



PROCTOR
Test Administration
Guide

CASAS Technology Support Team

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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>
 - *Washington – eTests Online – <https://etestsonline.org/Washington/>
 - 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' identify 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.
6. Monitor for books, electronic devices, and talking.
 - 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.

- 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.

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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/>
- ❖ 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
1.		<ul style="list-style-type: none"> • Access the Management Console. • Launch the web browser and enter the CASAS <i>eTests Online</i> URL for your state.* <ul style="list-style-type: none"> → *eTests Online – https://etestsonline.org/ → *California – eTests Online – https://ca.etestsonline.org/ → *Miami Dade – eTests online – https://etestsonline.org/MiamiDade → *Washington – eTests Online – https://etestsonline.org/Washington/ ○ Click Sign In.
2.		<ul style="list-style-type: none"> • From Application Management Login, <ul style="list-style-type: none"> ○ Enter Proctor credentials. <ul style="list-style-type: none"> ▪ User: proctor##@rhas.org. ▪ Password: proctor. ○ Click Login.
3.		<ul style="list-style-type: none"> • From Application Management, <ul style="list-style-type: none"> ○ Click Testing Sessions.

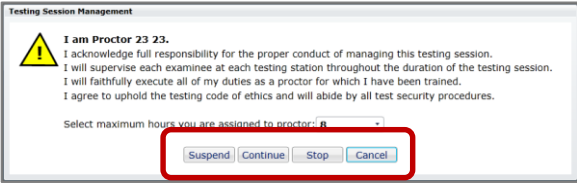


Step	Screen	Description
4.		<ul style="list-style-type: none"> Because the list of Testing Sessions may be quite lengthy, it is recommended that Proctors Filter the list and search for sessions that are <i>only</i> available – <ul style="list-style-type: none"> At the Site, <u>and</u> In the Lab where they are assigned to administer tests.
5.	<ul style="list-style-type: none"> At top left of the Testing Sessions list, <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> From the drop-down menu, select the Site. Click the Description-field down-arrow. <ul style="list-style-type: none"> From the drop-down menu, <ul style="list-style-type: none"> Select Contains. Enter the name or abbreviation of the LAB at your Site. 	<ul style="list-style-type: none"> At bottom right of the Filter, <ul style="list-style-type: none"> Click Refresh. A filtered list of sessions should now display for <u>your Site</u> and Lab. Proctors can further restrict the list of sessions by adding additional filters. For example,

Step	Screen	Description																																																
		<ul style="list-style-type: none"> ○ Click the Template field down-arrow. <ul style="list-style-type: none"> ▪ 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. <ul style="list-style-type: none"> ▪ From the drop-down menu, select Contains. ▪ Enter the type of testing such as Intake or Post-test. ○ At bottom right of the Filter, <ul style="list-style-type: none"> ▪ Click Refresh. ○ At top left of the Filter, <ul style="list-style-type: none"> ▪ Click the up-arrow to collapse the filter. <ul style="list-style-type: none"> • A filtered Testing Session(s) list should now display on your screen. • These are the Sessions you will manage while administering tests. 																																																
6.	<p>▼ Filter by: Template Name, Description,</p> <table border="1" data-bbox="175 1192 750 1894"> <thead> <tr> <th></th> <th></th> <th></th> <th>Ses</th> </tr> </thead> <tbody> <tr><td>View</td><td>Start</td><td>Tests</td><td>Rabbit (LAB:AC - Int</td></tr> <tr><td>View</td><td>Start</td><td>Tests</td><td>Rabbit (LAB:AC - Int</td></tr> <tr><td>View</td><td>Start</td><td>Tests</td><td>Rabbit (LAB:AC - Int</td></tr> <tr><td>View</td><td>Start</td><td>Tests</td><td>Rabbit (LAB:AC - Po</td></tr> <tr><td>View</td><td>Start</td><td>Tests</td><td>Rabbit (LAB:AC - Pra</td></tr> <tr><td>View</td><td>Start</td><td>Tests</td><td>Rabbit (LAB:AC - Re</td></tr> <tr><td>View</td><td>Start</td><td>Tests</td><td>Rabbit (LAB:AC - Re</td></tr> <tr><td>View</td><td>Start</td><td>Tests</td><td>Rabbit (LAB:AC - Re</td></tr> <tr><td>View</td><td>Start</td><td>Tests</td><td>Rabbit (LAB:AC - Practice)</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>				Ses	View	Start	Tests	Rabbit (LAB:AC - Int	View	Start	Tests	Rabbit (LAB:AC - Int	View	Start	Tests	Rabbit (LAB:AC - Int	View	Start	Tests	Rabbit (LAB:AC - Po	View	Start	Tests	Rabbit (LAB:AC - Pra	View	Start	Tests	Rabbit (LAB:AC - Re	View	Start	Tests	Rabbit (LAB:AC - Re	View	Start	Tests	Rabbit (LAB:AC - Re	View	Start	Tests	Rabbit (LAB:AC - Practice)	View	Manage	Tests	Rabbit (LAB:AC - Registration)	View	Start	Tests	Rabbit (LAB:AC - Retest Same Day)	<ul style="list-style-type: none"> • Buttons at left of the Testing Sessions list are restricted for Proctors. <ul style="list-style-type: none"> ○ Proctors <i>only</i> 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, <ul style="list-style-type: none"> ○ 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.
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7.	<p style="text-align: center;">Testing Sessions</p> <p>Name, Description, Site, Status</p> <table border="1"> <thead> <tr> <th>Session Full Name</th> <th>Site</th> <th>Start</th> </tr> </thead> <tbody> <tr><td>Rabbit (LAB:AC - Intake: Beg. Lit.)</td><td>Central Library</td><td>7/1/2015 / 00:00</td></tr> <tr><td>Rabbit (LAB:AC - Intake: Level A)</td><td>Central Library</td><td>7/1/2015 / 00:00</td></tr> <tr><td>Rabbit (LAB:AC - Intake: Locator + Pretest)</td><td>Central Library</td><td>7/1/2015 / 00:00</td></tr> <tr><td>Rabbit (LAB:AC - Post-test)</td><td>Central Library</td><td>7/1/2015 / 00:00</td></tr> <tr><td>Rabbit (LAB:AC - Practice)</td><td>Central Library</td><td>7/1/2015 / 00:00</td></tr> <tr><td>Rabbit (LAB:AC - Registration)</td><td>Central Library</td><td>7/1/2015 / 00:00</td></tr> <tr><td>Rabbit (LAB:AC - Retest Same Day)</td><td>Central Library</td><td>7/1/2015 / 00:00</td></tr> <tr><td>Rabbit (LAB:AC - Returning after 90+ days absence)</td><td>Central Library</td><td>7/1/2015 / 00:00</td></tr> </tbody> </table>	Session Full Name	Site	Start	Rabbit (LAB:AC - Intake: Beg. Lit.)	Central Library	7/1/2015 / 00:00	Rabbit (LAB:AC - Intake: Level A)	Central Library	7/1/2015 / 00:00	Rabbit (LAB:AC - Intake: Locator + Pretest)	Central Library	7/1/2015 / 00:00	Rabbit (LAB:AC - Post-test)	Central Library	7/1/2015 / 00:00	Rabbit (LAB:AC - Practice)	Central Library	7/1/2015 / 00:00	Rabbit (LAB:AC - Registration)	Central Library	7/1/2015 / 00:00	Rabbit (LAB:AC - Retest Same Day)	Central Library	7/1/2015 / 00:00	Rabbit (LAB:AC - Returning after 90+ days absence)	Central Library	7/1/2015 / 00:00	<ul style="list-style-type: none"> The middle of the Testing Sessions list identifies sessions – <ul style="list-style-type: none"> 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. 																		
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9.	<ul style="list-style-type: none"> Session Status will display – <ul style="list-style-type: none"> Inactive until started. Suspended if <ul style="list-style-type: none"> 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. 																																														

Step	Screen	Description
10.		<ul style="list-style-type: none"> To manage your first session, <ul style="list-style-type: none"> Click START for the Registration session.
11.		<ul style="list-style-type: none"> A pop-up displays for Testing Session Management where Proctors acknowledge responsibilities and duties for the duration of the Testing Session.
12.		<ul style="list-style-type: none"> Proctors then specify maximum supervisory hours. Click the Hours field down-arrow <ul style="list-style-type: none"> From the drop-down menu, <ul style="list-style-type: none"> Click maximum hours assigned to supervise testing.
13.	<p style="text-align: center;">Here's the general rule for selecting the number of hours based on testing session.</p>	<ul style="list-style-type: none"> <u>Intake: Locator + Pretest</u> <ul style="list-style-type: none"> One modality = 2 hrs. One modality w/Registration = 2 hrs. Two modalities = 3 hrs. Two modalities with Registration = 3 hrs. <u>Post-test</u> <ul style="list-style-type: none"> One modality = 2 hrs. Two modalities = 3 hrs. <u>Retest Same Day</u> <ul style="list-style-type: none"> One modality = 2 hrs. Two modalities = 3 hrs. <u>Returning after 90+ days absence</u> <ul style="list-style-type: none"> One modality = 2 hrs. Two modalities = 3 hrs. <u>Registration</u> <ul style="list-style-type: none"> 1 hr. <u>Practice</u> <ul style="list-style-type: none"> 1 hr.
14.		<ul style="list-style-type: none"> Click Start.

Step	Screen	Description
15.		<ul style="list-style-type: none"> • After starting the session, a Session Activity window displays for the Proctor to – <ul style="list-style-type: none"> ○ Monitor students as they progress through testing, ○ Manage test administration, and ○ Manage testing stations.
16.		<ul style="list-style-type: none"> • Top left of the Session Activity header displays – <ul style="list-style-type: none"> ○ Name of the session started, ○ Site, where testing is taking place, ○ Proctor who started the session, and ○ Status of the session.
17.		<ul style="list-style-type: none"> • Click Show Configuration to view settings effective for the session. <ul style="list-style-type: none"> ○ 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, <ul style="list-style-type: none"> ○ Click Close.
18.		<ul style="list-style-type: none"> • Top right of the Session Activity header displays – <ul style="list-style-type: none"> ○ Session Start/End Dates and Times, and ○ When Supervise Time ends. • Click Manage for options to –

Step	Screen	Description
19.		<ul style="list-style-type: none"> ○ Suspend the session if testing will resume after a break period on the same day. ○ Continue the session if <ul style="list-style-type: none"> ▪ 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. 😊 <ul style="list-style-type: none"> ● Click Cancel.
20.		<ul style="list-style-type: none"> ● Manage may also be used by another logged-on Proctor to Take Over a Session started by another Proctor. <ul style="list-style-type: none"> ○ 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.		<ul style="list-style-type: none"> ● Bottom right of the Session Activity window has options to – <ul style="list-style-type: none"> ○ Add and Filter stations in the session. ● Click Add Stations.

Step	Screen	Description
22.		<ul style="list-style-type: none"> From the Select Stations pop-up, <ul style="list-style-type: none"> Check your Station. At bottom of the pop-up, <ul style="list-style-type: none"> Click Add.
23.		<ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> This is the benefit of <u>not</u> pre-assigning Stations to Sessions so that Stations can be used wherever and whenever needed.
FOR REGISTRATION ACTIVITY (Data Collection Screens)		SKIP TO Steps to Administer Tests, pg. 19
24.		<ul style="list-style-type: none"> At the Management Console, <ul style="list-style-type: none"> From the Session Activity window, or From the Testing Sessions list, <ul style="list-style-type: none"> Click Manage. Select Stop.
25.		<ul style="list-style-type: none"> When finished working in the Management Console, <ul style="list-style-type: none"> Click the back link at top right and return to the main menu.

Step	Screen	Description
26.		<ul style="list-style-type: none"> At top right, <ul style="list-style-type: none"> Click the logout link.
27.		<ul style="list-style-type: none"> 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, <ul style="list-style-type: none"> Click the web browser back-arrow.
28.		<ul style="list-style-type: none"> Now you are completely disconnected from the server and returned to the main domain web page.


