29
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 11.  | ![Welcome to CASAS eTests Online](image) | • Direct student to –  
  o Enter an **Identification Code**.  
    ▪ For training, enter a “unique” fictitious ID.  
  o Click **Continue**. |
| 12.  | **Note!**  
  • *IF* student information pre-exists in your online database,  
    o **AND** Data collection screens are **not** enabled in the session configuration,  
      ▪ Students confirm their **Identification** and then begin testing. | **Note!**  
  • *IF* student information pre-exists in your online database but some information is missing,  
    o **AND** Data collection screens are **enabled** in the session configuration,  
      ▪ Students confirm their **Identification** and are then presented with data collection screens before they begin testing. |
| 13.  | ![Are you John J. Smith?](image) | • Click **Yes** to confirm **Identification**, or  
  o Click **No** and re-enter correct **ID**. |
| 14.  | **Note!**  
  • *IF* student information **does not** pre-exist in your online database,  
    o **AND** Data Collection screens are **not** enabled in the session configuration,  
      ▪ Students complete **ID** and **Name** fields **only** before they begin testing. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.</td>
<td><img src="image1.png" alt="Review Page" /></td>
<td>• Click Save.</td>
</tr>
</tbody>
</table>
| 16.  | ![Test Menu](image2.png) | ✖ The **Intake: Beg. Lit.** session menu is appropriate for new students who have difficulty communicating and filling out forms.  
   - **Beginning Literacy Reading** (Form 27 or 28) is the only test available.  
   - Practice buttons are hidden. |
| 17.  | ![Test Menu](image3.png) | ✖ The **Intake: Level A** session menu is appropriate for new students who have little or no difficulty on the five practice items from **Beginning Literacy Reading, Form 27**.  
   - Level A forms are administered as pretests.  
   - Practice buttons are hidden. |
| 18.  | ![Test Menu](image4.png) | ✖ The **Intake: Locator + Pretest** session menu is appropriate for new students who communicate and fill out forms with little or no difficulty.  
   - Practice buttons are available to introduce students to web-based test delivery before taking a test.  
   - The **Locator** is administered first.  
     - **Form 102** for reading/math.  
     - **Form 89** for listening.  
   - The **Pretest** is administered immediately following in the same sitting. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.</td>
<td><strong>Test Menu</strong>&lt;br&gt;Reading Test Form 084R&lt;br&gt;Math Test Form 031M&lt;br&gt;Listening Test Form 982L</td>
<td>The <strong>Post-Test</strong> session menu is appropriate for students to demonstrate progress after receiving instruction. The <strong>Retest</strong> session menu looks the same as the Post-Test session but is configured specifically to allow retesting in the same day (if needed).&lt;br&gt;  - <strong>Next-Assigned Test</strong> (NAT) buttons automatically display.&lt;br&gt;  - <strong>Practice</strong> buttons are generally hidden.</td>
</tr>
<tr>
<td>20.</td>
<td><strong>Test Menu</strong>&lt;br&gt;Reading Practice Test&lt;br&gt;Math Practice Test&lt;br&gt;Listening and E Practice Test&lt;br&gt;Reading Test Form 084R&lt;br&gt;Math Test Form 133R&lt;br&gt;Listening Test Form 084R</td>
<td>The <strong>Returning</strong> session menu is appropriate for students who return after being absent from instruction for 90+ days.&lt;br&gt;  - The <strong>Locator</strong> is administered again to determine an appropriate-level test at time of return, and&lt;br&gt;  - <strong>Practice</strong> buttons are available to reintroduce web-based test delivery.</td>
</tr>
<tr>
<td>21.</td>
<td><strong>Test Menu</strong>&lt;br&gt;Reading Practice Test&lt;br&gt;Math Practice Test&lt;br&gt;Listening and E Practice Test</td>
<td>The test menu for <strong>Registration</strong> and <strong>Practice</strong> sessions is the same and gives students the opportunity to practice without risk of launching into a test.</td>
</tr>
<tr>
<td>22.</td>
<td>Reading Test Form 084R&lt;br&gt;This test has 2 practice questions and 32 scored questions.&lt;br&gt;Directions&lt;br&gt;1. Click on the answer you choose.&lt;br&gt;2. You may skip a question by clicking the right arrow before answering.&lt;br&gt;3. If you want to go back, click the left arrow to see the question again.&lt;br&gt;4. At the end of the test you will be able to review all the questions.&lt;br&gt;Click the Next button when you are ready to start test.</td>
<td>After students click a <strong>test button</strong> from the <strong>Test Menu</strong> –&lt;br&gt;  - They are presented with information for the test they are about to take.&lt;br&gt;  - Test <strong>form</strong> and <strong>modality</strong>,&lt;br&gt;  - <strong>Number of items</strong> present on a fixed form, and&lt;br&gt;  - <strong>Directions</strong> to take the test. Click <strong>Next</strong>.</td>
</tr>
<tr>
<td>Step</td>
<td>Screen</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
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</tr>
</tbody>
</table>
| 23.  | ![Correct!](image) | • All standardized fixed forms include two **Practice Items** to introduce students to the type of items presented on the test.  
• Students are given two attempts to correctly respond to **Practice Items**.  
• Students are prompted with correct, incorrect, and answer pop-up messages to help them understand how to choose one best answer.  
• This process follows the same test administration guidelines as paper-testing.  
• Click **OK**. |
| 24.  | ![Begin](image) | • If assisting students to this point, ask if students have any questions before they begin testing.  
  o Click **Begin**. |
| 25.  | ![Review](image) | • A **Review** screen is displayed at the end of reading and math standardized fixed-form tests.  
• The student may  
  o Click an **Item** to review, or  
  o Click **End Test**.  
• A **Review** screen is *not* displayed at the end of listening and computer-adaptive tests. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 26. | ![Image](image1.png) | - When students review items at the end of a test, they may –  
  - Respond to the item.  
  - Change a response.  
  - Remove a response.  
  - Navigate back/forward through items.  
  - Click Review and return to the Review page. |
| 27. | ![Image](image2.png) | - By default, the Personal Score Report (PSR) displays with the option to print after the student ends the test.  
  - The print option may be disabled if there is no printer available.  
  - The PSR may also be disabled if preferred.  
  - The PSR displays a summary of test results to provide students with immediate feedback after ending a test.  
  - The test is now scored and recorded in your online database.  
  - Results may be retrieved in eTests Online and TOPSpro Enterprise Online, or TE.  
  - A copy of the PSR may be reproduced in TE.  
  - Performance reports may be generated in TE.  
  - Click OK. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 28. | ![Test Menu](image) | - The test screen returns to the **Test Menu** when a test is ended.  
- The test button of the ended test is disabled to prevent the student from entering into another test of the same modality in the same sitting.  
- Click the **Math Test button** next. |
| 29. | ![Goodbye !](image) | - When all tests available on the **Test Menu** are ended the student is presented with  
  - “**Goodbye!”**  
  - Click **Logout**. |
| 30. | ![John J. Smith update student info logout](image) | - If more tests are available but the student is finished testing, at top right of the **Testing Station**,  
  - Click the **logout** link to close the student record.  
  - This allows another student to log in and begin testing on the same station. |
| 31. | ![station management exit](image) | - When testing is finished for the session, at top right of the **Testing Station**,  
  - Click the **exit** link to close the testing application. |
| 32. | ![Etests](image) | - Now you are completely disconnected from the server and returned to the main domain web page where you started. |
Steps to Register New Students

Overview

- The CASAS eTests Online application may be used as an interface to collect information for registration –
  - If your agency does not have a formal registration system, or
  - Your registration system does not offer the feature of exporting student information so that it may be imported to populate your TOPSpro Enterprise Online database.

