

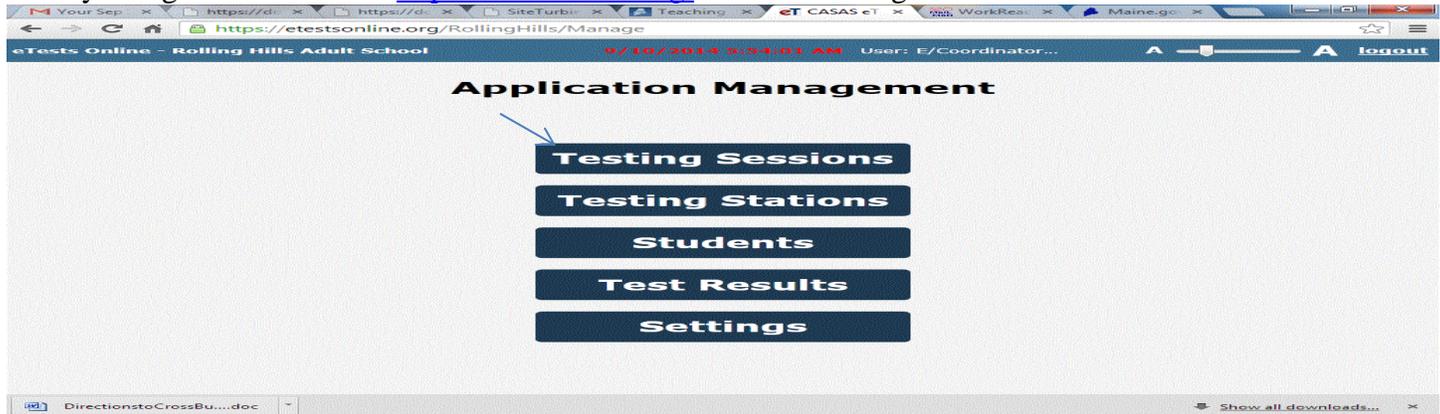
ECASAS Creating Test Sessions- Best Practices and Recommended Templates

Test Session 1- Locator and Pre-Test

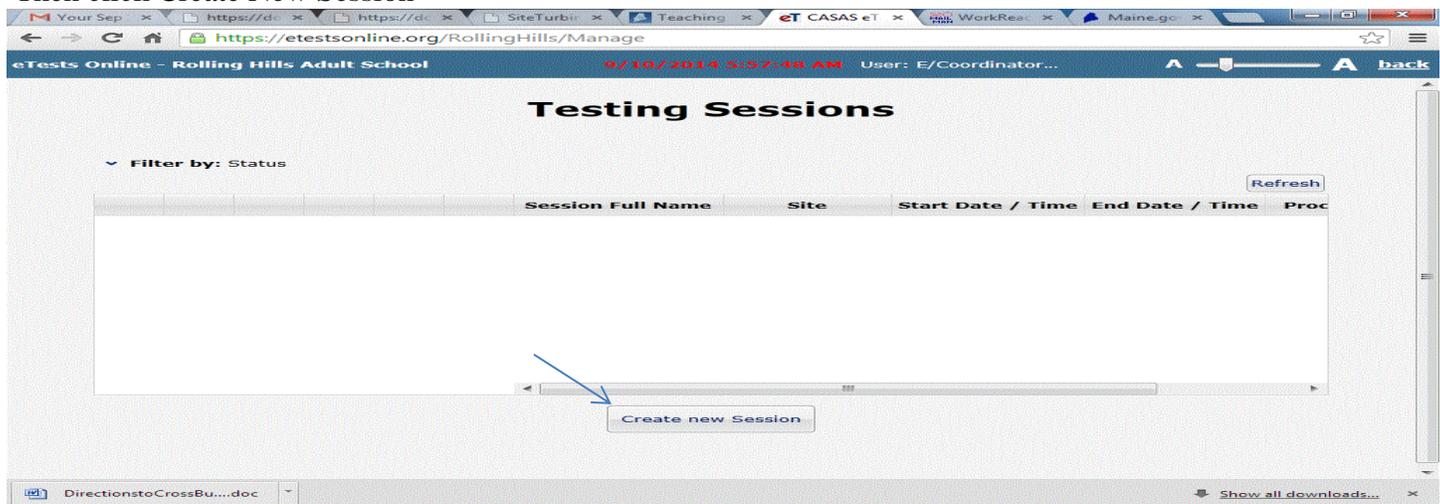
This is the Test Session that most programs will use the most often. It uses the locator (a Computer Adaptive Test- the first few test items) which then seamlessly moves students into the correct pre-test.