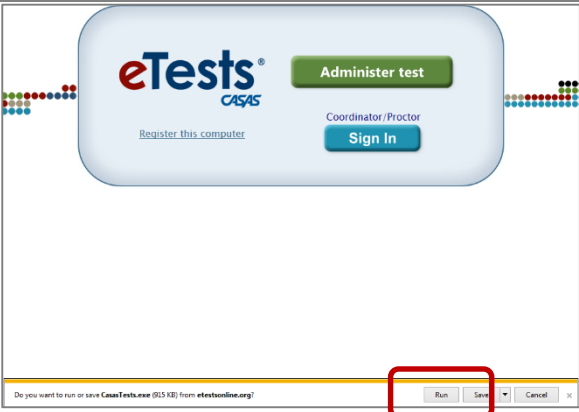


NOTES

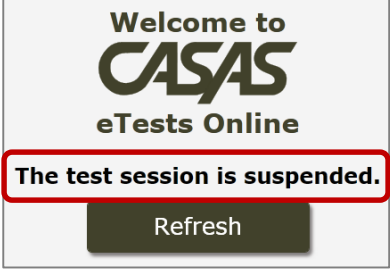
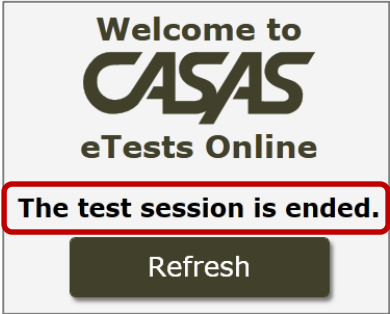
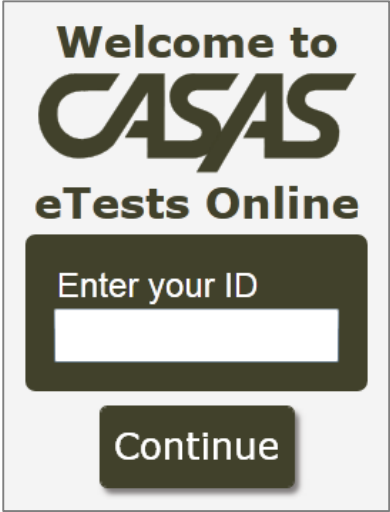
Steps to Administer Tests

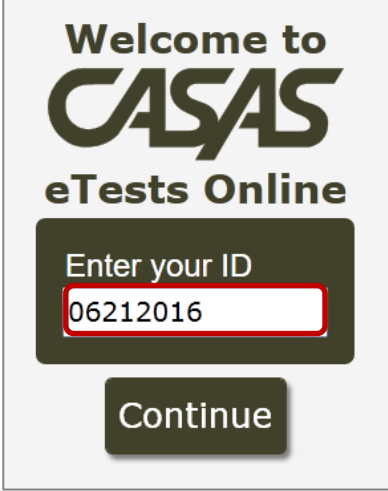

Overview


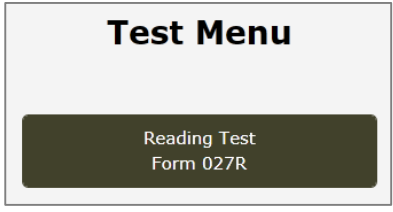
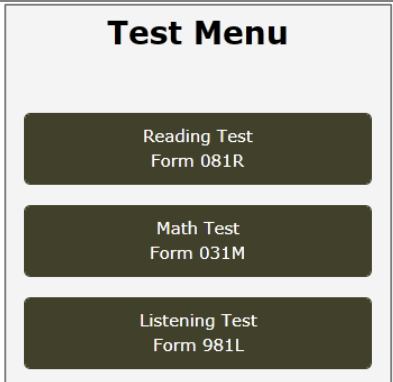
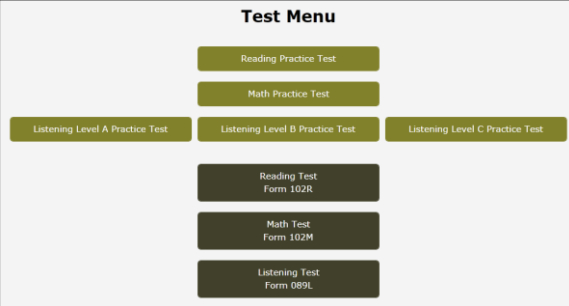
- Proctors must complete certification to administer CASAS web-based tests.
- **Administering** CASAS web-based tests requires the same testing code of ethics, adherence to test security, and proctoring tasks as when administering paper-based tests.
- All proctors must do their part to maintain a controlled 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**.

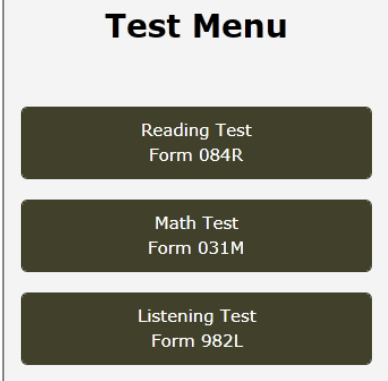
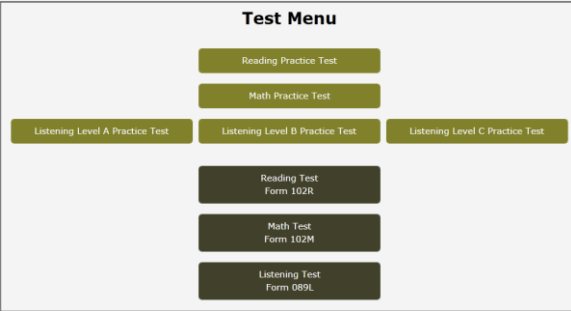
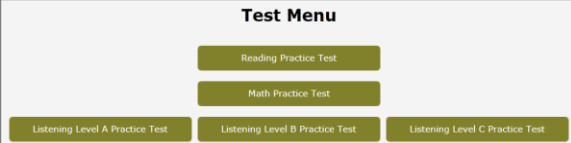
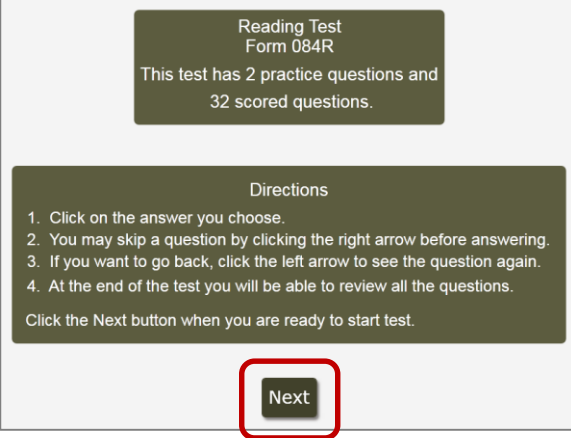
Step	Screen	Description
1.	<p style="text-align: center;">PREP STEP</p>	<ul style="list-style-type: none"> When using the same computer to Manage Sessions and Administer Tests, <ul style="list-style-type: none"> Open a <u>second</u> tab in your browser window to simulate a testing station.
2.		<ul style="list-style-type: none"> From the main domain web page at the Testing Station, <ul style="list-style-type: none"> Click Administer Test.
3.		<ul style="list-style-type: none"> Click Run when prompted for the CASASTests.exe file to – <ul style="list-style-type: none"> Connect with the online hosted-server, Download the Test Delivery System and Secure Browser application in to 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.	<p style="text-align: center;">Welcome to CASAS eTests Online</p> <p style="text-align: center; border: 2px solid red; padding: 5px;">There is no test session scheduled to start.</p> <p style="text-align: center; background-color: #333; color: white; padding: 10px; width: fit-content; margin: 0 auto;">Refresh</p>	<ul style="list-style-type: none"> ← If this message displays at the Testing Station, <ul style="list-style-type: none"> The Proctor has either not started the session or has not added the station to the active session. The Proctor must Sign In to the Management Console to – <ul style="list-style-type: none"> START sessions. ADD stations.

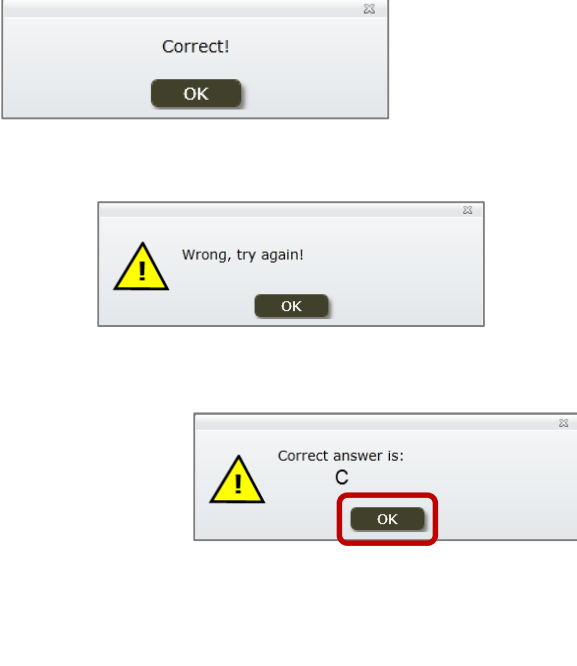
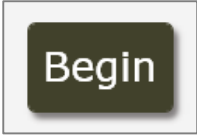
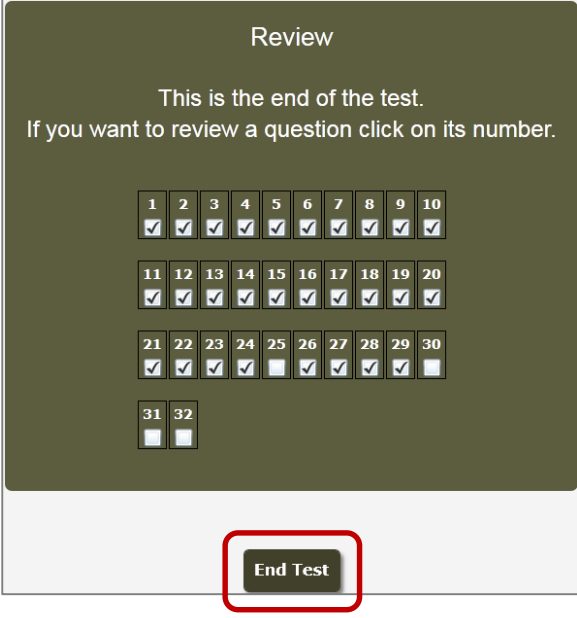
Step	Screen	Description
		<ul style="list-style-type: none"> • To avoid confusion, CASAS plans to change this message to instead read – <ul style="list-style-type: none"> ○ "Please wait for your Proctor to start the session or add your station to a session."
5.		<ul style="list-style-type: none"> ← If this message displays at the Testing Station, <ul style="list-style-type: none"> ○ 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.
6.		<ul style="list-style-type: none"> ← If this message displays at the Testing Station, <ul style="list-style-type: none"> ○ 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.
7.		<ul style="list-style-type: none"> ← If this message displays at the Testing Station, <ul style="list-style-type: none"> ○ 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.

Step	Screen	Description
8.		<p>← If this message displays at the Testing Station,</p> <ul style="list-style-type: none"> ○ 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.		<p>← If this message displays at the Testing Station,</p> <ul style="list-style-type: none"> ○ 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. <p><i>Note!</i> You won't have this problem if sessions are scheduled for the entire program year.</p>
10.		<p>← When this message displays at the Testing Station,</p> <ul style="list-style-type: none"> ○ The session is active and the station is added to the session. ○ Testing, practice, or registration can begin!
<p>FOR REGISTRATION ACTIVITY (Data Collection Screens)</p>		<p>SKIP TO Steps to Register New Students, pg. 29</p>

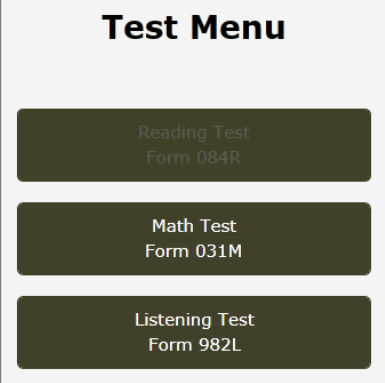
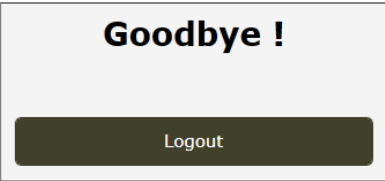

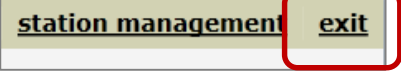
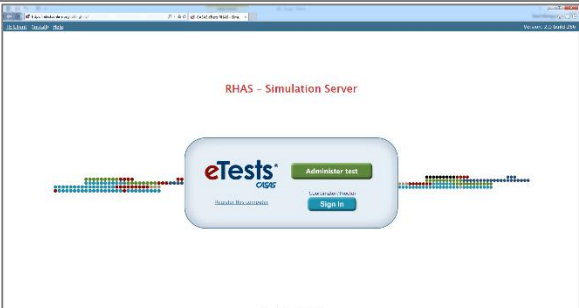
Step	Screen	Description
11.		<ul style="list-style-type: none"> • Direct student to – <ul style="list-style-type: none"> ○ Enter an Identification Code. <ul style="list-style-type: none"> ▪ For training, enter a “unique” fictitious ID. ○ Click Continue.
12.	<p><i>Note!</i></p> <ul style="list-style-type: none"> • <i>IF</i> student information pre-exists in your online database, <ul style="list-style-type: none"> ○ <i>AND Data collection</i> screens are <u>not</u> enabled in the session configuration, <ul style="list-style-type: none"> ▪ Students confirm their Identification and then begin testing. 	<p><i>Note!</i></p> <ul style="list-style-type: none"> • <i>IF</i> student information pre-exists in your online database but some information is missing, <ul style="list-style-type: none"> ○ <i>AND Data collection</i> screens are enabled in the session configuration, <ul style="list-style-type: none"> ▪ Students confirm their Identification and are then presented with data collection screens before they begin testing.
13.		<ul style="list-style-type: none"> • Click Yes to confirm Identification, or <ul style="list-style-type: none"> ○ Click No and re-enter correct ID.
14.	<p><i>Note!</i></p> <ul style="list-style-type: none"> • <i>IF</i> student information <u>does not</u> pre-exist in your online database, <ul style="list-style-type: none"> ○ <i>AND Data Collection</i> screens are <u>not</u> enabled in the session configuration, <ul style="list-style-type: none"> ▪ Students complete ID and Name fields <i>only</i> before they begin testing. 	

Step	Screen	Description
15.		<ul style="list-style-type: none"> • Click Save.
16.		<p>← The Intake: Beg. Lit. session menu is appropriate for new students who have difficulty communicating and filling out forms.</p> <ul style="list-style-type: none"> ○ Beginning Literacy Reading (Form 27 or 28) is the only test available. ○ Practice buttons are hidden.
17.		<p>← 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.</p> <ul style="list-style-type: none"> ○ Level A forms are administered as pretests. ○ Practice buttons are hidden.
18.		<p>← The Intake: Locator + Pretest session menu is appropriate for new students who communicate and fill out forms with little or no difficulty.</p> <ul style="list-style-type: none"> ○ Practice buttons are available to introduce students to web-based test delivery before taking a test. ○ The Locator is administered first. <ul style="list-style-type: none"> ▪ Form 102 for reading/math. ▪ Form 89 for listening. ○ The Pretest is administered immediately following in the same sitting.