- Using CASAS eTests Online to register students with information required for accountability, eliminates scanning Entry Records and manual data entry to input registration information.

- The shared database with TOPSpro Enterprise Online meets general requirements for all National Reporting System for Adult Education Federal Tables, or NRS.

- The Registration session gives you the opportunity to –
  - Separate the registration process from the testing process, and
  - Give you undivided time with students to assist them in applying responses and addressing questions.

- **If you use** the Registration session,
  - Data collection screens are skipped during an Intake session and students begin testing after entering an ID.

- **If you do not use** the Registration session,
  - Data collection screens are presented during an Intake session before students begin testing.

- If your agency routinely imports student information from a 3rd Party System, then you would not be inclined to have a Registration session or enable Registration settings on your Template.

- Proctors should have a copy of the Data Collection Details document nearby for quick reference during Registration or Intake.
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1.   | ![Welcome to CASAS eTests Online](image) | • Direct students to –  
  o Enter an **Identification Code**.  
  ▪ **Training Participant**: enter a “unique” fictitious ID.  
  • An **Identification Code** is issued by the **Agency** and not auto-assigned by the online system, or by **CASAS**.  
    o An **Identification Code** may contain  
      ▪ All numeric,  
      ▪ All alpha, or  
      ▪ Alpha-numeric characters combined.  
  • Click **Continue**.  
| 2.   | ![Name and ID](image) | **For training, enter fictitious information.**  
  • A **New Student** will –  
    o Enter **First Name**.  
    o **Middle Name** is optional however, a **middle initial** is recommended.  
    o Enter **Last Name**.  
  • Click the forward **Arrow** to proceed through each screen.  
  **Training Participant**: Continue on your own entering fictitious information for **Steps 3 – 12**.  
    o **STOP** at the **Review** screen.  
| 3.   | ![Zip Code](image) | • **For current place of residence**,  
    o Enter **Zip Code**.  

<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 4.   | ![Gender Screen](image1.png) | • Identify **Gender**.  
  o Check **Male or Female**. |
| 5.   | ![Date of Birth Screen](image2.png) | • Select **Date of Birth**.  
  o Click a leading zero (0) for days less than 10.  
  o Click 19 or 20 for birth year. |
| 6.   | ![Highest Grade Level Screen](image3.png) | • Specify number of years for formal schooling in the United States or abroad.  
  o Check **highest number**.  
  • If formal schooling was completed outside the United States,  
  o Check **Box** before moving forward. |
| 7.   | ![Highest Diploma/Degree Screen](image4.png) | • **Highest Diploma or Degree** Earned.  
  o Check **highest credential or degree**.  
  • If schooling in the United States or abroad is included,  
  o Check **Box** before moving forward. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 8.   |        | **Identify Native Language.**  
      |        |   - This should be the prevalent language spoken in the home as a child.  
      |        |     - Check One. |
| 9.   |        | **Ethnicity:** Identify with a particular racial, national, or cultural group.  
      |        |   - Check One.  
      |        |     - If Hispanic or Latino is selected, you can skip Race.  
      |        | **Race:** Identify the group of persons related by common descent or heredity.  
      |        |   - Check One or More. |
| 10.  |        | **Identifying Personal Status** is optional.  
      |        |   - Check  
      |        |     - All that apply, or  
      |        |     - Leave blank. |
| 11.  |        | **Specify current Labor Force Status.**  
      |        |   - Check One. |
### Step 12.

<table>
<thead>
<tr>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Primary Goals**<br>Secondary Goals | - **Primary** and **Secondary Goals** should be attainable within the current program year.  
  - Check **One Primary Goal**.  
  - Check **One Secondary Goal**. |

### Step 13.

<table>
<thead>
<tr>
<th>Review Page</th>
<th>Description</th>
</tr>
</thead>
</table>
| ![Review Page Screenshot](image) | - The **Review Page** displays after responding to data collection screens.  
  - To edit any information before saving,  
    - Click **Change** for the information you want to change.  
    - **Click Review** to return to the **Review Page**.  
  - After review,  
    - Click **Save**. |

### Step 14.

<table>
<thead>
<tr>
<th><img src="image" alt="John J. Smith Screenshot" /></th>
<th>Description</th>
</tr>
</thead>
</table>
| **John J. Smith** | - Saved information may be updated from the **Test Screen**.  
  - For example,  
    - Click the **update student info** link. |
15. **Review Page**

- The **Review Page** is displayed to change and save updated information.
- After reviewing any changed information,
  - Click **Save**.

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**FOR PRACTICE ACTIVITY**
(Interface, Responses, Navigation)

**SKIP TO**
Steps to Practice Taking a Test, pg. 35

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**NOTES**

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Steps to Practice Taking a Test

Overview

- You are encouraged to have a session available that only offers Practice items to give students the opportunity to practice without risk of launching into a test.

- Practice may be repeated multiple times in the same sitting.

- Responses are not scored or stored in the online system and practice items are not subject to test security.

- The primary purpose for offering Practice items is to introduce students to the testing interface, responding to test items, and navigating through a test, and not for measuring basic skills.

- Giving students the opportunity to practice may prove favorable with test results.

- Incorporating Practice with classroom instruction gives teachers the opportunity to:
  - introduce students to the online interface
  - prepare students for taking a reading, math, or listening test
  - emphasize the importance of correctly entering identification information
  - discuss data collection screens such as demographics and goals
  - discuss test item screen display
  - draw attention to information in the retractable toolbar
  - identifying and applying a correct response, skipping items, and ‘I don’t know’ option
  - demonstrating navigation options
  - demonstrating how to review items at the end of a test

- You also have access to Sample Test Items available on the CASAS website.

- CASAS has plans for a publically-accessible Practice Items website where computers will not need to be registered and an identification code is not needed.
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1.   |        | - The **Test Menu** screen displays after identification is entered.  
|      |        |   - Click **Reading Practice**, or  
|      |        |   - Click **Math Practice**.  
|      |        |   - **Listening Practice** requires headphones.  
| 2.   |        | - Before students begin the test, they are presented with information about the test, such as –  
|      |        |   - Click **Next**.  
|      |        | - **Form**, **modality**, **number of items** presented on fixed forms, and  
|      |        |   - **Directions** to take the test.  
| 3.   |        | - At top left and right of the **Test Screen** is a **Retractable Toolbar**.  
|      |        |   - Students can unpin and re-pin the **Toolbar** throughout the test.  
|      |        |   - The **Toolbar** includes –  
|      |        |     - information about the test, and  
|      |        |     - scale buttons to increase the display.  
|      |        |   - At middle left is the **Test Item Display**.  
|      |        |   - At middle right is the **Test Item**.  
|      |        |     - **Stem**, or question, and  
|      |        |     - **Distractors**, or answers  
|      |        |   - Click the forward Arrow to continue.
## Step 4

- **Responses** may be entered –
  - Using the mouse to **check** or **uncheck** an answer on the computer screen.
  - Using the keyboard “**up**” or “**down**” arrow to select an answer.
  - Using the keyboard “**space-bar**” to **check** or **uncheck** an answer.
  - Touching to check or uncheck an answer on a touch screen.

