

## CASAS eTests Proctor - Steps for Testing Day

Administering CASAS web-based tests is made simple with four easy steps. Follow these simple steps and you will be ready for testing day!

**1. Prepare to test + 2. Begin to test + 3. During the test + 4. After the test**

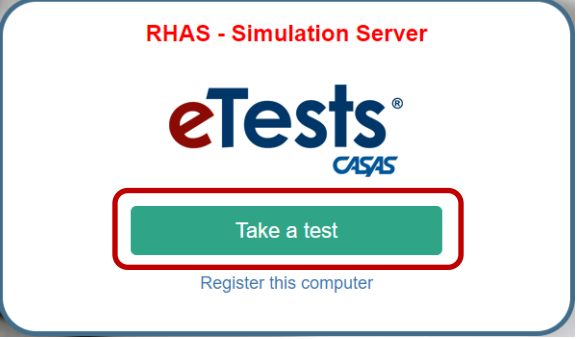

### STEP 1: PREPARE TO TEST

#### Prepare Proctor Station

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>From <b>Windows</b> machines,                             <ul style="list-style-type: none"> <li>Launch the web browser and enter the CASAS eTests Online <b>URL</b> your program uses.</li> </ul> </li> <li>At top right of the browser window,                             <ul style="list-style-type: none"> <li>Click <b>Sign in</b>.</li> </ul> </li> </ul>
2.		<ul style="list-style-type: none"> <li>From <b>Application Management Login</b>,                             <ul style="list-style-type: none"> <li>Enter your <b>Agency ID</b>.</li> <li>Enter your <b>User</b> name.</li> <li>Enter your <b>Password</b>.</li> </ul> </li> <li>After entering your log-in credentials,                             <ul style="list-style-type: none"> <li>Click <b>Login</b>.</li> </ul> </li> </ul>
3.		<ul style="list-style-type: none"> <li>Filter for <b>Site</b>, <b>Lab</b>, plus <b>Template</b> and save the filter with sessions you will proctor.</li> <li>For each <b>Session</b> you will administer tests,                             <ul style="list-style-type: none"> <li>Click <b>Start</b> at left.</li> </ul> </li> </ul>

## STEP 1: PREPARE TO TEST Cont.

### Prepare Testing Stations

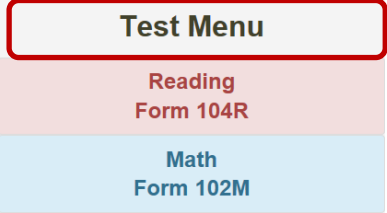



Step	Screen	Description
4.		<ul style="list-style-type: none"> <li>• For <b>Windows</b> machines,               <ul style="list-style-type: none"> <li>○ Launch the web browser and enter the CASAS eTests Online <b>URL</b> your program uses.</li> </ul> </li> <li>• For <b>Chromebooks</b> and <b>iPads</b>,               <ul style="list-style-type: none"> <li>○ Launch the <b>eTests Online app</b>.</li> </ul> </li> <li>• At the <b>Testing Station</b>,               <ul style="list-style-type: none"> <li>○ Click <b>Take a test</b>.</li> </ul> </li> </ul>
5.		<ul style="list-style-type: none"> <li>• For <b>Windows</b> machines,               <ul style="list-style-type: none"> <li>○ Click <b>Run</b>.</li> </ul> </li> <li>• Wait for the test-delivery system to load.</li> </ul> <p><b>Note!</b> Depending on your browser and settings, you may be prompted to first click <b>Save</b>, and then click <b>Run</b>.</p>

## STEP 2: BEGIN TO TEST

### Begin Suggested Verbal Script:

- The purpose of taking the test is to determine what you need to learn.
- It is very important to do your best on the test.
- If you do not know the answer, please do not guess. Continue to the next question without answering.