Step	Screen	Description
19.		<ul style="list-style-type: none"> ← The Post-Test session menu is appropriate for students to demonstrate progress after receiving instruction. ← The Retest session menu looks the same as the Post-Test session but is configured specifically to allow retesting in the same day (if needed). <ul style="list-style-type: none"> ○ Next-Assigned Test (NAT) buttons automatically display. ○ Practice buttons are generally hidden.
20.		<ul style="list-style-type: none"> ← The Returning session menu is appropriate for students who return after being absent from instruction for 90+ days. <ul style="list-style-type: none"> ○ The Locator is administered again to determine an appropriate-level test at time of return, and ○ Practice buttons are available to re-introduce web-based test delivery.
21.		<ul style="list-style-type: none"> ← The test menu for Registration and Practice sessions is the same and gives students the opportunity to practice without risk of launching into a test.
22.		<ul style="list-style-type: none"> • After students click a test button from the Test Menu – <ul style="list-style-type: none"> ○ They are presented with information for the test they are about to take. <ul style="list-style-type: none"> ▪ Test form and modality, ▪ Number of items present on a fixed form, and ▪ Directions to take the test. • Click Next.

Step	Screen	Description
23.		<ul style="list-style-type: none"> • 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.		<ul style="list-style-type: none"> • If assisting students to this point, ask if students have any questions before they begin testing. <ul style="list-style-type: none"> ○ Click Begin.
25.		<ul style="list-style-type: none"> • A Review screen is displayed at the end of reading and math standardized fixed-form tests. • The student may <ul style="list-style-type: none"> ○ Click an Item to review, or ○ Click End Test. • A Review screen is <i>not</i> displayed at the end of listening and computer-adaptive tests.

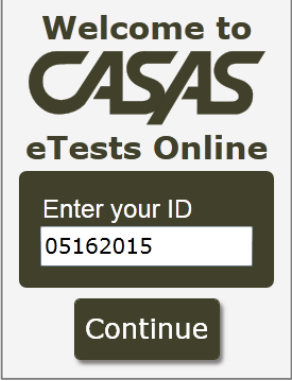


Step	Screen	Description
26.		<ul style="list-style-type: none"> • When students review items at the end of a test, they may – <ul style="list-style-type: none"> ○ Respond to the item. ○ Change a response. ○ Remove a response. ○ Navigate back/forward through items. • Click Review and return to the Review page.
27.		<ul style="list-style-type: none"> • By default, the Personal Score Report (PSR) displays with the option to print after the student ends the test. <ul style="list-style-type: none"> ○ 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 <i>eTests Online</i> and <i>TOPSpro Enterprise Online</i>, or <i>TE</i>. <ul style="list-style-type: none"> ○ A copy of the PSR may be reproduced in <i>TE</i>. ○ Performance reports may be generated in <i>TE</i>. • Click OK.

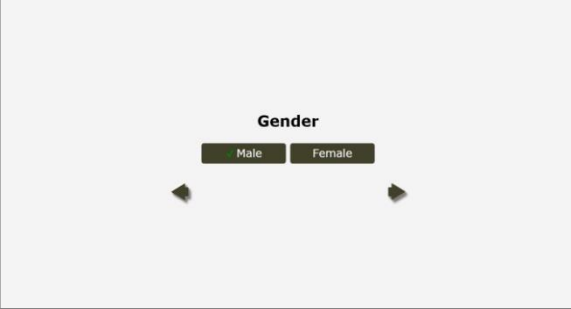



Step	Screen	Description
28.		<ul style="list-style-type: none"> The test screen returns to the Test Menu when a test is ended. The test button of the ended test is disabled to prevent the student from entering into another test of the same modality in the same sitting. Click the Math Test button next.
29.		<ul style="list-style-type: none"> When all tests available on the Test Menu are ended the student is presented with <ul style="list-style-type: none"> “Goodbye!” <ul style="list-style-type: none"> Click Logout.
30.		<ul style="list-style-type: none"> If more tests are available but the student is finished testing, at top right of the Testing Station, <ul style="list-style-type: none"> Click the logout link to close the student record. This allows another student to log in and begin testing on the same station.
31.		<ul style="list-style-type: none"> When testing is finished for the session, at top right of the Testing Station, <ul style="list-style-type: none"> Click the exit link to close the testing application.
32.		<ul style="list-style-type: none"> Now you are completely disconnected from the server and returned to the main domain web page where you started.

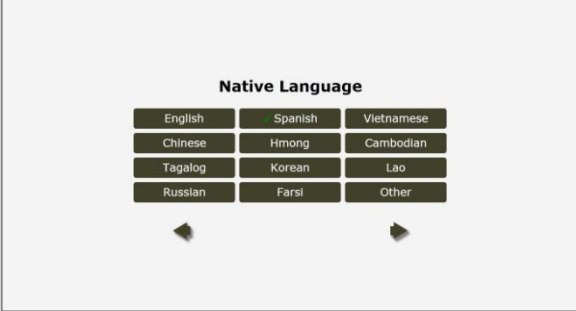

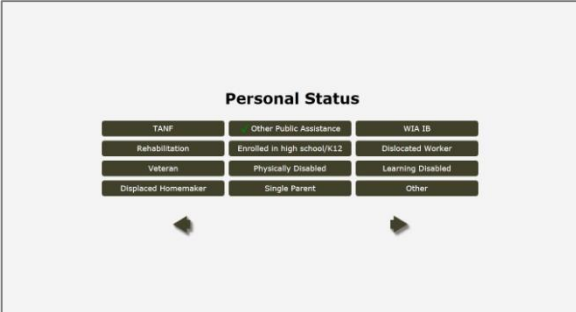
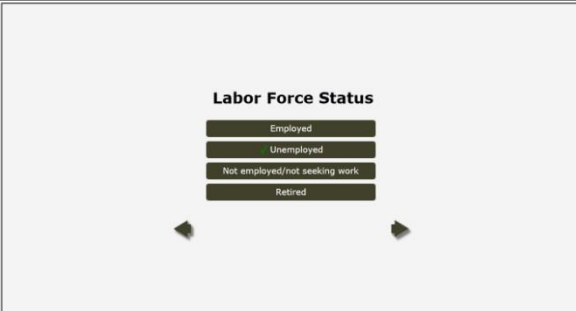
Steps to Register New Students

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**.

Step	Screen	Description
1.		<ul style="list-style-type: none"> • Direct students to – <ul style="list-style-type: none"> ○ Enter an Identification Code. <ul style="list-style-type: none"> ▪ 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. <ul style="list-style-type: none"> ○ An Identification Code may contain <ul style="list-style-type: none"> ▪ All numeric, ▪ All alpha, or ▪ Alpha-numeric characters combined. • Click Continue.
2.		<p>For training, enter fictitious information.</p> <ul style="list-style-type: none"> • A New Student will – <ul style="list-style-type: none"> ○ Enter First Name. ○ Middle Name is optional however, a middle initial is recommended. ○ Enter Last Name. • Click the forward Arrow to proceed through each screen. <p>Training Participant: Continue on your own entering fictitious information for Steps 3 – 12.</p> <ul style="list-style-type: none"> ○ STOP at the Review screen.
3.		<ul style="list-style-type: none"> • For current place of residence, <ul style="list-style-type: none"> ○ Enter Zip Code.

Step	Screen	Description
4.		<ul style="list-style-type: none"> Identify Gender. <ul style="list-style-type: none"> Check Male or Female.
5.		<ul style="list-style-type: none"> Select Date of Birth. <ul style="list-style-type: none"> Click a leading zero (0) for days less than 10. Click 19 or 20 for birth year.
6.		<ul style="list-style-type: none"> Specify number of years for formal schooling in the United States or abroad. <ul style="list-style-type: none"> Check highest number. If formal schooling was completed outside the United States, <ul style="list-style-type: none"> Check Box before moving forward.
7.		<ul style="list-style-type: none"> Highest Diploma or Degree Earned. <ul style="list-style-type: none"> Check highest credential or degree. If schooling in the United States or abroad is included, <ul style="list-style-type: none"> Check Box before moving forward.

Step	Screen	Description
8.		<ul style="list-style-type: none"> • Identify Native Language. <ul style="list-style-type: none"> ○ This should be the prevalent language spoken in the home as a child. <ul style="list-style-type: none"> ▪ Check One.
9.		<ul style="list-style-type: none"> • Ethnicity: Identify with a particular racial, national, or cultural group. <ul style="list-style-type: none"> ○ Check One. <ul style="list-style-type: none"> ▪ If Hispanic or Latino is selected, you can skip Race. • Race: Identify the group of persons related by common descent or heredity. <ul style="list-style-type: none"> ○ Check One or More.
10.		<ul style="list-style-type: none"> • Identifying Personal Status is optional. <ul style="list-style-type: none"> ○ Check <ul style="list-style-type: none"> ▪ All that apply, or ▪ Leave blank.
11.		<ul style="list-style-type: none"> • Specify <u>current</u> Labor Force Status. <ul style="list-style-type: none"> ○ Check One.

Step	Screen	Description
12.		<ul style="list-style-type: none"> • Primary and Secondary Goals should be attainable within the current program year. <ul style="list-style-type: none"> ○ Check One Primary Goal. ○ Check One Secondary Goal.
13.		<ul style="list-style-type: none"> • The Review Page displays after responding to data collection screens. • To edit any information before saving, <ul style="list-style-type: none"> ○ Click Change for the information you want to change. <ul style="list-style-type: none"> ▪ Click Review to return to the Review Page. • After review, <ul style="list-style-type: none"> ○ Click Save.
14.		<ul style="list-style-type: none"> • Saved information may be updated from the Test Screen. • For example, <ul style="list-style-type: none"> ○ Click the update student info link.

15.

Review Page

Id:	05162015	
First Name:	John	
Middle Name:	J.	<input type="button" value="Change"/>
Last Name:	Smith	<input type="button" value="Change"/>
Zip Code:	92123	<input type="button" value="Change"/>
Gender:	Male	<input type="button" value="Change"/>
Date of Birth:	May 16, 1958	<input type="button" value="Change"/>
Highest Grade Level Completed:	9	<input type="button" value="Change"/>
Majority of my schooling was outside of U.S.:	-	
Highest Diploma/ Degree Earned:	Technical/Certificate	<input type="button" value="Change"/>
Earned outside of the U.S.:	-	
Native Language:	English	<input type="button" value="Change"/>
Ethnicity:	Not Hispanic or Latino	<input type="button" value="Change"/>
Race:	White	<input type="button" value="Change"/>
Program Info:	Basic Skills (ABE)	<input type="button" value="Change"/>
Personal Status:		<input type="button" value="Change"/>
Labor Force Status:	Unemployed	<input type="button" value="Change"/>
Primary Goals:	Improve basic skills	<input type="button" value="Change"/>
Secondary Goals:	Get a job	<input type="button" value="Change"/>
		<input type="button" value="Save"/> <input type="button" value="Cancel"/>

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

FOR PRACTICE ACTIVITY
(Interface, Responses, Navigation)

SKIP TO
[Steps to Practice Taking a Test, pg. 35](#)


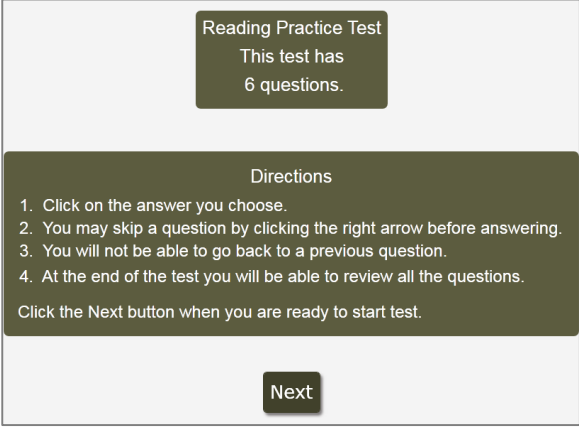
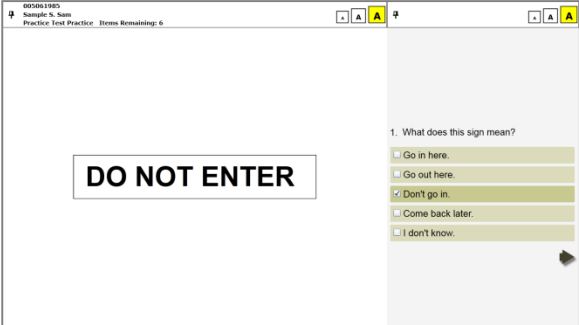


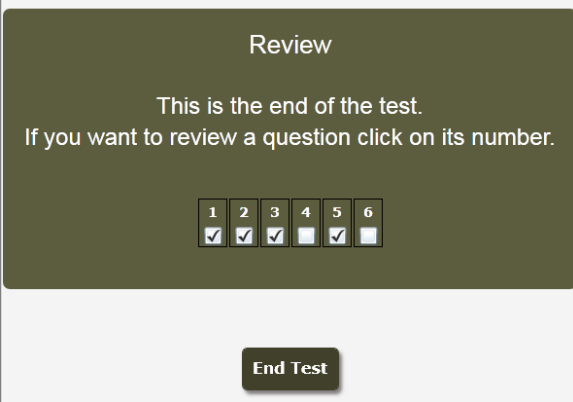
NOTES

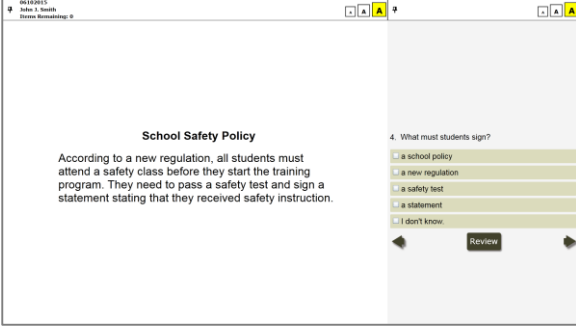
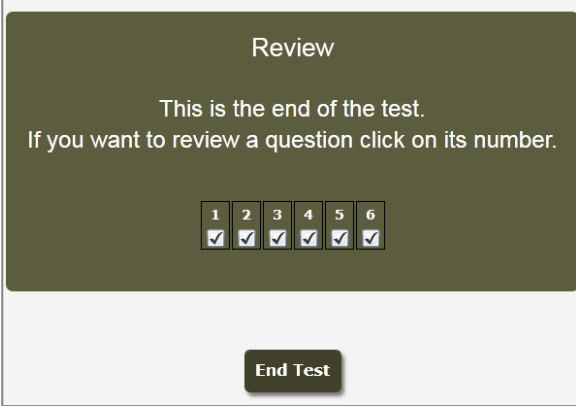


Steps to Practice Taking a Test

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.