- **No Response** may be applied by –
  - Clicking the “**forward**” arrow on the computer screen before answering.
    - Clicking “Yes” or “No” to the pop-up confirmation message.
  - Clicking to check “**I don’t know**” (if enabled).
    - Automatically advances to the next item.
  - Skipped answers are scored as incorrect.

## Step 5

- **Navigate Forward** by –
  - Clicking the “**forward**” arrow on the computer screen.
  - Using the keyboard “**enter**” key
  - Touching the “forward” arrow on a touch screen.

- **Navigate Backward** by –
  - Clicking the “**back**” arrow on the computer screen.
  - Touching the “back” arrow on a touch screen.

*Note!* The “back” arrow is not available on listening or computer-adaptive tests.

## Step 6

### Training Participant:
- Continue **Practice** on your own.
- **STOP** at the **Review** screen.

- A **Review** screen is displayed at the end of reading and math standardized fixed-form tests similar to what you see at the end of Practice.

- On the **Review** screen, students may –
  - Click an **Item** to review,
    - Click **Review** and return to the **Review** screen, or
  - Click **End Test** from the **Review** screen.

- A **Review** screen is **not** displayed at the end of listening and computer-adaptive tests (CATs).
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 7.   | ![Screen](image1.png) | - When students review items at the end of a test, they may  
  - Respond to the item,  
  - Change a response,  
  - Delete a response, and  
  - Navigate back/forward through items  
  - Click Review and return to the Review page. |
| 8.   | ![Screen](image2.png) | - Click End Test. |
| 9.   | ![Screen](image3.png) | - The test screen returns to the Test Menu.  
  - At top right,  
  - Click Logout. |
| 10.  | ![Screen](image4.png) | - The Station is now ready for the next student.  
  - When testing is finished on the Station, close the testing application.  
  - At top right,  
  - Click Exit. |

**GO TO STEP #24**

Steps to Manage Testing Sessions, pg. 17
Steps to Follow an Intake Process

Overview

- 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.

- Intake and orientation is your opportunity to welcome students and determine their –
  - Needs
  - Goals
  - Skill levels
  - Education
  - Work background

- With an effective intake and orientation process, you will create a learning environment that works with each of these factors.

- Engage students at the beginning and they are more likely to have higher retention and completions rates.

- A certified coordinator is responsible for having intake sessions available.

- A certified proctor follows the Intake Process when [Managing Sessions](#) and [Administering Tests](#).

- Following the recommended Intake Process, proctors will use sessions to deliver –
  - Beginning Literacy Reading (Form 27 or Form 28),
  - Level A forms, and
  - Locator and pretest forms.

- The next two pages contain steps for the ABE and ESL Intake Process.

- You will notice similarities between both. The primary difference is that Oral Screening is only used with non-native speakers of English, or ESL programs.
CASAS ABE Intake Process

Guidelines for determining level placement

1. Assess student’s basic English language proficiency
   - observe how well the student can fill out forms and perform other writing tasks
   - consider number of years of formal schooling and other information on demographic records
   - administer CASAS writing screening or other writing assessment
   - consider other factors affecting level placement

   ... then evaluate information and determine next step

2A. Student has difficulty writing name and address and in completing writing sample, or has other significant limitations

   Student writes name and address, and produces basic writing sample

   **Skip the locator or appraisal** and administer the five practice items from Beginning Literacy Reading, Form 27 or 28, one-on-one.

   **Results**
   - some difficulty
   - little or no difficulty

   **Test form to administer**
   - Administer Form 27 or 28 as pretest
   - Administer Level A reading and math forms as pretests

2B. Administer the locator or appraisal for reading and math:
   - Locator + pretest, or
   - Appraisal + pretest, or
   - Appraisal (alone)

3. Place student in an instructional level –
   - According to the **lower** of two pretest scores. The pretest score serves as the initial point of comparison for progress testing. OR
   - According to the **lower** of two appraisal scores. An appraisal may be used for accurate placement if the pretest is not given at intake.
CASAS ESL Intake Process

Guidelines for determining level placement

1. Assess student’s basic English language proficiency
   - observe how well the student communicates and fills out forms
   - consider number of years of formal schooling and other information on demographic records
   - administer CASAS oral screening or other oral assessment
   - administer CASAS writing screening or other writing assessment
   - consider other factors affecting level placement

   ... then evaluate information and determine next step

   Scores on CASAS Oral Screening and Writing Screening or other factors

<table>
<thead>
<tr>
<th>Oral Screening</th>
<th>Writing Screening</th>
<th>Other Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;6</td>
<td>0-1</td>
<td>poor</td>
</tr>
</tbody>
</table>

   - <6
   - 6 or more

   - 0-1
   - 1-2

2A. Skip the locator or appraisal and administer the five practice items from Beginning Literacy Reading, Form 27 or 28, one-on-one.

   Results
   - some difficulty
   - little or no difficulty

   Test form to administer
   - Administer Form 27 or 28 as pretest
   - Administer Level A reading and listening forms as pretests

2B. Administer the locator or appraisal for reading and listening:
   - Locator + pretest, or
   - Appraisal + pretest, or
   - Appraisal (alone)

3. Place student in an instructional level –
   - According to the lower of two pretest scores. The pretest score serves as the initial point of comparison for progress testing. OR
   - According to the lower of two appraisal scores. An appraisal may be used for accurate placement if the pretest is not given at intake.
Steps to Retrieve Test Results

Overview

- Because eTests Online and TOPSpro Enterprise Online share the same database, it’s like getting two-for-one when using the CASAS Online System.
  - In other words, you have two applications sharing one database.
  - What occurs in one application is simultaneously occurring in the other application.
  - Therefore, Retrieving Test Results from either application is immediate when a test ends.

- For many eTests Online users, Retrieving Test Results begins the transition from primarily using eTests Online to an introduction in using TOPSpro Enterprise Online, commonly referred to as TE, or Enterprise, to distinguish it from the Visual TOPSpro Production (VTP) legacy application.

- Coordinator or proctor certification is required to retrieve results from eTests Online but not required to retrieve results from TE Online.
  - You may grant any user access to TE Online.
  - No coordinator or proctor certification required for access to TE Online!

- Because proctors may be asked to provide a list of students and their test results from the session or time they supervised testing, you will Retrieve Results as a proctor.
  - First, you will explore what eTests Online has to offer for Retrieving Test Results.
  - Then, you will log in to TE Online and look at Retrieving Test Results for the same information.