Step	Screen	Description
1.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>• On your screen, <ul style="list-style-type: none"> <li>◦ Enter your <b>Identification</b> code.</li> </ul> </li> <li>• Use the <b>right-arrow</b> button to continue.</li> </ul>
2.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>• If you need to update your <b>Student Information</b> before you begin the test, <ul style="list-style-type: none"> <li>◦ Use the <b>Person</b> icon at top right of your screen.</li> </ul> </li> </ul>
3.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>• Before you begin the test, <ul style="list-style-type: none"> <li>◦ Let the proctor know if you need any adjustments to your screen display.</li> </ul> </li> </ul> <p><b>[PROCTOR: use the Gear icon to access Test Accommodation Settings.]</b></p> <ul style="list-style-type: none"> <li>• Change Input type</li> <li>• Change Toolbar display</li> <li>• Change Toolbar font size</li> </ul>
4.		<ul style="list-style-type: none"> <li>• Change background color of right panel</li> <li>• Change outline color of question number</li> <li>• Change size of questions and answer options</li> </ul>

Step	Screen	Description
5.	<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>We are ready to begin the test.</li> <li>You should be able to finish each test in about one hour, but do not spend more than two or three minutes on one question.</li> <li>If you finish early, you may <b>Review</b> your answers before ending the test.</li> <li>If you do not know the answer, that is OK, you do not have to enter an answer. Just go to the next test item.</li> <li>It is important to do your best.</li> </ul>	
6.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>On the <b>Test Menu</b> screen, <ul style="list-style-type: none"> <li>Select the <b>[modality]</b> button.</li> </ul> </li> </ul>
7.	 <p>Click on your answer.</p> <ol style="list-style-type: none"> <li>To skip an item, click → before answering.</li> <li>You may review all items when you finish.</li> </ol> <p>Click the → to begin.</p>	<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>Read the <b>Directions</b> and then continue.</li> <li>If you have any questions about taking the test, please ask before you continue.</li> </ul> <p><b>[For listening]</b></p> <ul style="list-style-type: none"> <li>Be sure to check the volume on your headphones before you continue.</li> </ul>
8.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>Please ask any questions about <b>Practice</b> before you begin the test.</li> <li>Use the <b>right arrow</b> to continue.</li> </ul>
9.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>You may repeat <b>Practice</b> if needed or continue and <b>Begin the test</b>.</li> </ul>

Step	Screen	Description
10.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>At the end of the test, you may <b>Review</b> your answers and return to test items you did not answer. <ul style="list-style-type: none"> <li>Use any <b>number</b> button and return to an item.</li> </ul> </li> <li>When you are finished with <b>Review</b>, <ul style="list-style-type: none"> <li>Use the <b>End Test</b> button.</li> </ul> </li> </ul>
11.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>Your <b>Personal Score Report</b> displays a summary of how well you did on the test. <ul style="list-style-type: none"> <li>Don't worry about understanding the information now. That's for your teacher to explain later.</li> </ul> </li> <li>For now, <ul style="list-style-type: none"> <li>Use the <b>Print</b> button for a copy of your report.</li> </ul> </li> <li>Use the <b>arrow</b> at bottom right and return to the <b>Test Menu</b> screen.</li> </ul>
12.		<p><b>Cont. Script:</b></p> <ul style="list-style-type: none"> <li>If you have more tests to take, <ul style="list-style-type: none"> <li>Select the next test button.</li> </ul> </li> </ul>
13.		<p><b>End Script:</b></p> <ul style="list-style-type: none"> <li>We you are finished with taking all of your tests, <ul style="list-style-type: none"> <li>Use the <b>Logout</b> button to exit your screen.</li> </ul> </li> </ul>
14.		<ul style="list-style-type: none"> <li>Dismiss test-takers.</li> </ul> <p><b>Don't forget!</b> Collect and destroy scratch paper at the end of math tests.</p>

## STEP 3: DURING THE TEST

### *Circulate during testing*

- Make sure that everyone is working individually.
- Make sure students are progressing through the test.

### *Ending the test*

- At the end of the allowed testing time, if a student is answering a question, the student can finish working on that question.
- CASAS eTests will automatically end the test after the student submits an answer for the last question in the allowed time.
- Students are not allowed to stop testing and continue at another time.

### *Interrupting a test in progress*

- In certain circumstances, a proctor may need to interrupt a test in progress.
- If the circumstance compromises test security or integrity, the test should be aborted, and the student should take the alternate test form at the same level upon return.
- Proctors should follow the local policy of their agency for permissible interruptions that are not likely to compromise test integrity.

### *Testing session management options*

- **Suspend** a session if you plan to continue after a break without stopping sessions (when no one is testing).
- **Continue** a session when you return from a break.
- **Take Over** a session started by another proctor.
  - This is helpful if students are still testing and a proctor must leave.
  - This keeps the session active without interrupting testing.
- **Add Hours** so that the session does not time out before testing is finished.