Step	Screen	Description
1.		<ul style="list-style-type: none"> • The Test Menu screen displays after identification is entered. <ul style="list-style-type: none"> ○ Click Reading Practice, or ○ Click Math Practice. ○ Listening Practice requires headphones.
2.		<ul style="list-style-type: none"> • Before students begin the test, they are presented with information about the test, such as – <ul style="list-style-type: none"> ○ Form, modality, number of items presented on fixed forms, and ○ Directions to take the test. • Click Next.
3.		<ul style="list-style-type: none"> • 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 – <ul style="list-style-type: none"> ○ 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. <ul style="list-style-type: none"> ○ Stem, or question, and ○ Distractors, or answers • Click the forward Arrow to continue.

Step	Screen	Description
4.	<ul style="list-style-type: none"> • Responses may be entered – <ul style="list-style-type: none"> ○ 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. 	<ul style="list-style-type: none"> • No Response may be applied by – <ul style="list-style-type: none"> ○ Clicking the “forward” arrow on the computer screen before answering. <ul style="list-style-type: none"> ▪ Clicking “Yes” or “No” to the pop-up confirmation message. ○ Clicking to check “I don’t know” (if enabled). <ul style="list-style-type: none"> ▪ Automatically advances to the next item. ○ Skipped answers are scored as incorrect.
5.	<ul style="list-style-type: none"> • Navigate Forward by – <ul style="list-style-type: none"> ○ Clicking the “forward” arrow on the computer screen. ○ Using the keyboard “enter” key ○ Touching the “forward” arrow on a touch screen. 	<ul style="list-style-type: none"> • Navigate Backward by – <ul style="list-style-type: none"> ○ Clicking the “back” arrow on the computer screen. ○ Touching the “back” arrow on a touch screen. <p><i>Note!</i> The "back" arrow is not available on listening or computer-adaptive tests.</p>
6.		<p>Training Participant:</p> <ul style="list-style-type: none"> ○ Continue Practice on your own. ○ STOP at the Review screen. <ul style="list-style-type: none"> • 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 – <ul style="list-style-type: none"> ○ Click an Item to review, <ul style="list-style-type: none"> ▪ Click Review and return to the Review screen, or ○ Click End Test from the Review screen. • A Review screen is <i>not</i> displayed at the end of listening and computer-adaptive tests (CATs).

Step	Screen	Description
7.		<ul style="list-style-type: none"> • When students review items at the end of a test, they may <ul style="list-style-type: none"> ○ 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.		<ul style="list-style-type: none"> • Click End Test.
9.		<ul style="list-style-type: none"> • The test screen returns to the Test Menu. • At top right, <ul style="list-style-type: none"> ○ Click Logout.
10.		<ul style="list-style-type: none"> • The Station is now ready for the next student. • When testing is finished on the Station, close the testing application. <ul style="list-style-type: none"> ○ At top right, <ul style="list-style-type: none"> ▪ Click Exit.
<p>GO TO STEP #24</p>		<p>Steps to Manage Testing Sessions, pg. 17</p>

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

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

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 **math** forms as pretests

Administer the locator or appraisal for reading and math:

2B

- 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

<u>Oral Screening</u>	<u>Writing Screening</u>	<u>Other Factors</u>
-----------------------	--------------------------	----------------------

<6	0-1	poor
----	-----	------

<6	1-2	good
6 or more	0-1	poor
6 or more	1-2	good

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

Administer the locator or appraisal for reading and listening:

2B

- Locator + pretest, or
- Appraisal + pretest, or
- Appraisal (alone)

3

Place student in an instructional level –

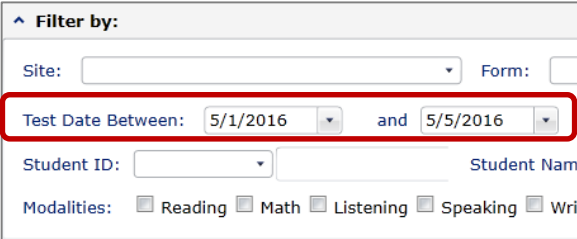
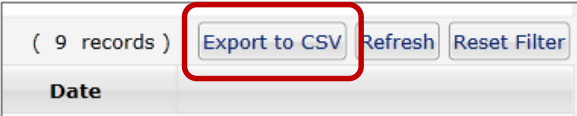
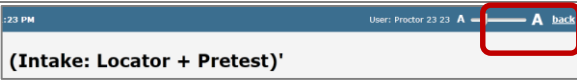

- According to the lower of two pretest scores. The pretest score serves as the initial point of comparison for progress testing. OR
- According to the lower of two appraisal scores. An appraisal may be used for accurate placement if the pretest is not given at intake.

Steps to Retrieve Test Results

Overview

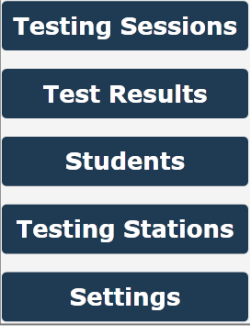
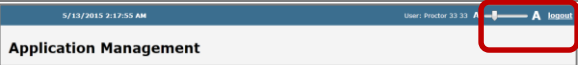
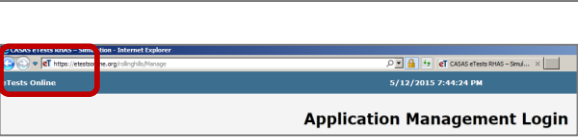
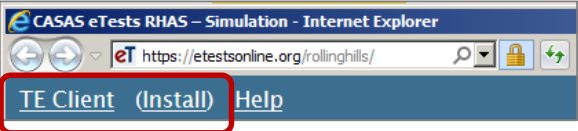
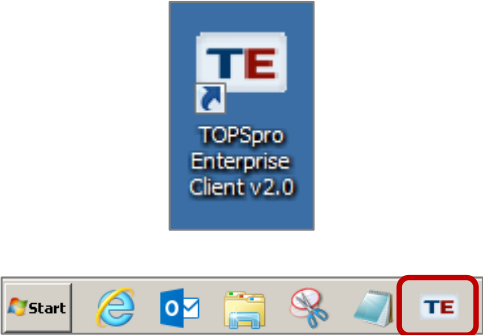
- Because *eTests Online* and *TOPSpro Enterprise Online* share the same database, it's like getting two-for-one when using the *CASAS Online System*.
 - In other words, you have two applications sharing one database.
 - What occurs in one application is simultaneously occurring in the other application.
 - 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**


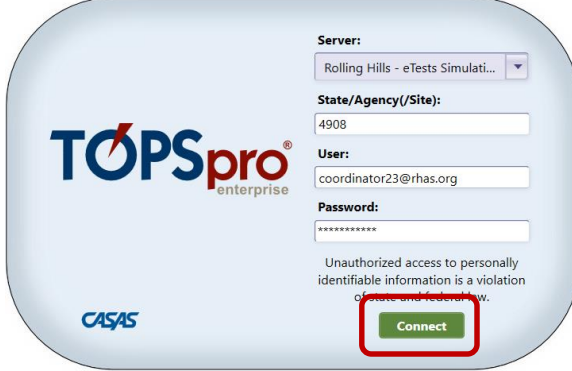
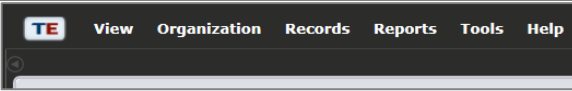
Step	Screen	Description																																																												
	DEMO #1	Results from eTests Online																																																												
1.		<ul style="list-style-type: none"> • While logged in as a Proctor – • From Application Management, <ul style="list-style-type: none"> ○ Click Testing Sessions. 																																																												
2.		<ul style="list-style-type: none"> • Accessing Testing Sessions will allow you to retrieve test results per session. <ul style="list-style-type: none"> ○ 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. <ul style="list-style-type: none"> ○ 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, <ul style="list-style-type: none"> ○ Click Tests. 																																																												
3.	<table border="1"> <thead> <tr> <th>Student Name</th> <th>Site</th> <th>Form</th> <th>Score</th> <th>Raw Score</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Lara Maceda</td> <td>North City</td> <td>084L</td> <td>203</td> <td>14</td> <td>5/5/2016 / 00:00</td> </tr> <tr> <td>Pedro Altamirano</td> <td>North City</td> <td>084L</td> <td>203</td> <td>14</td> <td>5/4/2016 / 00:00</td> </tr> <tr> <td>Rachel Tikkanen</td> <td>North City</td> <td>081RX</td> <td>199</td> <td>14</td> <td>5/4/2016 / 00:00</td> </tr> <tr> <td>Aurelio Rodriguez</td> <td>North City</td> <td>083R</td> <td>215</td> <td>21</td> <td>5/3/2016 / 00:00</td> </tr> <tr> <td>Chu Leng</td> <td>North City</td> <td>084L</td> <td>202</td> <td>13</td> <td>5/1/2016 / 00:00</td> </tr> <tr> <td>Rachel Tikkanen</td> <td>North City</td> <td>086L</td> <td>218</td> <td>15</td> <td>5/1/2016 / 00:00</td> </tr> <tr> <td>Cap Ernst</td> <td>North City</td> <td>084L</td> <td>203</td> <td>14</td> <td>5/1/2016 / 00:00</td> </tr> <tr> <td>Doris Jaruleski</td> <td>North City</td> <td>082L</td> <td>197</td> <td>21</td> <td>5/1/2016 / 00:00</td> </tr> <tr> <td>Erma Ergodan</td> <td>North City</td> <td>082L</td> <td>186</td> <td>14</td> <td>5/1/2016 / 00:00</td> </tr> </tbody> </table>	Student Name	Site	Form	Score	Raw Score	Date	Lara Maceda	North City	084L	203	14	5/5/2016 / 00:00	Pedro Altamirano	North City	084L	203	14	5/4/2016 / 00:00	Rachel Tikkanen	North City	081RX	199	14	5/4/2016 / 00:00	Aurelio Rodriguez	North City	083R	215	21	5/3/2016 / 00:00	Chu Leng	North City	084L	202	13	5/1/2016 / 00:00	Rachel Tikkanen	North City	086L	218	15	5/1/2016 / 00:00	Cap Ernst	North City	084L	203	14	5/1/2016 / 00:00	Doris Jaruleski	North City	082L	197	21	5/1/2016 / 00:00	Erma Ergodan	North City	082L	186	14	5/1/2016 / 00:00	<ul style="list-style-type: none"> • 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.
Student Name	Site	Form	Score	Raw Score	Date																																																									
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Step	Screen	Description
		<ul style="list-style-type: none"> ○ 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. ● Look again if you didn't notice!
4.		<ul style="list-style-type: none"> ● To retrieve results from a single Testing Session for a group of students tested on a given day or date range, <ul style="list-style-type: none"> ○ Expand the Filter. ○ Enter Test Date Between, then at bottom right of the Filter, <ul style="list-style-type: none"> ▪ Click Refresh.
5.	 <p><i>Caution!</i> You may need to use a custom format to retain leading zeros before opening the CSV file otherwise, leading zeros may be dropped.</p>	<ul style="list-style-type: none"> ● A list of filtered results now displays in the Test Results list. ● To save a spreadsheet of results, <ul style="list-style-type: none"> ○ Click Export to CSV. ○ Click Cancel to close the pop-up.
6.		<ul style="list-style-type: none"> ● 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.
7.		<ul style="list-style-type: none"> ● Click the back link again and return to the main menu.