- Test Results may be retrieved in eTests Online from three menus. You will practice retrieving results from all three menus.
  1. Testing Sessions
  2. Test Results
  3. Students
### Step 1

**Screen:** DEMO #1

**Description:**
- While logged in as a **Proctor** –
- From **Application Management**,
  - Click **Testing Sessions**.

### Step 2

**Screen:** Testing Sessions

**Description:**
- Accessing **Testing Sessions** will allow you to retrieve test results per session.
  - The online system keeps count of tests administered within each session.
- You will see the number on the **Tests** button at left of each session listed.
  - Take note of the number, if any.
- Because the **Simulation Server** database restores nightly to its original state, you may not see any current tests administered but if you do,
  - Click **Tests**.

### Step 3

**Screen:** Test Results

**Description:**
- A **Test Results** list will display for the session.
  - The header for each column in the list is **clickable** to sort in ascending or descending order.
  - The number of records will grow as you continue using the session to administer tests.
  - By default, only results from fixed forms are listed and not results from **Locators** because these are not stand-alone tests or reportable.
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>o This is why the number of records in the list of results is different from the total number of test results displayed on the Tests button.</td>
</tr>
<tr>
<td>4.</td>
<td><img src="image" alt="Filter by:" /></td>
<td>• Look again if you didn’t notice!</td>
</tr>
</tbody>
</table>
|      | ![Export to CSV](image) | • To retrieve results from a single Testing Session for a group of students tested on a given day or date range,  
  
  - Expand the Filter.  
  - Enter Test Date Between, then at bottom right of the Filter,  
    - Click Refresh.  
  
  • A list of filtered results now displays in the Test Results list.  
  
  • To save a spreadsheet of results,  
    - Click Export to CSV.  
    - Click Cancel to close the pop-up.  
  
  • Now let’s look at retrieving results from the Students menu.  
  
  • At top right, click the back link and return to the Testing Sessions list.  
  
  • Click the back link again and return to the main menu. |
### Step 8.

**Screen:**
- Testing Sessions
- Test Results
- Students
- Testing Stations
- Settings

**Description:**
- Now from the main menu,
  - Click Test Results.

### Step 9.

**Screen:**
- Test Results

**Description:**
- By default, the Test Results list displays records for the “current” day.
- Test records are –
  - In the current program year,
  - In descending order.
- As with other lists, the number of records will continue to grow as tests are scored and recorded in your online database.
- Column headers are also clickable.

### Step 10.

**Screen:**
- Test Results

**Description:**
- To retrieve results within a specified date range,
  - Expand the Filter.
  - Enter Test Date Between.
  - Click Refresh to display a filtered list.
  - Click Export to CSV and save results to a spreadsheet.

### Step 11.

**Screen:**
- Test Results

**Description:**
- Click the back link and return to the main menu.

### Step 12.

**Screen:**
- Testing Sessions
- Test Results
- Students
- Testing Stations
- Settings

**Description:**
- Now from the main menu,
  - Click Students.
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 13.  | ![Student Demographics Screen](image1) | - A **Student Demographics** list will display for students with activity in the current program year.  
- Again, this list will grow as new student records are added to your online database.  
- Header columns are also **clickable** to change sort order. |
| 14.  | ![Filter Screen](image2) | - To retrieve results for a specific student.  
  o Expand the **Filter**.  
  o Enter filter criteria for your fictitious student.  
  o Click **Refresh**. |
| 15.  | ![Filter by: Enrolled In Current Program Year, Stud](image3) | - The filtered student record now displays in the **Student Demographics** list.  
- To retrieve test results for the filtered student,  
  o Click **Tests** at left of the student record.  
- A **Test Results** list will display for the student.  
- If you need to see results from prior program years, expand the **Filter** at top left, enter filter criteria, and then **Refresh** the list.  
- Test results listed are also exportable to a **CSV** file. |
| 16.  | ![At top right](image4) | - At top right,  
  o Click the **back** link and return to the **Student Demographics** list. |
| 17.  | ![Click the back link](image5) | - Click the **back** link again and return to the main menu. |
### Step 18
**Screen:**
- Notice that eTests Online does not have a **Reports Menu**.
- This is because all reports are generated through TOPSpro Enterprise Online, or **TE**.
- Now you will practice retrieving **Test Results** from **TE Online**.

### Step 19
**Screen:**
- At top right,
  - Click the **logout** link.

### Step 20
**Screen:**
- This returns you to the login screen however, you are not completely disconnected from the application or server.
  - For **security**, at top left,
    - Click the browser **back-arrow**.

<table>
<thead>
<tr>
<th>DEMO #2</th>
<th>Results from <strong>TE Online</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 21</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Screen:</strong></td>
<td>- To access TOPSpro Enterprise Online for the first time on a local computer,</td>
</tr>
<tr>
<td></td>
<td>- At top left of the web browser window,</td>
</tr>
<tr>
<td></td>
<td>- Click <strong>TE Client</strong>, or</td>
</tr>
<tr>
<td></td>
<td>- Install link.</td>
</tr>
<tr>
<td></td>
<td>- A client application will install on the local computer to connect with the online server.</td>
</tr>
<tr>
<td><strong>Step 22</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Screen:</strong></td>
<td>- A <strong>TE</strong> shortcut icon is automatically placed on the computer desktop.</td>
</tr>
<tr>
<td></td>
<td>- If you are a user who will access <strong>TE</strong> frequently, you may want to pin the shortcut icon to your <strong>Taskbar</strong> along the bottom of your computer monitor for quick access when other applications are open on your screen.</td>
</tr>
<tr>
<td>Step</td>
<td>Screen</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 23.  | ![Screen](image) | • **Note!** For training with the Rolling Hills Adult School (RHAS) Simulation Server, select –  
**Server:** Rolling Hills – Simulation  
[https://etestsonline.org/RollingHills/](https://etestsonline.org/RollingHills/)  
- TE opens to a log in screen similar to eTests Online except that you need to specify the **Server** from the drop-down menu.  
- You will be connecting to the **RHAS Simulation Server** for this demo.  
- The **Simulation Server** has generic accounts for administrator, coordinator, proctor, and teachers so that you may experience different types of user access.  
- Coordinators and proctors do not automatically have access to **TE Online**.  
  - Access to TE may be granted by the agency to anyone with or without coordinator or proctor certification. |
| 24.  | ![Screen](image) | • Users enter the same log in credentials to access eTests Online and TE Online because there is only one database shared between both applications.  
  - Enter **Teacher** credentials.  
    - User: **teacher##@rhas.org**.  
    - Password: **teacher**.  
  - Click **Connect** to establish connection to the online server. |
| 25.  | ![Screen](image) | • **TE** opens to an empty screen.  
• All data and reports are displayed from accessing menus along the top left. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 26.  | ![Screen 26](image1.png) | - At top right displays the –  
  o Logged-on User *(Teacher)*  
  o Application Version *(2.0 build)*  
  o General screen Controls *(icons)*  
- All user activity is tracked and recorded in the online system.  
  o So it is important *not* to share log in credentials unless you are willing to take responsibility for someone else’s actions. |
| 27.  | ![Screen 27](image2.png) | - To view a list of Test Results as seen in *eTests Online* but now from TE,  
  o Click Records, and then  
  o Click Tests.  
- Users may have access to different menus and data functions in TE based on the *TE Access Group* in which their user account is placed. |
| 28.  | ![Screen 28](image3.png) | - TE functions like a web browser with tabs along the top to display information contained on the screen.  
- Lists of records display and function as if you are working with a spreadsheet.  
- To change the Sort order,  
  o Click the up- and down-arrow in any column. |
### Test Administration