Getting Started

Once you log on to ECASAS <https://etestsonline.org/> click on Testing Sessions

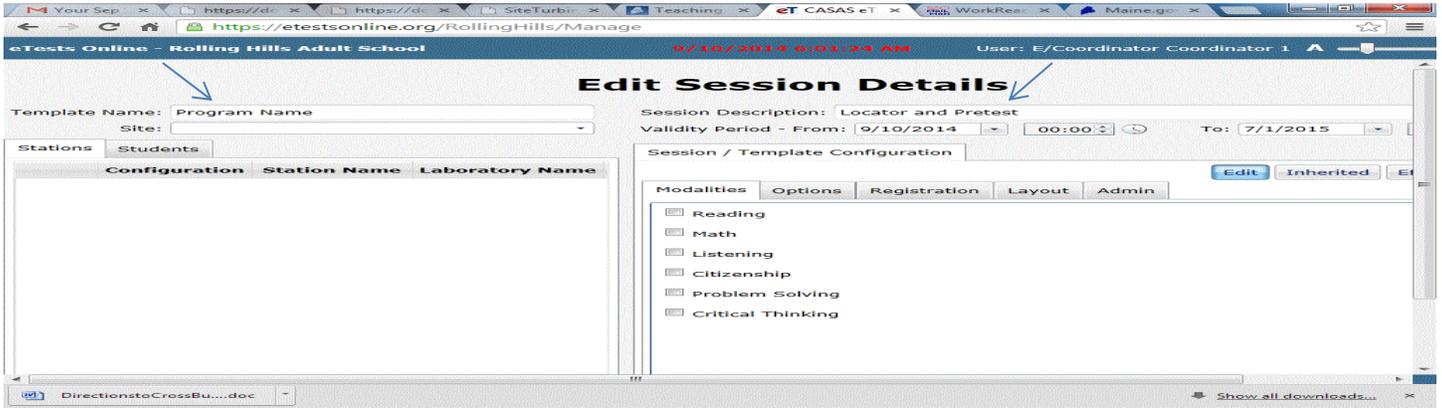


Then click Create New Session-



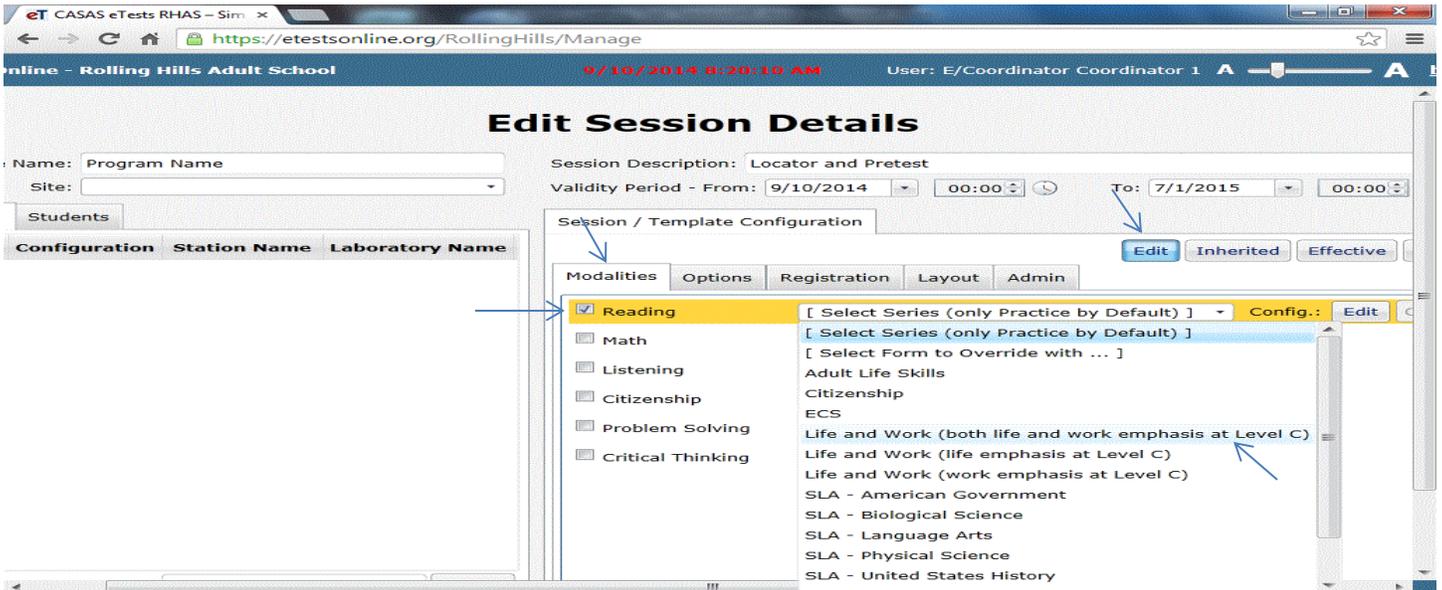
Name your Template and Session

All testing sessions must have a Template Name and Session Description. All of Test Sessions should have the SAME Template name- this will help to standardize all of your settings across testing sessions. I recommend using your Program Name (or an abbreviation for the Template name). Under Template Name enter your program name and choose your site form the drop down menu. Your Session Description will indicate exactly what assessment this testing session is using. Under Session Description please enter Locator and Pre Test.