Step	Screen	Description																																																																																																									
8.		<ul style="list-style-type: none"> Now from the main menu, <ul style="list-style-type: none"> Click Test Results. 																																																																																																									
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10.		<ul style="list-style-type: none"> To retrieve results within a specified date range, <ul style="list-style-type: none"> Expand the Filter. Enter Test Date Between. Click Refresh to display a filtered list. Click Export to CSV and save results to a spreadsheet. 																																																																																																									
11.		<ul style="list-style-type: none"> Click the back link and return to the main menu. 																																																																																																									
12.		<ul style="list-style-type: none"> Now from the main menu, <ul style="list-style-type: none"> Click Students. 																																																																																																									

Step	Screen	Description																												
13.	<p>Student Demographics</p> <table border="1"> <thead> <tr> <th>Student ID</th> <th>Student Name</th> <th>Site</th> <th>Date of Birth</th> <th>Gender</th> <th>Address / Home/Phone</th> <th>School Years</th> <th>Progress/Status</th> <th>Current Grade/HS</th> <th>School/Institution</th> <th>Eligibility</th> <th>Notes</th> <th>Language</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>023945893</td> <td>Trayla B Ford</td> <td>North Campus</td> <td>9/11/1994</td> <td>Female</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Not Reported or Labeled: White</td> <td>English</td> <td></td> <td></td> </tr> </tbody> </table>	Student ID	Student Name	Site	Date of Birth	Gender	Address / Home/Phone	School Years	Progress/Status	Current Grade/HS	School/Institution	Eligibility	Notes	Language	Comments	023945893	Trayla B Ford	North Campus	9/11/1994	Female						Not Reported or Labeled: White	English			<ul style="list-style-type: none"> 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.
Student ID	Student Name	Site	Date of Birth	Gender	Address / Home/Phone	School Years	Progress/Status	Current Grade/HS	School/Institution	Eligibility	Notes	Language	Comments																	
023945893	Trayla B Ford	North Campus	9/11/1994	Female						Not Reported or Labeled: White	English																			
14.	<p>Filter criteria form:</p> <p>Site: [dropdown]</p> <p>Birth Date Between: <M/d/yyyy> and <M/d/yyyy></p> <p>Student ID: [dropdown] <input checked="" type="checkbox"/> Enrolled in Current Program Year</p> <p>Student Name: First [dropdown] Starts with [dropdown] Trayla</p> <p>Last Test Date Between: <M/d/yyyy> and <M/d/yyyy></p>	<ul style="list-style-type: none"> To retrieve results for a specific student. <ul style="list-style-type: none"> Expand the Filter. Enter filter criteria for <u>your</u> fictitious student. <ul style="list-style-type: none"> Click Refresh. 																												
15.	<p>Filter by: Enrolled In Current Program Year, Student ID</p> <table border="1"> <thead> <tr> <th>Student ID</th> <th>Student Name</th> </tr> </thead> <tbody> <tr> <td>023945893</td> <td>Trayla B Ford</td> </tr> </tbody> </table> <p>Tests</p> <p>Test Results for student 'Trayla B Ford'</p> <p>Filter by: Site, Student, Test in Current Program Year, Test Is Not Locator (1 records) Export to CSV Refresh</p> <table border="1"> <thead> <tr> <th>Student ID</th> <th>Student Name</th> <th>Site</th> <th>Form</th> <th>Score</th> <th>Raw Score</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>023945893</td> <td>Trayla B Ford</td> <td>North Campus</td> <td>086R</td> <td>217</td> <td>14</td> <td>9/11/2014 / 00:00</td> </tr> </tbody> </table>	Student ID	Student Name	023945893	Trayla B Ford	Student ID	Student Name	Site	Form	Score	Raw Score	Date	023945893	Trayla B Ford	North Campus	086R	217	14	9/11/2014 / 00:00	<ul style="list-style-type: none"> The filtered student record now displays in the Student Demographics list. To retrieve test results for the filtered student, <ul style="list-style-type: none"> 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. 										
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16.	<p>User: Proctor 23 23 back</p> <p>'Trayla B Ford'</p>	<ul style="list-style-type: none"> At top right, <ul style="list-style-type: none"> Click the back link and return to the Student Demographics list. 																												
17.	<p>User: Proctor 23 23 back</p> <p>Demographics</p>	<ul style="list-style-type: none"> Click the back link again and return to the main menu. 																												

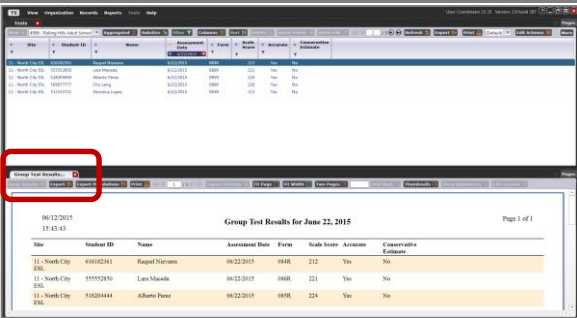

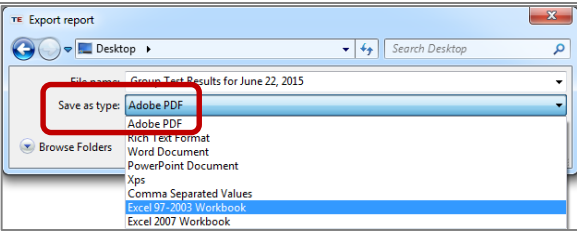

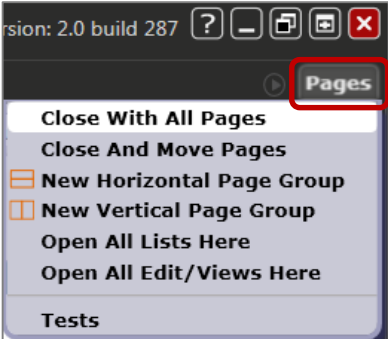
Step	Screen	Description
18.		<ul style="list-style-type: none"> • Notice that <i>eTests Online</i> does not have a Reports Menu. • This is because all reports are generated through <i>TOPSpro Enterprise Online</i>, or <i>TE</i>. • Now you will practice retrieving Test Results from <i>TE Online</i>.
19.		<ul style="list-style-type: none"> • At top right, <ul style="list-style-type: none"> ○ Click the logout link.
20.		<ul style="list-style-type: none"> • This returns you to the login screen however, you are not completely disconnected from the application or server. <ul style="list-style-type: none"> ○ For security, at top left, <ul style="list-style-type: none"> ▪ Click the <u>browser</u> back-arrow.
DEMO #2		Results from <i>TE Online</i>
21.		<ul style="list-style-type: none"> • To access <i>TOPSpro Enterprise Online</i> for the first time on a local computer, <ul style="list-style-type: none"> ○ At top left of the web browser window, <ul style="list-style-type: none"> ▪ Click TE Client, or ▪ Install link. • A client application will install on the local computer to connect with the online server.
22.		<ul style="list-style-type: none"> • A <i>TE</i> shortcut icon is automatically placed on the computer desktop. • If you are a user who will access <i>TE</i> frequently, you may want to pin the shortcut icon to your Taskbar along the bottom of your computer monitor for quick access when other applications are open on your screen.

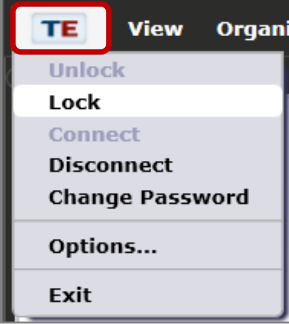
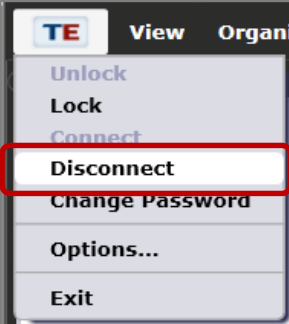
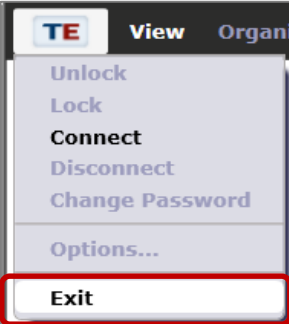
Step	Screen	Description
23.	 <p>Note! For training with the Rolling Hills Adult School (RHAS) Simulation Server, select –</p> <p>Server: Rolling Hills – Simulation https://etestsonline.org/RollingHills/</p>	<ul style="list-style-type: none"> • <i>TE</i> opens to a log in screen similar to <i>eTests Online</i> 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 <i>Simulation Server</i> 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 <i>TE Online</i>. <ul style="list-style-type: none"> ○ Access to <i>TE</i> may be granted by the agency to anyone with or without coordinator or proctor certification.
24.	 <p>Unauthorized access to personally identifiable information is a violation of state and federal law.</p>	<ul style="list-style-type: none"> • Users enter the same log in credentials to access <i>eTests Online</i> and <i>TE Online</i> because there is only <u>one</u> database shared between both applications. <ul style="list-style-type: none"> ○ Enter Teacher credentials. <ul style="list-style-type: none"> ▪ User: teacher##@rhas.org. ▪ Password: teacher. ○ Click Connect to establish connection to the online server.
25.		<ul style="list-style-type: none"> • <i>TE</i> opens to an empty screen. • All data and reports are displayed from accessing menus along the top left.

Step	Screen	Description																																																																																																																																		
26.		<ul style="list-style-type: none"> At top right displays the – <ul style="list-style-type: none"> Logged-on User (<i>Teacher</i>) Application Version (<i>2.0 build</i>) General screen Controls (<i>icons</i>) All user activity is tracked and recorded in the online system. <ul style="list-style-type: none"> So it is important <i>not</i> to share log in credentials unless you are willing to take responsibility for someone else’s actions. 																																																																																																																																		
27.		<ul style="list-style-type: none"> To view a list of Test Results as seen in <i>eTests Online</i> but now from <i>TE</i>, <ul style="list-style-type: none"> Click Records, and then Click Tests. Users may have access to different menus and data functions in <i>TE</i> based on the <i>TE Access Group</i> in which their user account is placed. 																																																																																																																																		
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Site	Student ID	Name	Assessment Date	Furns	Scale Score	Raw Score	Terminate Test Reason	Accurate	Conservative Estimate																																																																																																																											
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Step	Screen	Description
29.		<ul style="list-style-type: none"> To search for a specific student, <ul style="list-style-type: none"> From the Name column header, <ul style="list-style-type: none"> Click the Filter icon and look for your fictitious student.
30.		<ul style="list-style-type: none"> You can also set multiple filters. <ul style="list-style-type: none"> From the Toolbar, <ul style="list-style-type: none"> Click the Filter button. Click OK to close.
31.		<ul style="list-style-type: none"> To display Group Tests Results for a specified date range as you did in <i>eTests Online</i>, <ul style="list-style-type: none"> From the Assessment Date column, <ul style="list-style-type: none"> Click the Filter icon, Enter From and To dates, and Click OK.
32.		<ul style="list-style-type: none"> A filtered list now displays with Test records for the specified date range.
33.		<ul style="list-style-type: none"> <i>TE</i> gives you additional options for exporting test results. From the Toolbar at top of the filtered list, <ul style="list-style-type: none"> Click Export. Export outputs the list as displayed on the screen to a CSV file like <i>eTests Online</i>. 3rd party Export also outputs the list to a CSV but this type of file is <i>only</i> importable to an external database.

Step	Screen	Description
34.		<ul style="list-style-type: none"> • From the Toolbar at top of the filtered list, <ul style="list-style-type: none"> ○ Click Print. • Print gives you the option to create an ad hoc report, for example – <ul style="list-style-type: none"> ○ Enter a Title for your report. ○ Select a Print Size. ○ Select Columns. ○ Click Preview.
35.		<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ If you want to list students in alphabetical order on your ad hoc report, go back to the list of Test records. <ul style="list-style-type: none"> ▪ Sort the Name column, and then ▪ Set-up the report.
36.		<ul style="list-style-type: none"> • To compare information displayed on both tabs, <ul style="list-style-type: none"> ○ At top right, <ul style="list-style-type: none"> ▪ Click Pages. • From the drop-down menu, <ul style="list-style-type: none"> ○ Select New Horizontal Page Group.

Step	Screen	Description
37.		<ul style="list-style-type: none"> • 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 <i>TE's</i> dynamic capabilities.
38.		<ul style="list-style-type: none"> • From the Toolbar of the Group Test Results report in the bottom Page, <ul style="list-style-type: none"> ○ Click Export.
39.		<ul style="list-style-type: none"> • By default, ad hoc reports save in PDF format. <ul style="list-style-type: none"> ○ Click the File Type down-arrow to see a menu for outputting results in additional file types such as an Excel workbook.
40.		<ul style="list-style-type: none"> • Also from the Toolbar of the Group Test Results report in the bottom Page, <ul style="list-style-type: none"> ○ Print is available without exporting to save the report. • Ad hoc reports cannot be saved in <i>TE</i>. • Only preformatted reports from the Reports menu can be saved in <i>TE</i>.
41.		<ul style="list-style-type: none"> • To clear your screen, at far right, <ul style="list-style-type: none"> ○ Click Pages, and ○ Click Close With All Pages.

Step	Screen	Description
42.		<ul style="list-style-type: none"> • When you are finished working in <i>TE</i>, at top left, <ul style="list-style-type: none"> ○ Click the <i>TE</i> icon. <ul style="list-style-type: none"> ▪ (Lock your screen if you plan to return and continue working.)
43.		<ul style="list-style-type: none"> ▪ Click to Disconnect from the server.
44.		<ul style="list-style-type: none"> • This returns you to the login screen however, you are not completely disconnected from the application. <ul style="list-style-type: none"> ○ For security, <ul style="list-style-type: none"> ▪ Click Exit.



NOTES

Steps to Interrupt a Test-in-Progress


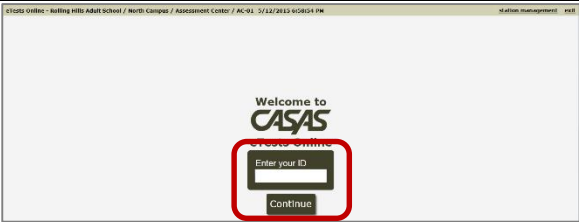
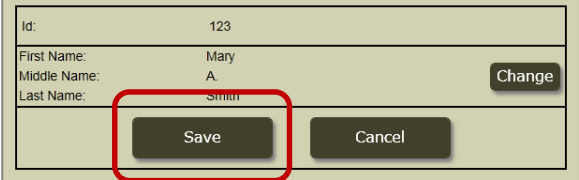
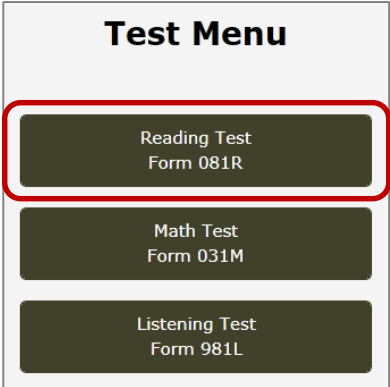
Overview

- 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

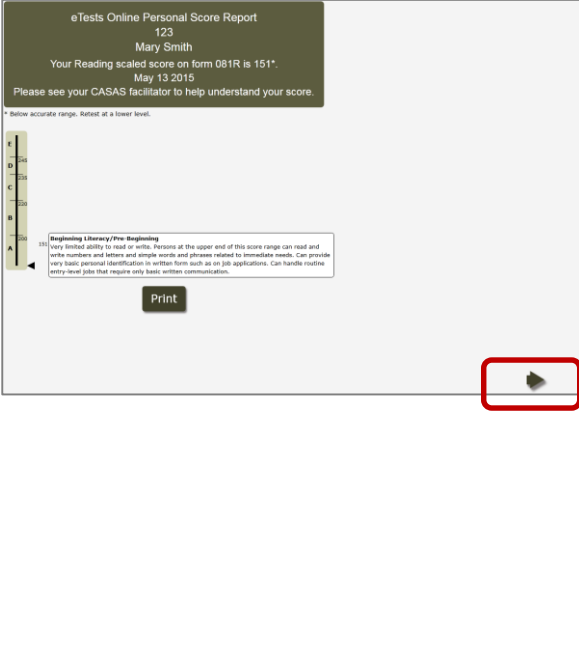
Note! To proceed with **Steps to Interrupt a Test in Progress** –

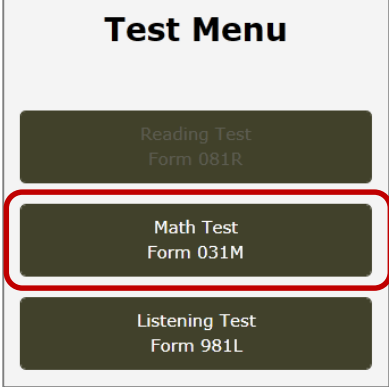
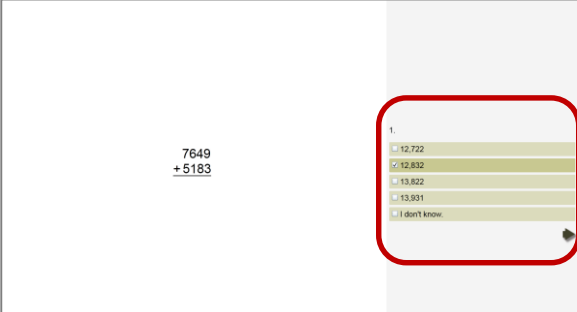
- Set two tabs in your web browser window both pointing to the [RHAS Simulation Server](#).
 - You will use the first tab to simulate the *eTests Online Management Console*.
 - You will use the second tab to simulate the **Testing Station**.