<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 29.  | ![Image](image1.png) | To search for a specific student,  
  o From the Name column header,  
  ▪ Click the Filter icon and look for your fictitious student. |
| 30.  | ![Image](image2.png) | You can also set multiple filters.  
  o From the Toolbar,  
  ▪ Click the Filter button.  
  ▪ Click OK to close. |
| 31.  | ![Image](image3.png) | To display Group Tests Results for a specified date range as you did in eTests Online,  
  o From the Assessment Date column,  
  ▪ Click the Filter icon,  
  ▪ Enter From and To dates, and  
  ▪ Click OK. |
| 32.  | ![Image](image4.png) | A filtered list now displays with Test records for the specified date range. |
| 33.  | ![Image](image5.png) | TE gives you additional options for exporting test results.  
  • From the Toolbar at top of the filtered list,  
  o Click Export.  
  • Export outputs the list as displayed on the screen to a CSV file like eTests Online.  
  • 3rd party Export also outputs the list to a CSV but this type of file is only importable to an external database. |
### Step 34.

**Screen Description**
- From the **Toolbar** at top of the filtered list,
  - Click **Print**.
- **Print** gives you the option to create an ad hoc report, for example –
  - Enter a **Title** for your report.
  - Select a **Print Size**.
  - Select **Columns**.
  - Click **Preview**.

### Step 35.

**Screen Description**
- The ad hoc report will display in a new tab along the top of your view.
- Information displays for the ad hoc report in the same sort order as the list of **Test** records.
  - If you want to list students in alphabetical order on your ad hoc report, go back to the list of **Test** records.
    - Sort the **Name** column, and then
    - Set-up the report.

### Step 36.

**Screen Description**
- To compare information displayed on both tabs,
  - At top right,
    - Click **Pages**.
- From the drop-down menu,
  - Select **New Horizontal Page Group**.
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 37.  | ![Group Test Results tab drag](image1.png) | - Drag and drop the **Group Test Results** tab from the top page to the **page at the bottom** of your screen.  
- This practice exercise gives you a glimpse of **TE’s dynamic capabilities**. |
| 38.  | ![Toolbar of Group Test Results report](image2.png) | - From the **Toolbar** of the **Group Test Results** report in the bottom **Page**,  
  o Click Export. |
| 39.  | ![Exiting Group Test Results report](image3.png) | - By default, ad hoc reports save in **PDF** format.  
  o Click the **File Type down-arrow** to see a menu for outputting results in additional file types such as an **Excel workbook**. |
| 40.  | ![Group Test Results report print](image4.png) | - Also from the **Toolbar** of the **Group Test Results** report in the bottom **Page**,  
  o **Print** is available without exporting to save the report.  
  - Ad hoc reports cannot be saved in **TE**.  
  - Only preformatted reports from the **Reports** menu can be saved in **TE**. |
| 41.  | ![Clearing screen](image5.png) | - To clear your screen, at far right,  
  o Click **Pages**, and  
  o Click **Close With All Pages**. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 42.  | ![TE Icon](image) | - When you are finished working in TE, at top left,  
  - Click the TE icon.  
  - (Lock your screen if you plan to return and continue working.) |
| 43.  | ![Disconnect](image) | - Click to Disconnect from the server. |
| 44.  | ![Exit](image) | - This returns you to the login screen however, you are not completely disconnected from the application.  
  - For security,  
  - Click Exit. |
Steps to Interrupt a Test-in-Progress

Overview

- Under certain circumstances, a proctor may need to Interrupt a Test during administration.
- All agencies should have a local policy for "permissible" interruptions that will not likely compromise the integrity of the assessment.
- Tests can only be interrupted when the student is in protected test content, not in practice.
- Proctors may Interrupt a Test from the –
  - Testing Station, or the
  - Management Console.
- Depending on where the interruption is initiated, the online application behaves slightly different.
  - From the Testing Station –
    - Proctors use the Ctrl + E key-command.
  - From the Management Console –
    - Proctors use an Intervene button.
- The following exercises will walk through steps using both methods for comparison to –
  1. Pause and Return to a test
  2. End and Score a test
  3. Cancel and Delete a test
  4. Exit and Suspend a test

Note! To proceed with Steps to Interrupt a Test in Progress –

- Set two tabs in your web browser window both pointing to the RHAS Simulation Server.
  - You will use the first tab to simulate the eTests Online Management Console.
  - You will use the second tab to simulate the Testing Station.
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1.   | ![Login Screen](Image) | - From Application Management Login,  
  o Enter Proctor credentials.  
  ▪ Password: proctor.  
  o Click Login. |
| 2.   | ![Testing Sessions Screen](Image) | - From Application Management,  
  o Click Testing Sessions. |
| 3.   | ![Testing Sessions Filter Screen](Image) | - Filter Testing Sessions to minimize the list and only display sessions –  
  o For your Site, and  
  o For your Lab.  
  - Click Refresh.  
  - Collapse the Filter. |
| 4.   | ![Testing Sessions Intake Screen](Image) | - For demonstration, you will only use the Intake session for Level A.  
  o Click Start for the Level A session.  
  ▪ Acknowledge responsibilities.  
  ▪ Set hours, and then  
  o Click Start. |
| 5.   | ![Session Activity Screen](Image) | - At bottom right of the Session Activity window,  
  o Add your computer Station. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 6.   | DEMO #1 | The first demonstration will be to briefly pause a test and then return to the test. From the Testing Station browser tab.  
   - Click Administer Test, and  
   - Click Run to connect to the server and download the test-delivery system. |
| 7.   |        | As a new student at the Testing Station,  
   - Enter a “unique” Identification Code.  
   - Enter a fictitious Name. |
| 8.   | Review Page | Click to Save the new student record. |
| 9.   | Test Menu | At the Test Menu,  
   - Click the Reading Test button.  
   - After Directions and Practice,  
     - Answers:  
       - Practice 1 = B  
       - Practice 2 = C  
   - Click to Begin the test. |
## Test Administration

### Step 10: Apply a few random answers.

- Now, **Interrupt the Test**.
- At bottom left of the keyboard.
  - Click the Ctrl + E key-command.

**Note!** You may need to click on an Answer or the Forward arrow to reactivate the test screen and present options to interrupt the test.