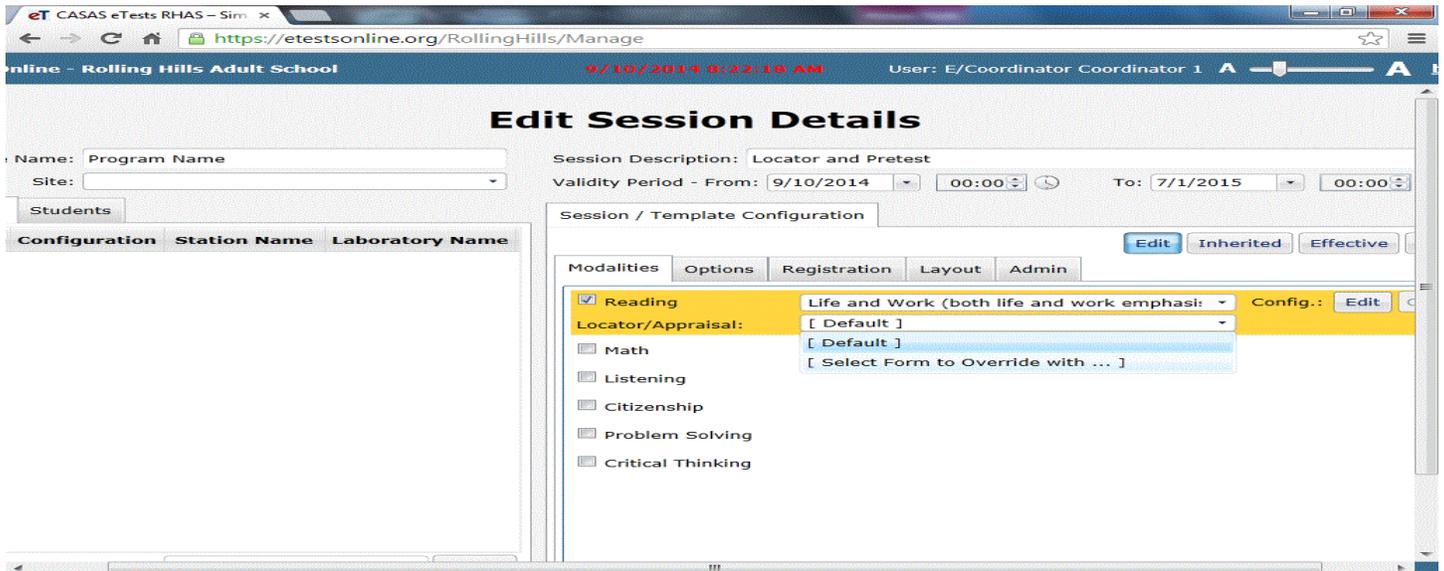


1. Modalities- Choosing Test Forms-

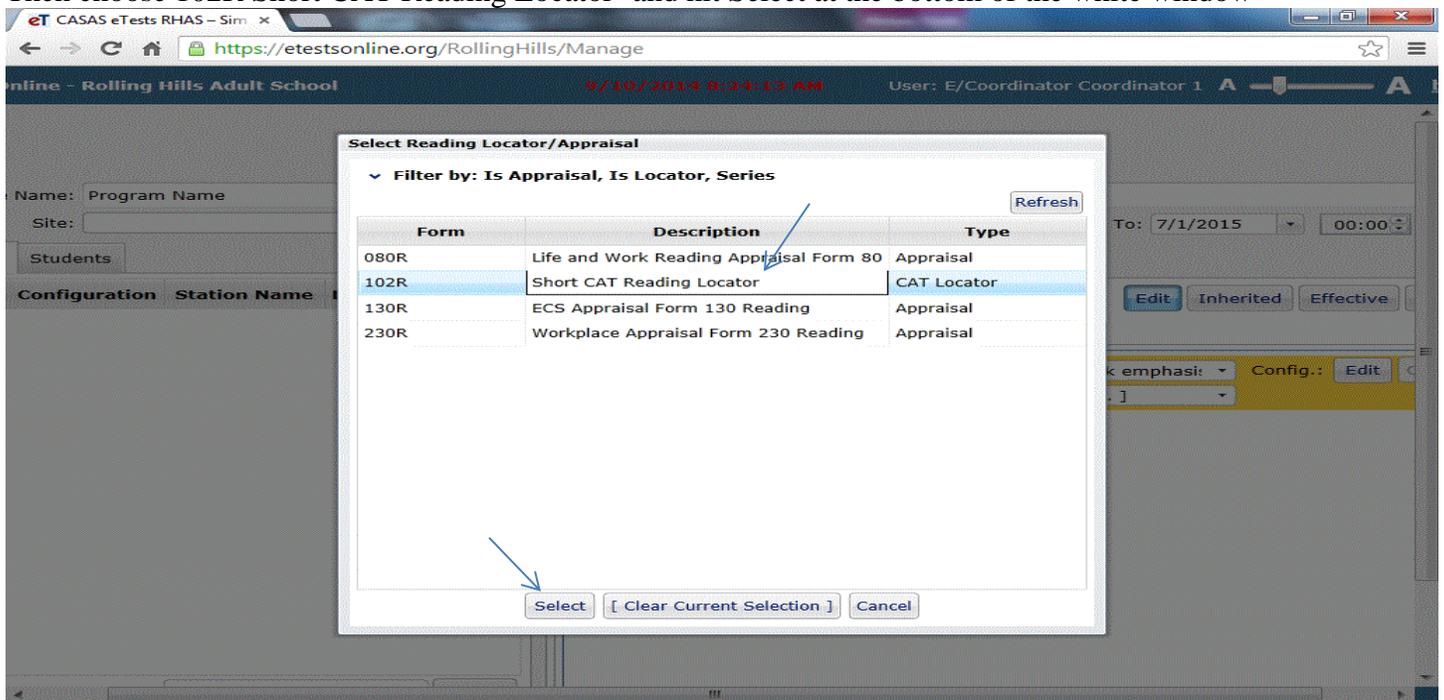
Next you must choose the test forms to use for the Locator Pre-Test session. In the Modalities (by default the session