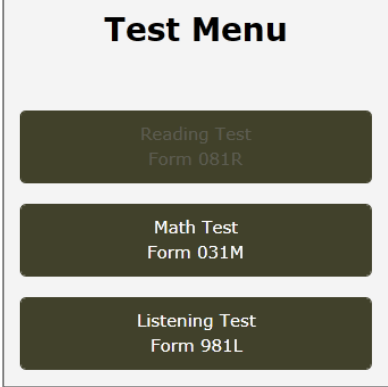

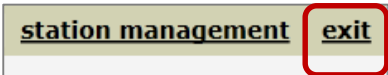
Step	Screen	Description
1.		<ul style="list-style-type: none"> From Application Management Login, <ul style="list-style-type: none"> Enter Proctor credentials. <ul style="list-style-type: none"> User: proctor##@rhas.org. Password: proctor. Click Login.
2.		<ul style="list-style-type: none"> From Application Management, <ul style="list-style-type: none"> Click Testing Sessions.
3.		<ul style="list-style-type: none"> Filter Testing Sessions to minimize the list and <i>only</i> display sessions – <ul style="list-style-type: none"> For <u>your Site</u>, and For <u>your Lab</u>. Click Refresh. Collapse the Filter.
4.		<ul style="list-style-type: none"> For demonstration, you will only use the Intake session for Level A. <ul style="list-style-type: none"> Click Start for the Level A session. <ul style="list-style-type: none"> Acknowledge responsibilities. Set hours, and then Click Start.
5.		<ul style="list-style-type: none"> At bottom right of the Session Activity window, <ul style="list-style-type: none"> Add your computer Station.

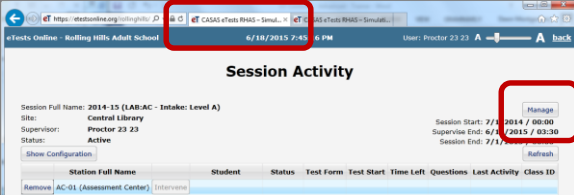
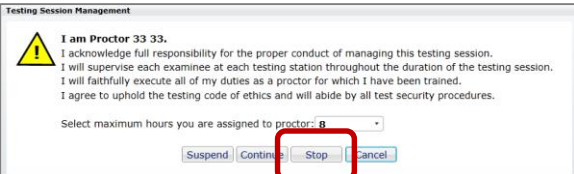
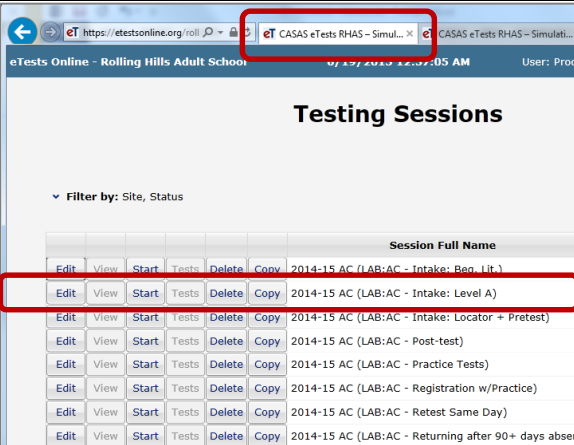
Step	Screen	Description
	DEMO #1	Testing Station > Pause/Return to test
6.		<ul style="list-style-type: none"> The first demonstration will be to briefly pause a test and then return to the test. From the Testing Station browser tab. <ul style="list-style-type: none"> Click Administer Test, and Click Run to connect to the server and download the test-delivery system.
7.		<ul style="list-style-type: none"> As a <u>new</u> student at the Testing Station, <ul style="list-style-type: none"> Enter a “unique” Identification Code. Enter a fictitious Name.
8.	Review Page	<ul style="list-style-type: none"> Click to Save the new student record.
		
9.	Test Menu	<ul style="list-style-type: none"> At the Test Menu, <ul style="list-style-type: none"> Click the Reading Test button. After Directions and Practice, <ul style="list-style-type: none"> Answers: <ul style="list-style-type: none"> Practice 1 = B Practice 2 = C Click to Begin the test.
		

Step	Screen	Description
10.		<ul style="list-style-type: none"> Apply a few random answers. Now, Interrupt the Test. At bottom left of the keyboard. <ul style="list-style-type: none"> Click the Ctrl + E key-command. <p><i>Note!</i> You may need to click on an Answer or the Forward arrow to reactivate the test screen and present options to interrupt the test.</p>
11.	<p><i>Note!</i> Use caution when allowing a student to briefly step away from testing.</p>	<ul style="list-style-type: none"> You are presented with <u>four</u> options. <ol style="list-style-type: none"> End and Score the test Cancel and Delete the test Exit and Suspend the test Return to the test Using the Ctrl + E key-command momentarily interrupts the test <u>and</u> pauses the test timer. After momentarily interrupting the test – <ul style="list-style-type: none"> Click the Return to test option and allow the student to continue and finish the test.
12.		<ul style="list-style-type: none"> The test continues at the same place where it was interrupted. The test-timer 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.

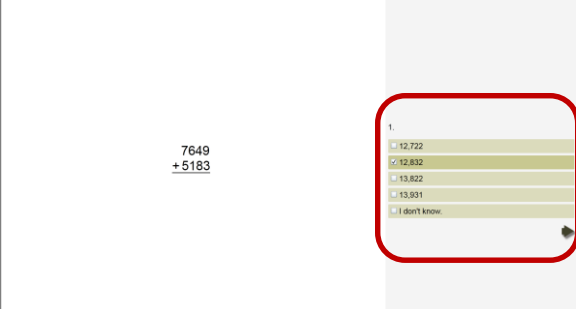
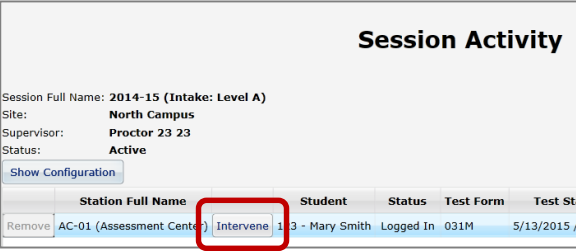
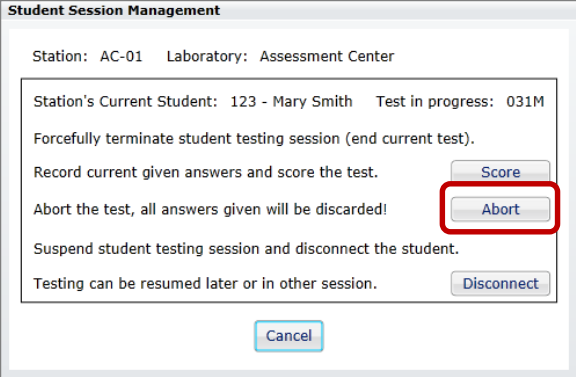
Step	Screen	Description
	DEMO #2	Testing Station > Score the test
13.	<div style="background-color: #333; color: white; padding: 5px; text-align: center; margin-bottom: 10px;"> Score the test and end it now (no possibility to return to the test) </div> <p><i>Remember!</i> You may need to click on an Answer or the Forward arrow to reactivate the test screen.</p>	<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ Click the Ctrl + E key-command. ○ Click Score the test option to end, score, and record the test.
14.		<ul style="list-style-type: none"> • 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.
	DEMO #3	Testing Station > Cancel the Test
		<ul style="list-style-type: none"> • Now, begin another test and this time, you will cancel it without scoring or recording.

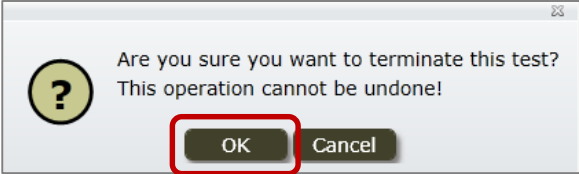
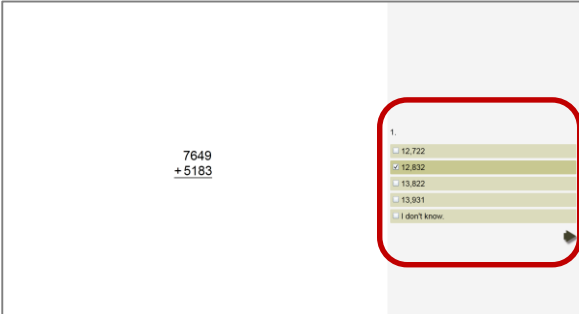
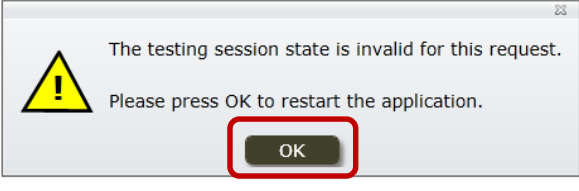
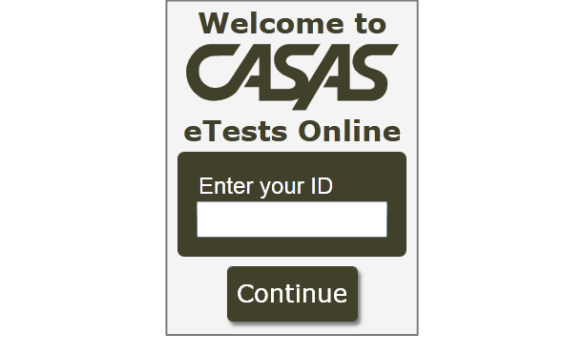
Step	Screen	Description
15.		<ul style="list-style-type: none"> • At the Test Menu, <ul style="list-style-type: none"> ○ The Reading button should be disabled because you just ended and scored the test. <ul style="list-style-type: none"> ▪ By default, the online system disallows the same modality in the same day. • Now continuing, <ul style="list-style-type: none"> ○ Click the Math Test button.
16.	 <p><i>Remember!</i> You may need to click on an Answer or the Forward arrow to reactivate the test screen.</p>	<ul style="list-style-type: none"> • After Directions and Practice, <ul style="list-style-type: none"> ○ Answers: <ul style="list-style-type: none"> ▪ 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, <ul style="list-style-type: none"> ○ Click the Ctrl + E key-command.
17.	<div style="background-color: #333; color: white; padding: 5px; text-align: center;"> Do not score the test and end it now (all answers will be deleted) </div>	<ul style="list-style-type: none"> • 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.

Step	Screen	Description
18.	 <p>Test Menu</p> <p>Reading Test Form 081R</p> <p>Math Test Form 031M</p> <p>Listening Test Form 981L</p>	<ul style="list-style-type: none"> • The screen automatically returns to the Test Menu. • Because the test was <u>not</u> scored or recorded, the Math Test button is still enabled. • If this option is used during a pretest after the Locator is completed, <ul style="list-style-type: none"> ○ The application deletes the pretest but not results from the Locator. <ul style="list-style-type: none"> ▪ 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!		<ul style="list-style-type: none"> • Now you will go through the same options to Interrupt a Test but this time from the Management Console.
19.	<p>PREP STEP #1</p>  <p>Mary A. Smith logout</p>	<p><i>ATTENTION: Everyone!</i></p> <ul style="list-style-type: none"> • At top right of the Testing Application, <ul style="list-style-type: none"> ○ Click the logout link.
20.	<p>PREP STEP #2</p>  <p>station management exit</p>	<ul style="list-style-type: none"> ○ Click the exit link.