### Step 11: Score the test and end it now (no possibility to return to the test)

- You are presented with **four** options.
  1. **End and Score** the test
  2. **Cancel and Delete** the test
  3. **Exit and Suspend** the test
  4. **Return** to the test

**Note!** Use caution when allowing a student to briefly step away from testing.

### Step 12: The test continues at the same place where it was interrupted.

- The test will also start-up again with remaining time to complete the test.
- One **WTU** is decremented when the test is finished.
- Continue to apply **random answers** to a few more items.
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td></td>
<td><strong>DEMO #2</strong>  Testing Station &gt; Score the test</td>
</tr>
</tbody>
</table>
|      |        | • If you observe a student struggling through a test, or if the student indicates they are struggling, or that they are finished,  
|      |        | • And you believe the student spent enough time on the test even though time remains to complete the test,  
|      |        | • **Interrupt** and **Score the Test-in-progress**.  
|      |        | o Click the *Ctrl + E* key-command.  
|      |        | o Click **Score the test** option to end, score, and record the test.  
|      | **Score the test and end it now** (no possibility to return to the test) | **Remember!** You may need to click on an **Answer** or the **Forward** arrow to reactivate the test screen.  
| 14.  |        | **DEMO #3**  Testing Station > Cancel the Test |
|      |        | • The test will end without the student finishing.  
|      |        | • The student has no possibility to return to this test.  
|      |        | • The test is scored and recorded.  
|      |        | • The **Personal Score Report (PSR)** displays with summary results.  
|      |        | • One **WTU** is decremented because the test was ended.  
|      |        | • Click the forward **Arrow** and return to the **Test Menu**.  
|      |        | • Now, begin another test and this time, you will cancel it without scoring or recording.  

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### Step 15.

**Screen:**

#### Test Menu

- **Reading Test** Form 0830
- **Math Test** Form 031M
- **Listening Test** Form 981L

**Description:**

- At the Test Menu,
  - The **Reading** button should be disabled because you just ended and scored the test.
    - By default, the online system disallows the same modality in the same day.
  - Now continuing,
    - Click the **Math Test** button.

### Step 16.

**Description:**

- After **Directions** and **Practice**,  
  - Answers:
    - **Practice 1** = B
    - **Practice 2** = D
  - Click to **Begin** the test.
  - Apply a few random **answers**.
  - Filling in the blank for whatever reason to interrupt and cancel a test-in-progress,
    - Click the **Ctrl + E** key-command.

### Step 17.

**Description:**

- Click the **Do not score the test and end it now** option.
  - This will **Cancel the test**.
  - All answers that were applied on the test are now deleted and cannot be retrieved.
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 18. | ![Test Menu](image) | • The screen automatically returns to the **Test Menu**.  
• Because the test was **not** scored or recorded, the **Math Test** button is still enabled.  
• If this option is used during a pretest after the **Locator** is completed,  
  o The application deletes the pretest but not results from the **Locator**.  
  ▪ **One WTU** is decremented for the completed **Locator**.  
  ▪ **No WTU** is decremented if the cancelled test is a progress test (pre- and post). |

| DEMO #4 | Management Console > Abort the Test |

| PREP STEPS! | |

| 19. | **PREP STEP #1** | **ATTENTION: Everyone!**  
• At top right of the **Testing Application**,  
  o Click the **logout** link. |

<p>| 20. | <strong>PREP STEP #2</strong> | o Click the <strong>exit</strong> link. |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 21. | **PREP STEP #3** | - From the Management Console browser tab,  
  **Remember!** This is the first tab in your browser window.  
- At the Session Activity window,  
  - Click the Manage button.  
  - Click to Stop the session. |
| 22. | **PREP STEP #4** | - Click to Stop the session. |
| 23. | **PREP STEP #5** | **ATTENTION: Everyone!**  
To proceed with the following exercises, you will need to either pair with someone to play Proctor and Student roles or use two computers.  
- So that you have view of each other’s screen,  
  - Pair with the person seated next to you and decide –  
    - Who will be the Proctor, and  
    - Who will be the Student.  
  - You may also have a group of three with –  
    - One Proctor in the middle, and  
    - Two Students on each side.  
- Using two computers,  
  - Set both to the RHAS Simulation Server (https://etestsonline.org/RollingHills/).  
  - You will use one computer to simulate the eTests Online Management Console (Proctor).  
  - You will use the second computer to simulate the Testing Station (Student). |
| 24. | **ATTENTION: Proctors!** | - From the Management Console browser tab,  
  - Click Start for the Level A Intake session. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 25.  | ![Session Activity](image) | - At bottom right of the **Session Activity** window,  
  o **Add** student testing **Station(s)**.  
  o Don’t add your station! |
| 26.  | ![Testing Station](image) | **ATTENTION: Students!**  
  *(Lend your Proctor a helping hand.)*  
  - From your **Testing Station** tab,  
    o Click **Administer Test**.  
    o Run the **executable file** to connect to the server and download the test-delivery system. |
| 27.  | ![Testing Station](image) | - At the **Testing Station**,  
  o Enter your same “unique” **Identification Code** from the last demo. |
| 28.  | ![Identification Confirmation](image) | - Click **Yes** to confirm your **Identification**, or  
  o Click **No** and re-enter your “unique” fictitious ID if needed.  
  **Note!** You should **not** be presented with **Data Collection** screens when using the same fictitious student from the previous exercise. |
| 29.  | ![Test Menu](image) | - Click the **Math Test** button again. |
### Step 30.

**Screen**

- After **Directions** and **Practice**,  
  - Answers:
    - Practice 1 = B  
    - Practice 2 = D  
- Click to **Begin** the test.  
- Apply a few random **answers**.

### Step 31.

**Session Activity**

- Now draw attention to the **Proctor’s** screen.  
- This time, the **Intervene** button will be used from the **Session Activity** window to interrupt the test-in-progress.  

**ATTENTION: Proctors!**  
- Click **Refresh** from the **Session Activity** window.  
- Click **Intervene** for the test-in-progress.

### Step 32.

**Student Session Management**

- A **Student Session Management** pop-up gives you similar options as when using the **Ctrl + E** key-command from the **Testing Station**.  
  - **Score** is the same option as **Score** at the **Testing Station**.  
  - **Abort** is the same option as **Do not score** at the **Testing Station**.  
  - **Disconnect** is the same option as **Exit** at the **Testing Station**.  

**ATTENTION: Proctors!**  
- To interrupt this test and not score it,  
  - Click **Abort**.
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen Description</th>
</tr>
</thead>
</table>
| **33.** | • Click OK to confirm that you want to **Cancel** the Test-in-progress.  
  • The test is ended and not scored.  
  • All answers are deleted and cannot be retrieved.  
  • One **WTU** is decremented for a completed **Locator**.  
  • No **WTU** is decremented if the cancelled test is a progress test (pre- and post). |
| **34.** | • When **Intervene** is used at the **Management Console**,  
  o The **Proctor** must remember to clear the **Test Screen** on the **Testing Station**.  
  ▪ This is because the **test-delivery system** was interrupted.  
  