For more information about **Test Interruptions**, go to: [Home > Product Overviews > Software > CASAS eTests > eTests Online Help](#)

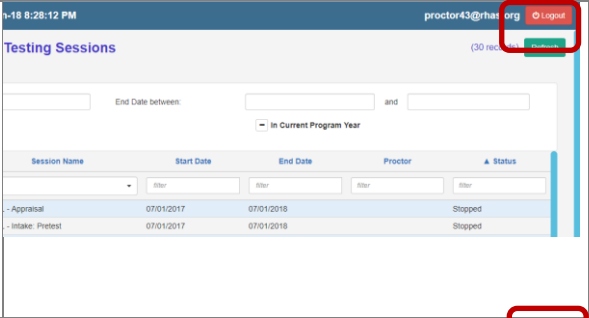
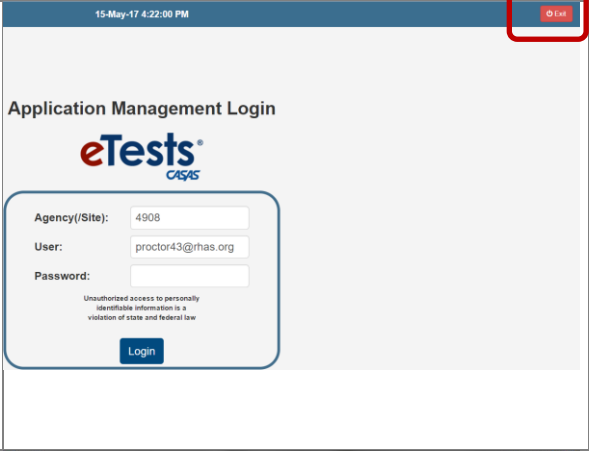
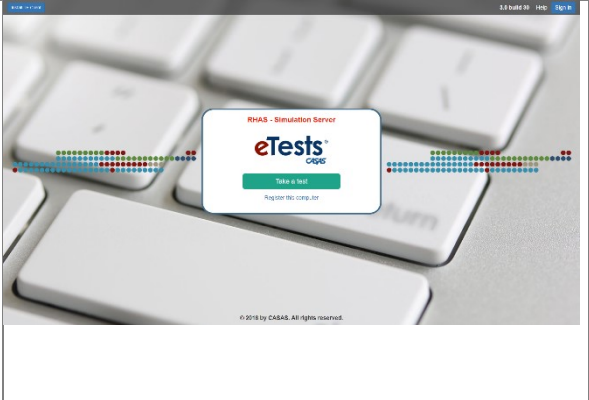
## STEP 4: AFTER THE TEST

### At Testing Stations

Step	Screen	Description
1.		<ul style="list-style-type: none"> <li>After testing is finished and no further testing will take place in the lab,                             <ul style="list-style-type: none"> <li><b>EXIT</b> the testing application on each station.</li> </ul> </li> </ul> <p><i>Note!</i> This is required for Test Security.</p>
2.		<ul style="list-style-type: none"> <li><b>Close</b> the web browser on each station.</li> <li><b>Reset</b> each computer workspace area in the lab.</li> </ul>

### At Proctor Station

Step	Screen	Description
3.		<ul style="list-style-type: none"> <li>Return to your Proctor Station</li> <li>From the <b>Session Activity</b> window,                             <ul style="list-style-type: none"> <li>Click <b>Manage</b>.</li> </ul> </li> </ul>
4.		<ul style="list-style-type: none"> <li>From the <b>Test Session Management</b> pop-up window,                             <ul style="list-style-type: none"> <li>Click <b>STOP</b>.</li> </ul> </li> <li>Repeat <b>Steps 3 &amp; 4</b> until all proctored sessions are stopped.</li> </ul> <p><i>Note!</i> This is required for Test Security.</p>

Step	Screen	Description
5.		<ul style="list-style-type: none"> <li>From the <b>Management Console</b>,               <ul style="list-style-type: none"> <li>Click <b>LOGOUT</b>.</li> </ul> </li> </ul> <p><i>Note! This is required for Test Security.</i></p>
6.		<ul style="list-style-type: none"> <li><b>EXIT</b> the application at top right.</li> </ul> <p><i>Note! This is required for Test Security.</i></p>
7.		<ul style="list-style-type: none"> <li><b>Close</b> the web browser.</li> <li><b>Prepare</b> the lab for the next time testing is scheduled.</li> <li><b>Secure</b> the testing lab.</li> </ul>