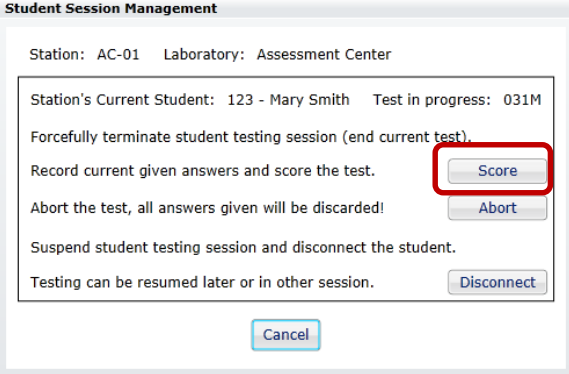
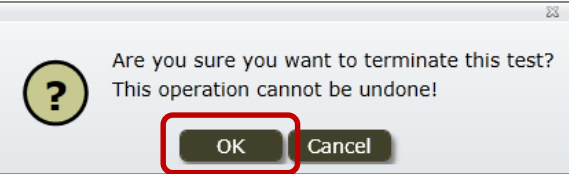
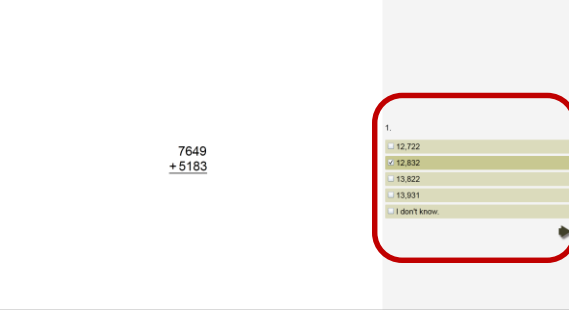
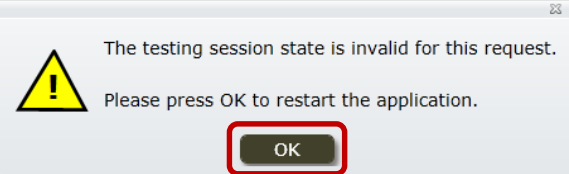
Step	Screen	Description
21.	<p style="text-align: center;">PREP STEP #3</p> 	<ul style="list-style-type: none"> From the Management Console browser tab, <ul style="list-style-type: none"> <i>Remember!</i> This is the <u>first</u> tab in your browser window. At the Session Activity window, <ul style="list-style-type: none"> Click the Manage button.
22.	<p style="text-align: center;">PREP STEP #4</p> 	<ul style="list-style-type: none"> Click to Stop the session.
23.	<p style="text-align: center;">PREP STEP #5</p> <p><i>ATTENTION: Everyone!</i></p> <p>To proceed with the following exercises, you will need to either pair with someone to play Proctor and Student roles or use <u>two</u> computers.</p> <ul style="list-style-type: none"> So that you have view of each other's screen, <ul style="list-style-type: none"> Pair-with the person seated next to you and decide – <ul style="list-style-type: none"> Who will be the Proctor, and Who will be the Student. You may also have a group of three with – <ul style="list-style-type: none"> <u>One</u> Proctor in the middle, and <u>Two</u> Students on each side. Using <u>two</u> computers, <ul style="list-style-type: none"> Set both to the RHAS Simulation Server (https://etestsonline.org/RollingHills/). You will use <u>one computer</u> to simulate the eTests Online Management Console (Proctor). You will use the <u>second computer</u> to simulate the Testing Station (Student). 	
24.		<p><i>ATTENTION: Proctors!</i></p> <ul style="list-style-type: none"> From the Management Console browser tab, <ul style="list-style-type: none"> Click Start for the Level A Intake session.

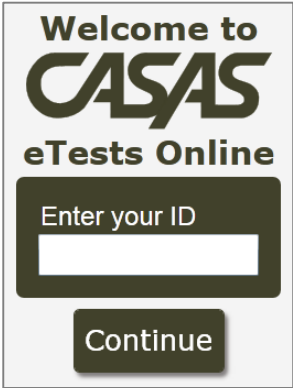
Step	Screen	Description
25.		<ul style="list-style-type: none"> At bottom right of the Session Activity window, <ul style="list-style-type: none"> Add student testing Station(s). Don't add your station!
26.		<p>ATTENTION: Students! <i>(Lend your Proctor a helping hand.)</i></p> <ul style="list-style-type: none"> From your Testing Station tab, <ul style="list-style-type: none"> Click Administer Test. Run the executable file to connect to the server and download the test-delivery system.
27.		<ul style="list-style-type: none"> At the Testing Station, <ul style="list-style-type: none"> Enter your <u>same</u> "unique" Identification Code from the last demo.
28.		<ul style="list-style-type: none"> Click Yes to confirm your Identification, or <ul style="list-style-type: none"> Click No and re-enter your "unique" fictitious ID if needed. <p><i>Note!</i> You should <u>not</u> be presented with Data Collection screens when using the same fictitious student from the previous exercise.</p>
29.		<ul style="list-style-type: none"> Click the Math Test button again.

Step	Screen	Description
30.		<ul style="list-style-type: none"> • After Directions and Practice, <ul style="list-style-type: none"> ○ Answers: <ul style="list-style-type: none"> ▪ Practice 1 = B ▪ Practice 2 = D • Click to Begin the test. • Apply a few random answers.
31.		<ul style="list-style-type: none"> • 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. <p><i>ATTENTION: Proctors!</i></p> <ul style="list-style-type: none"> • Click Refresh from the Session Activity window. • Click Intervene for the test-in-progress.
32.		<ul style="list-style-type: none"> • A Student Session Management pop-up gives you similar options as when using the Ctrl + E key-command from the Testing Station. <ul style="list-style-type: none"> ○ 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. <p><i>ATTENTION: Proctors!</i></p> <ul style="list-style-type: none"> • To interrupt this test and not score it, <ul style="list-style-type: none"> ○ Click Abort.

Step	Screen	Description
33.		<ul style="list-style-type: none"> • 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.	 <p><i>Remember!</i> You may need to click on an Answer or the Forward arrow to reactivate the test screen.</p>	<ul style="list-style-type: none"> • When Intervene is used at the Management Console, <ul style="list-style-type: none"> ○ The Proctor must remember to clear the Test Screen on the Testing Station. <ul style="list-style-type: none"> ▪ This is because the test-delivery system was interrupted. <p><i>ATTENTION: Students!</i></p> <ul style="list-style-type: none"> • Lend your Proctor a helping hand and clear your screen.
35.		<ul style="list-style-type: none"> • A pop-up message informs the proctor and student of the interruption. <ul style="list-style-type: none"> ○ Click OK.
36.		<ul style="list-style-type: none"> • The student is automatically logged out of the Testing Application, and • The test screen automatically returns to the ID screen.

Step	Screen	Description										
	DEMO #5	Management Console > Score the Test										
		<ul style="list-style-type: none"> For the next demonstration, you will Score the test from the Management Console. 										
37.		<p>ATTENTION: Students!</p> <ul style="list-style-type: none"> At the Testing Station, <ul style="list-style-type: none"> Enter the <u>same</u> “unique” Identification Code for your fictitious student, and Click Yes to confirm Identification. 										
38.		<ul style="list-style-type: none"> At the Test Menu, <ul style="list-style-type: none"> Click the Math Test button again. Because the math test was <u>not</u> scored or recorded in the previous demo, the Math Test button should still be enabled. 										
39.		<ul style="list-style-type: none"> After Directions and Practice, <ul style="list-style-type: none"> Answers: <ul style="list-style-type: none"> Practice 1 = B Practice 2 = D Click to Begin the test. Apply a few random answers. 										
40.	<p style="text-align: center;">Session Activity</p> <p>Session Full Name: 2014-15 (Intake: Level A) Site: North Campus Supervisor: Proctor 23 23 Status: Active</p> <p>Show Configuration</p> <table border="1"> <thead> <tr> <th>Station Full Name</th> <th>Student</th> <th>Status</th> <th>Test Form</th> <th>Test St</th> </tr> </thead> <tbody> <tr> <td>Remove AC-01 (Assessment Center) Intervene 123</td> <td>Mary Smith</td> <td>Logged In</td> <td>031M</td> <td>5/13/2015 /</td> </tr> </tbody> </table>	Station Full Name	Student	Status	Test Form	Test St	Remove AC-01 (Assessment Center) Intervene 123	Mary Smith	Logged In	031M	5/13/2015 /	<ul style="list-style-type: none"> Now draw attention again to the Proctor's screen. <p>ATTENTION: Proctors!</p> <ul style="list-style-type: none"> Click Refresh from Session Activity. Click Intervene to interrupt and Score the test-in-progress.
Station Full Name	Student	Status	Test Form	Test St								
Remove AC-01 (Assessment Center) Intervene 123	Mary Smith	Logged In	031M	5/13/2015 /								

Step	Screen	Description
41.	 <p>Station: AC-01 Laboratory: Assessment Center</p> <p>Station's Current Student: 123 - Mary Smith Test in progress: 031M</p> <p>Forcefully terminate student testing session (end current test). Record current given answers and score the test. Score</p> <p>Abort the test, all answers given will be discarded! Abort</p> <p>Suspend student testing session and disconnect the student. Testing can be resumed later or in other session. Disconnect</p> <p>Cancel</p>	<ul style="list-style-type: none"> From the Student Session Management pop-up, <ul style="list-style-type: none"> Click Score. The test will end and answers will be recorded.
42.	 <p>Are you sure you want to terminate this test? This operation cannot be undone!</p> <p>OK Cancel</p>	<ul style="list-style-type: none"> From the second pop-up, <ul style="list-style-type: none"> 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.	 <p>7649 + 5183</p> <p>1. 12,722 12,832 13,822 13,931 I don't know</p> <p><i>Remember!</i> You may need to click on an Answer or the Forward arrow to reactivate the test screen.</p>	<ul style="list-style-type: none"> Again, when Intervene is used at the Management Console, <ul style="list-style-type: none"> The Proctor must remember to clear the Test Screen because the test-delivery system was interrupted. <p>ATTENTION: Students!</p> <ul style="list-style-type: none"> Lend your Proctor a helping hand and clear your screen.
44.	 <p>The testing session state is invalid for this request. Please press OK to restart the application.</p> <p>OK</p>	<ul style="list-style-type: none"> Click OK to the pop-up message.

Step	Screen	Description
45.		<ul style="list-style-type: none"> • The student is automatically logged out of the Testing Application. • The test screen automatically returns to the ID screen. <p><i>Note!</i> When you Score the Test from the Management Console,</p> <ul style="list-style-type: none"> ○ The Personal Score Report (PSR) is <u>not</u> displayed at the Testing Station. ○ A copy of the PSR may be retrieved from TE.



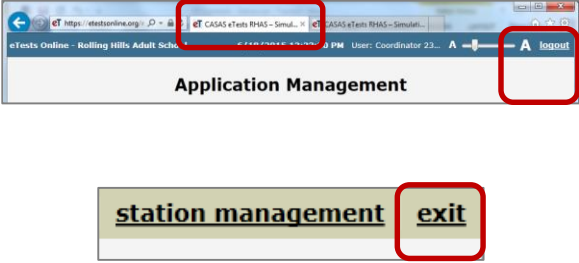
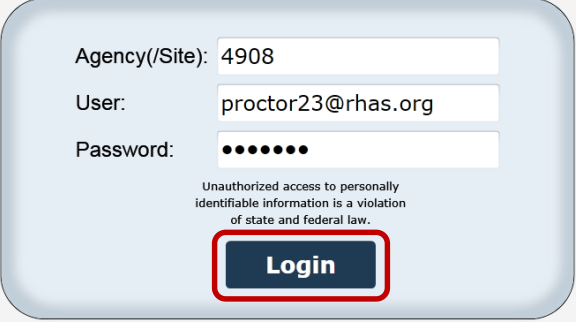
NOTES

Steps to Reconnect a Suspended Test

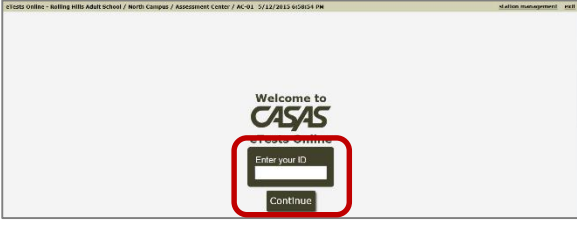
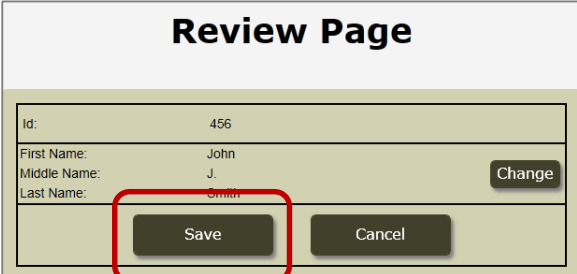
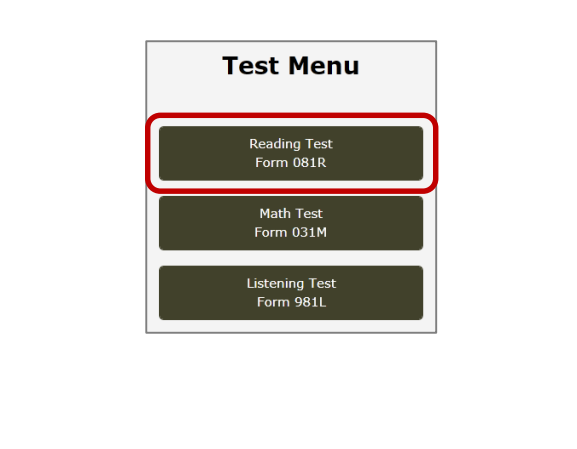
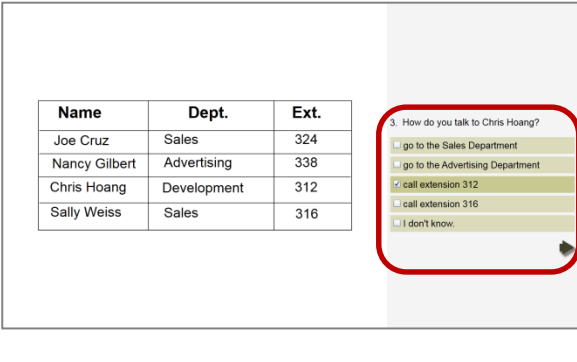
PREP STEP!