  **ATTENTION: Students!**  
  • Lend your **Proctor** a helping hand and clear your screen. |
| **35.** | • A pop-up message informs the proctor and student of the interruption.  
  o Click OK. |
| **36.** | • The student is automatically logged out of the **Testing Application**, and  
  • The test screen automatically returns to the **ID** screen. |
### Step 37.

**Screen:** DEMO #5 Management Console > Score the Test

**Description:**
- For the next demonstration, you will Score the test from the Management Console.

**ATTENTION: Students!**
- At the Testing Station,
  - Enter the same “unique” Identification Code for your fictitious student, and
  - Click Yes to confirm Identification.

### Step 38.

**Screen:** Test Menu

**Description:**
- At the Test Menu,
  - Click the Math Test button again.
- Because the math test was not scored or recorded in the previous demo, the Math Test button should still be enabled.

### Step 39.

**Screen:** Session Activity

**Description:**
- After Directions and Practice,
  - Answers:
    - Practice 1 = B
    - Practice 2 = D
  - Click to Begin the test.
  - Apply a few random answers.

### Step 40.

**Screen:** Session Activity

**Description:**
- Now draw attention again to the Proctor’s screen.

**ATTENTION: Proctors!**
- Click Refresh from Session Activity.
- Click Intervene to interrupt and Score the test-in-progress.
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 41. | ![Student Session Management](image1) | • From the **Student Session Management** pop-up,  
  o Click **Score**.  
  • The test will end and answers will be recorded. |
| 42. | ![Are you sure you want to terminate this test?](image2) | • From the second **pop-up**,  
  o Click **OK** to confirm.  
  • The test ends and the student has no possibility to finish the test.  
  • One **WTU** is decremented because the test was ended, scored, and recorded. |
| 43. | ![Remember! You may need to click on an Answer or the Forward arrow to reactivate the test screen.](image3) | • Again, when **Intervene** is used at the **Management Console**,  
  o **The Proctor** must remember to clear the **Test Screen** because the **test-delivery system** was interrupted.  
  
  **ATTENTION: Students!**  
  • Lend your **Proctor** a helping hand and clear your screen. |
| 44. | ![The testing session state is invalid for this request. Please press OK to restart the application.](image4) | • Click **OK** to the pop-up message. |
### Step 45

<table>
<thead>
<tr>
<th>Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to CASAS eTests Online</td>
</tr>
<tr>
<td>Enter your ID</td>
</tr>
<tr>
<td>Continue</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The student is automatically logged out of the Testing Application.</td>
</tr>
<tr>
<td>• The test screen automatically returns to the ID screen.</td>
</tr>
</tbody>
</table>

**Note!** When you Score the Test from the Management Console,

- The Personal Score Report (PSR) is not displayed at the Testing Station.
- A copy of the PSR may be retrieved from TE.

---

**NOTES**

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</table>
Steps to Reconnect a Suspended Test

**PREP STEP!**
To proceed with the following exercises, you will need to either pair with someone to play Proctor and Student roles or use two computers.

- So that you have view of each other’s screen,
  - Pair-with the person seated next to you and decide –
    - Who will be the Proctor, and
    - Who will be the Student.
  - You may also have a group of three with –
    - One Proctor in the middle, and
    - Two Students on each side.

- Using two computers,
  - Set both to the RHAS Simulation Server (https://etestsonline.org/RollingHills/).
  - You will use one computer to simulate the eTests Online Management Console (Proctor).
  - You will use the second computer to simulate the Testing Station (Student).

<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>DEMO #1</td>
<td>Testing Station &gt; Exit the test</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ATTENTION: Proctors!**

- Before you continue,
  - Proctors, log out of the Management Console.
  - Students, exit the Testing Station screen.

- Switch Proctor and Student roles.

- When ready, the next steps will walk you through how to Exit or Suspend a test from the Testing Station.

- From Application Management Login,
  - Enter Proctor credentials.
    - Password: proctor.
  - Click Login.
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 3.   | ![Testing Sessions](image1) | • From Application Management,  
                     o Click Testing Sessions. |
| 4.   | ![Testing Sessions](image2) | • Filter Testing Sessions to minimize the list and only display sessions for your Site and in your Lab.  
                     • Click Refresh.  
                     • Collapse the Filter. |
| 5.   | ![Testing Sessions](image3) | • For demonstration, you will continue to use the Intake session for Level A.  
                     o Click Start for the Level A session.  
                        ▪ Acknowledge responsibilities,  
                        ▪ Set hours, and then  
                     o Click Start. |
| 6.   | ![Session Activity](image4) | • At bottom right of the Session Activity window,  
                     o Add student Testing Station(s).  
                     o Don’t add your station! |
| 7.   | ![ATTTENTION: Students!](image5) | • From your Testing Station tab,  
                     o Click Administer Test.  
                     o Run the executable file to connect to the server and download the test-delivery system. |
### Step 8

**Screen Description**

- As a new student at the **Testing Station**, enter a “unique” **Identification Code**.
- Enter a fictitious **Name**.

### Step 9

**Screen Description**

- Click to **Save** the new student record.

### Step 10

**Screen Description**

- At the **Test Menu**, click the **Reading Test** button.
- After **Directions** and **Practice**, answers:
  - Practice 1 = B
  - Practice 2 = C
- Click to **Begin** the test.

### Step 11

**Screen Description**

- Apply a few random **answers**.
- Now **Interrupt the Test** at the **Testing Station**.
  - Click the **Ctrl + E** key-command.

*Remember! You may need to click on an **Answer** or the **Forward** arrow to reactivate the test screen.*

### Step 12

**Screen Description**

- From the **four** options when **Interrupting a Test**,
  - Click **Exit** to **Suspend** the test and allow the student to finish later.

---

**Caution!** Careful consideration should be given to suspending tests so the integrity of the assessment is not compromised.
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 13. | ![Welcome to CASAS eTests Online](image) | - The student is automatically logged out of the Testing Application, and  
- The application automatically returns to the ID screen. |
| 14. | ![Session Activity](image) | - Suspended tests must be disconnected from the active Testing Station.  
  - This allows the Station to stay in use.  
  - Allows the student to return and continue from any Station.  
  - Allows the Proctor to stop the Session when finished Administering Tests. |
| 15. | ![Testing Session Management](image) | - For example, draw attention to the Proctor's screen.  
**ATTENTION: Proctors!**  
- From the Management Console browser tab,  
  - Click Manage. |
| 16. | ![A testing session cannot be stopped when students are taking tests.](image) | - Click to Stop the Session.  
- A pop-up warns the Proctor that a test is still in progress at the testing station.  
  - Click OK to proceed and disconnect the test so that it becomes suspended. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 17.  | ![Session Activity Screen](image) | • From the **Session Activity** window,  
   o Click **Intervene** for the **Student** and **Station** where the test was exited. |
| 18.  | ![Student Session Management Pop-up](image) | • From the **Student Session Management** pop-up,  
   o Click **Disconnect**. |
| 19.  | ![Session Activity Screen](image) | • The **Station** is now available for the next student, and  
   • The **Session** may be stopped when all testing is finished. |

**DEMO #3**

<table>
<thead>
<tr>
<th>Testing Station &gt; Request</th>
<th></th>
</tr>
</thead>
</table>
| • When the student returns to complete the test, the suspended test must be **reconnected**.  
  • This involves a **two-step process**:  
    1. The **Student** must first log in at a **Testing Station**.  
    2. The **Proctor** must then reconnect the suspended test. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 20.  | ![Welcome to CASAS eTests Online](image1) | • The student may return to finish the test on any **Testing Station** at any **Site**.  
**ATTENTION: Students!**  
• At the **Testing Station**,  
  o Enter the same “unique” **Identification Code** for your fictitious student.  |
| 21.  | ![Are you John J. Smith?](image2) | • Click **Yes** to confirm **Identification**.  |
| 22.  | ![Welcome to CASAS eTests Online](image3) | **ATTENTION: Everyone!**  
• Draw attention to the **Student’s** screen.  
• When a student’s last test was suspended,  
  o A message will display at the **Test Menu** with a note for the **Proctor** to **Intervene** before the student can proceed.  |
| 23.  | ![Session Activity](image4) | **ATTENTION: Everyone!**  
• Draw attention to the **Proctor’s** screen.  
**ATTENTION: Proctors!**  
• From the **Management Console**,  
  o You will see a **REQUEST** status from the **Session Activity** window.  |

**DEMO #4**

**Management Console > Request**

• A suspended test must be reconnected to an active session for the student to finish.  
• Do this from the **Management Console** at the **Session Activity** window.
### Step 24
- **Screen:** Session Activity window
- **Description:**
  - From the **Session Activity** window,
    - Click **Refresh** if needed.
    - Click **Intervene** for the **Student** and **Station** with the **REQUEST**.

### Step 25
- **Screen:** Student Session Management popup
- **Description:**
  - From the **Student Session Management** popup,
    - Click **Reconnect**.
  - The student may now continue and finish the test.

### Step 26
- **Description:**
  - **ATTENTION: Students!**
    - At the **Testing Station,**
      - Click **Refresh** or **Next** to continue.

### Step 27
- **Description:**
  - The **Test Screen** opens at the same place where the test was interrupted and suspended.
  - The test-timer starts again with remaining time to complete the test.
  - One **WTU** is decremented when the test is finished.
  - Continue to randomly **answer** a few more items.

### DEMO #5
- **Description:**
  - Now reverse the process and instead of suspending the test at the **Testing Station,** suspend the test from the **Management Console.**
  - Draw attention again to the **Proctor’s** screen.
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
</table>
| 28.  | ![Management Console](image) | **ATTENTION: Proctors!**  
- At the Management Console from the Session Activity window,  
  - Click **Intervene** for the Student and Station where the test will be Suspended. |
| 29.  | ![Student Session Management](image) |  
- From the Student Session Management pop-up,  
  - Click **Disconnect**. |
| 30.  | ![Session Activity](image) |  
- The **Station** is now available for the next student.  
- When testing is finished for the **Session**,  
  - The Proctor must remember to –  
    - Click **Manage** from the Session Activity window, and then  
    - **Stop the Session**. |
| 31.  | ![Name and Ext](image) | **Remember!** Whenever there is an interruption to the test-delivery system at the Testing Station,  
- The Proctor must remember to clear the Test Screen.  
**ATTENTION: Students!**  
- Lend your Proctor a helping hand and clear your screen.  

**Remember!** You may need to click on an **Answer** or the **Forward** arrow to reactivate the test screen.
<table>
<thead>
<tr>
<th>Step</th>
<th>Screen</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>32.</td>
<td><img src="image" alt="Warning" /></td>
<td>• Click OK to the message about the interruption.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Message" /></td>
<td></td>
</tr>
</tbody>
</table>
| 33.  | ![Welcome](image) | • The student is automatically logged out of the Testing Application, and  
• The Test Screen returns to Refresh.  
• The Suspended test will remain suspended indefinitely. |
|      | ![Buttons](image) |  |
| 34.  | ![Buttons](image) | • Click Exit to close the Testing Application. |
ACTIVITY: Basic Steps for Web-Based Testing

- So that you have view of each other’s screen, pair-with the person seated next to you and decide –
  - Who will be the **Proctor**, and
  - Who will be the **Student**.

- You may also have a group of three with –
  - One **Proctor** in the middle, and
  - Two **Students** on each side.

### Check boxes during Role-Play Activities

<table>
<thead>
<tr>
<th>Switch roles with each exercise</th>
<th>Exercise 1</th>
<th>Exercise 2</th>
<th>Exercise 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ROLE</strong></td>
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<tr>
<td><strong>PROCTOR – Manage Session</strong></td>
<td></td>
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</tr>
<tr>
<td>SIGN IN – Management Console</td>
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<td></td>
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<tr>
<td>START – testing session</td>
<td></td>
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</tr>
<tr>
<td>ADD – student station</td>
<td></td>
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<tr>
<td><strong>PROCTOR – Administer Test</strong></td>
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<tr>
<td>RUN – CASASTests.exe file on</td>
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<tr>
<td>student computer</td>
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<tr>
<td><strong>STUDENT – Begin Test</strong></td>
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<tr>
<td>ENTER – “unique” ID</td>
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</tr>
<tr>
<td><strong>PROCTOR – Manage Session</strong></td>
<td></td>
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<tr>
<td>SESSION ACTIVITY – monitor</td>
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<td></td>
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</tr>
<tr>
<td>students progress through</td>
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<tr>
<td>testing</td>
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<tr>
<td><strong>STUDENT – End Test</strong></td>
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<tr>
<td>LOG OUT and EXIT application</td>
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</tr>
<tr>
<td><strong>PROCTOR – Manage Session</strong></td>
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<tr>
<td>STOP – testing session</td>
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</tbody>
</table>
CASAS Contact Information

Training Support

- Help documentation is available at: CASAS Home > Training and Support > eTests Online Help and TOPSpro Enterprise Help.
- A set of recorded webinars (approximately 30 minutes each) on CASAS Online Implementation Basics is available that when viewed in order, build knowledge in a logical progression to help you get up and running smoothly using CASAS eTests Online together with TOPSpro Enterprise Online.
- Enroll in a workshop at: CASAS Training Registration.

Technical Support

- Your main point-of-contact at CASAS for online implementation and uninterrupted test delivery is the CASAS Technology Support Team at techsupport@casas.org. This e-mail address alerts several members of the team to ensure you receive a timely response.
- Team members are available:
  - Monday – Friday
  - 6:00 am – 5:00 pm (Pacific)
  - Phone: (858) 292-2900, option 2
  - Toll Free: (800) 255-1036, option 2

Mail: CASAS
      5151 Murphy Canyon Rd., Suite 220
      San Diego, CA 92123-4339
Website: www.casas.org
Telephone: 858-292-2900 or 1-800-255-1036
Fax: 858-292-2910
E-mail:
  General questions: casas@casas.org
  Training questions: training@casas.org
  Ordering questions: orders@casas.org
  California Accountability: capm@casas.org
  CASAS Technology Support Team: techsupport@casas.org