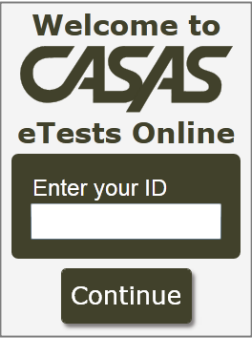
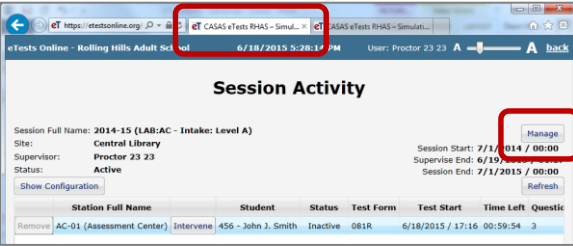


To proceed with the following exercises, you will need to either pair with someone to play **Proctor** and **Student** roles or use two computers.

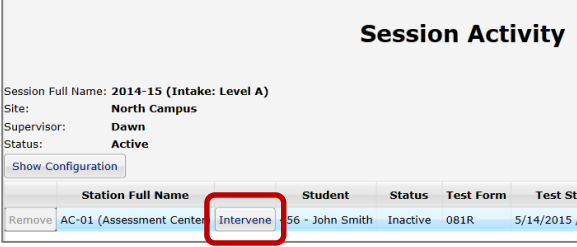
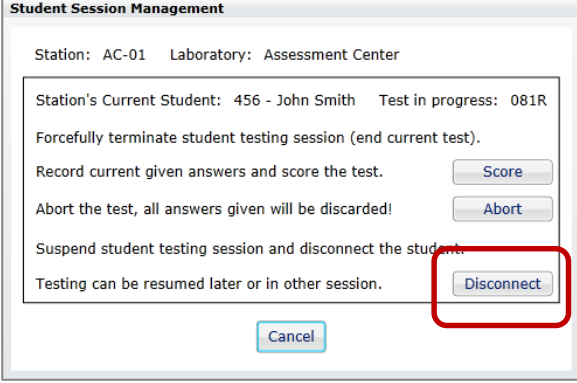
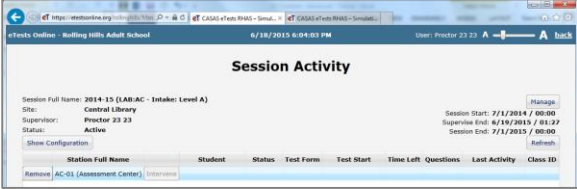
- So that you have view of each other's screen,
 - Pair-with the person seated next to you and decide –
 - Who will be the **Proctor**, and
 - Who will be the **Student**.
 - You may also have a group of three with –
 - One **Proctor** in the middle, and
 - Two **Students** on each side.
- Using two computers,
 - Set both to the [RHAS Simulation Server \(https://etestsonline.org/RollingHills/\)](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)**.

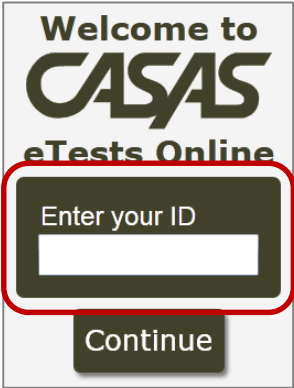
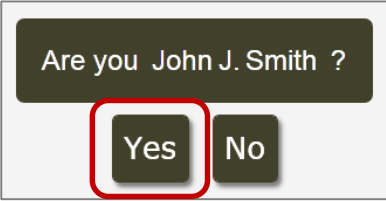
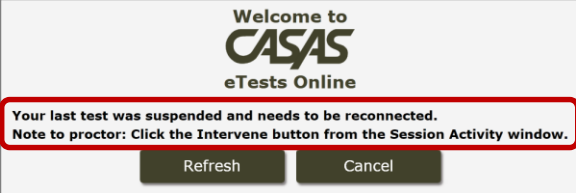
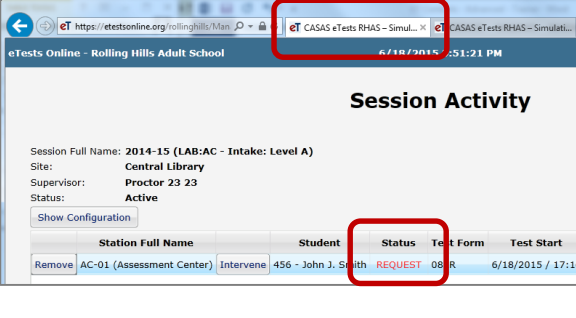
Step	Screen	Description
	DEMO #1	Testing Station > Exit the test
1.	<p style="text-align: center;">PREP STEPS!</p> 	<ul style="list-style-type: none"> • Before you continue, <ul style="list-style-type: none"> ○ Proctors, log out of the Management Console. ○ Students, exit the Testing Station screen. • 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.
2.		<p>ATTENTION: Proctors!</p> <ul style="list-style-type: none"> • From Application Management Login, <ul style="list-style-type: none"> ○ Enter Proctor credentials. <ul style="list-style-type: none"> ▪ User: proctor##@rhas.org. ▪ Password: proctor. ○ Click Login.

Step	Screen	Description
3.		<ul style="list-style-type: none"> From Application Management, <ul style="list-style-type: none"> Click Testing Sessions.
4.		<ul style="list-style-type: none"> Filter Testing Sessions to minimize the list and <i>only</i> display sessions for <u>your</u> Site and in <u>your</u> Lab. Click Refresh. Collapse the Filter.
5.		<ul style="list-style-type: none"> For demonstration, you will continue to use the Intake session for Level A. <ul style="list-style-type: none"> Click Start for the Level A session. <ul style="list-style-type: none"> Acknowledge responsibilities, Set hours, and then Click Start.
6.		<ul style="list-style-type: none"> At bottom right of the Session Activity window, <ul style="list-style-type: none"> Add student Testing Station(s). Don't add your station!
7.		<p>ATTENTION: Students! <i>(Lend your Proctor a helping hand.)</i></p> <ul style="list-style-type: none"> From your Testing Station tab, <ul style="list-style-type: none"> Click Administer Test. Run the executable file to connect to the server and download the test-delivery system.

Step	Screen	Description															
8.		<ul style="list-style-type: none"> • As a new student at the Testing Station, <ul style="list-style-type: none"> ○ Enter a “unique” Identification Code. ○ Enter a fictitious Name. 															
9.	<p style="text-align: center;">Review Page</p> 	<ul style="list-style-type: none"> • Click to Save the new student record. 															
10.	<p style="text-align: center;">Test Menu</p> 	<ul style="list-style-type: none"> • At the Test Menu, <ul style="list-style-type: none"> ○ Click the Reading Test button. • After Directions and Practice, <ul style="list-style-type: none"> ○ Answers: <ul style="list-style-type: none"> ▪ Practice 1 = B ▪ Practice 2 = C • Click to Begin the test. 															
11.	 <table border="1" data-bbox="212 1394 524 1524"> <thead> <tr> <th>Name</th> <th>Dept.</th> <th>Ext.</th> </tr> </thead> <tbody> <tr> <td>Joe Cruz</td> <td>Sales</td> <td>324</td> </tr> <tr> <td>Nancy Gilbert</td> <td>Advertising</td> <td>338</td> </tr> <tr> <td>Chris Hoang</td> <td>Development</td> <td>312</td> </tr> <tr> <td>Sally Weiss</td> <td>Sales</td> <td>316</td> </tr> </tbody> </table>	Name	Dept.	Ext.	Joe Cruz	Sales	324	Nancy Gilbert	Advertising	338	Chris Hoang	Development	312	Sally Weiss	Sales	316	<ul style="list-style-type: none"> • Apply a few random answers. • Now Interrupt the Test at the Testing Station. <ul style="list-style-type: none"> ○ Click the Ctrl + E key-command. <p><i>Remember!</i> You may need to click on an Answer or the Forward arrow to reactivate the test screen.</p>
Name	Dept.	Ext.															
Joe Cruz	Sales	324															
Nancy Gilbert	Advertising	338															
Chris Hoang	Development	312															
Sally Weiss	Sales	316															
12.	<p style="text-align: center;">Exit (student logs in at a later time to finish)</p> <p><i>Caution!</i> Careful consideration should be given to suspending tests so the integrity of the assessment is not compromised.</p>	<ul style="list-style-type: none"> • From the <u>four</u> options when Interrupting a Test, <ul style="list-style-type: none"> ○ Click Exit to Suspend the test and allow the student to finish later. 															

Step	Screen	Description
13.		<ul style="list-style-type: none"> The student is automatically logged out of the Testing Application, and The application automatically returns to the ID screen.
DEMO #2		Management Console > Disconnect the Test
<ul style="list-style-type: none"> Suspended tests must be disconnected from the active Testing Station. <ul style="list-style-type: none"> 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. 		
14.		<ul style="list-style-type: none"> For example, draw attention to the Proctor's screen. ATTENTION: Proctors! From the Management Console browser tab, <ul style="list-style-type: none"> Click Manage.
15.		<ul style="list-style-type: none"> Click to Stop the Session.
16.		<ul style="list-style-type: none"> A pop-up warns the Proctor that a test is still in progress at the testing station. <ul style="list-style-type: none"> Click OK to proceed and disconnect the test so that it becomes suspended.

Step	Screen	Description
17.		<ul style="list-style-type: none"> From the Session Activity window, <ul style="list-style-type: none"> Click Intervene for the Student and Station where the test was exited.
18.		<ul style="list-style-type: none"> From the Student Session Management pop-up, <ul style="list-style-type: none"> Click Disconnect.
19.		<ul style="list-style-type: none"> The Station is now available for the next student, <u>and</u> The Session may be stopped when all testing is finished.
DEMO #3		Testing Station > Request
<ul style="list-style-type: none"> When the student returns to complete the test, the suspended test <u>must be reconnected</u>. This involves a two-step process: <ol style="list-style-type: none"> The Student must <u>first</u> log in at a Testing Station. The Proctor must <u>then</u> reconnect the suspended test. 		

Step	Screen	Description
20.		<ul style="list-style-type: none"> The student may return to finish the test on any Testing Station at any Site. <p><i>ATTENTION: Students!</i></p> <ul style="list-style-type: none"> At the Testing Station, <ul style="list-style-type: none"> Enter the same “unique” Identification Code for your fictitious student.
21.		<ul style="list-style-type: none"> Click Yes to confirm Identification.
22.		<p><i>ATTENTION: Everyone!</i></p> <ul style="list-style-type: none"> Draw attention to the Student's screen. When a student's last test was suspended, <ul style="list-style-type: none"> A message will display at the Test Menu with a note for the Proctor to Intervene before the student can proceed.
DEMO #4		Management Console > Request
<ul style="list-style-type: none"> 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. 		
23.		<p><i>ATTENTION: Everyone!</i></p> <ul style="list-style-type: none"> Draw attention to the Proctor's screen. <p><i>ATTENTION: Proctors!</i></p> <ul style="list-style-type: none"> From the Management Console, <ul style="list-style-type: none"> You will see a REQUEST status from the Session Activity window.

Step	Screen	Description
24.		<ul style="list-style-type: none"> From the Session Activity window, <ul style="list-style-type: none"> Click Refresh if needed. Click Intervene for the Student and Station with the REQUEST.
25.		<ul style="list-style-type: none"> From the Student Session Management popup, <ul style="list-style-type: none"> Click Reconnect. The student may now continue and finish the test.
26.		<p>ATTENTION: Students!</p> <ul style="list-style-type: none"> At the Testing Station, <ul style="list-style-type: none"> Click Refresh or Next to continue.
27.		<ul style="list-style-type: none"> 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		Management Console > Disconnect the Test
<ul style="list-style-type: none"> 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. 		

Step	Screen	Description
28.		<p>ATTENTION: Proctors!</p> <ul style="list-style-type: none"> At the Management Console from the Session Activity window, <ul style="list-style-type: none"> Click Intervene for the Student and Station where the test will be Suspended.
29.		<ul style="list-style-type: none"> From the Student Session Management pop-up, <ul style="list-style-type: none"> Click Disconnect.
30.		<ul style="list-style-type: none"> The Station is now available for the next student. When testing is finished for the Session, <ul style="list-style-type: none"> The Proctor must remember to – <ul style="list-style-type: none"> Click Manage from the Session Activity window, and then Stop the Session.
31.	<p>Remember! You may need to click on an Answer or the Forward arrow to reactivate the test screen.</p>	<p>Remember! Whenever there is an interruption to the test-delivery system at the Testing Station,</p> <ul style="list-style-type: none"> The Proctor must remember to clear the Test Screen. <p>ATTENTION: Students!</p> <ul style="list-style-type: none"> Lend your Proctor a helping hand and clear your screen.

Step	Screen	Description
32.		<ul style="list-style-type: none"> Click OK to the message about the interruption.
33.		<ul style="list-style-type: none"> The student is automatically logged out of the Testing Application, and The Test Screen returns to Refresh. The Suspended test will remain suspended indefinitely.
34.		<ul style="list-style-type: none"> Click Exit to close the Testing Application.



NOTES

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

<i>Switch roles with each exercise →</i>	EXERCISE 1	EXERCISE 2	EXERCISE 3
ROLE	Intake: Beg. Lit. (Reading)	Intake: Level A (Math)	Post-Test
PROCTOR – Manage Session			
<i>SIGN IN – Management Console</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>START – testing session</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>ADD – student station</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROCTOR – Administer Test			
<i>RUN – CASATests.exe file on student computer</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STUDENT – Begin Test			
<i>ENTER – “unique” ID</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROCTOR – Manage Session			
<i>SESSION ACTIVITY – monitor how students progress through testing</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STUDENT – End Test			
<i>LOG OUT and EXIT application</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROCTOR – Manage Session			
<i>STOP – testing session</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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

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