details screen will be in edit mode) tab check Reading- in the drop down menu click Life and Work (both life and work emphasis at level C)



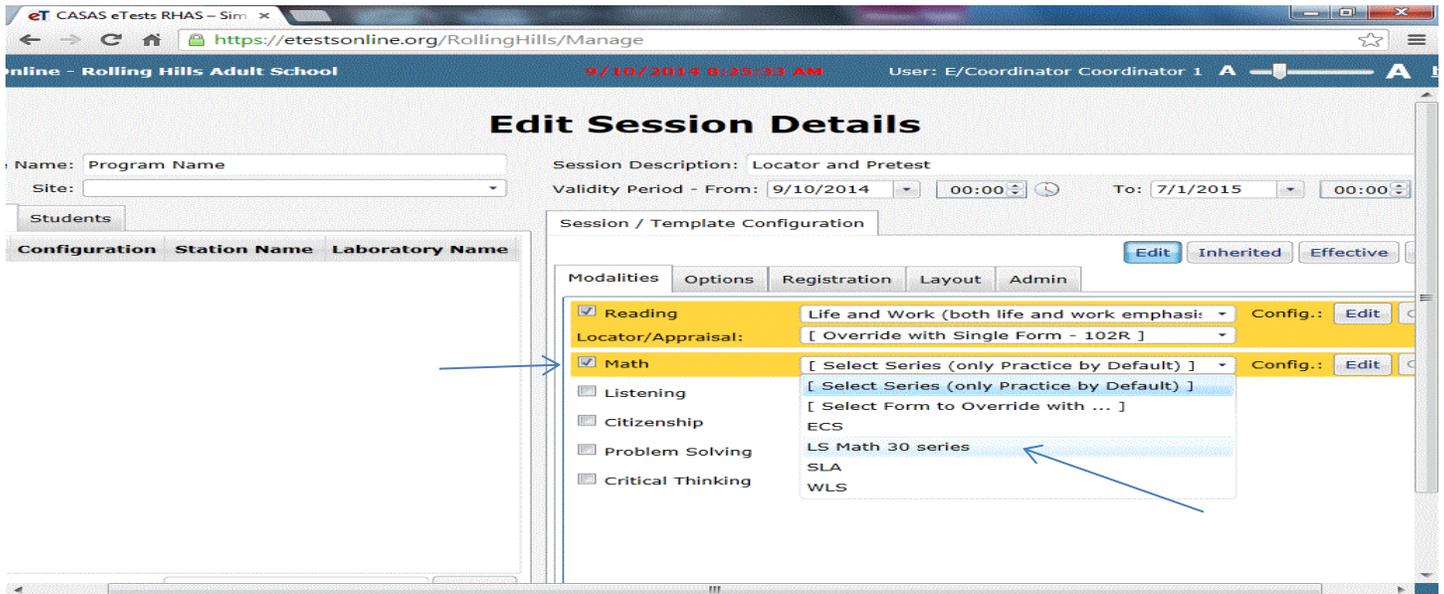
under Locator/Appraisal choose Select Form to Override with



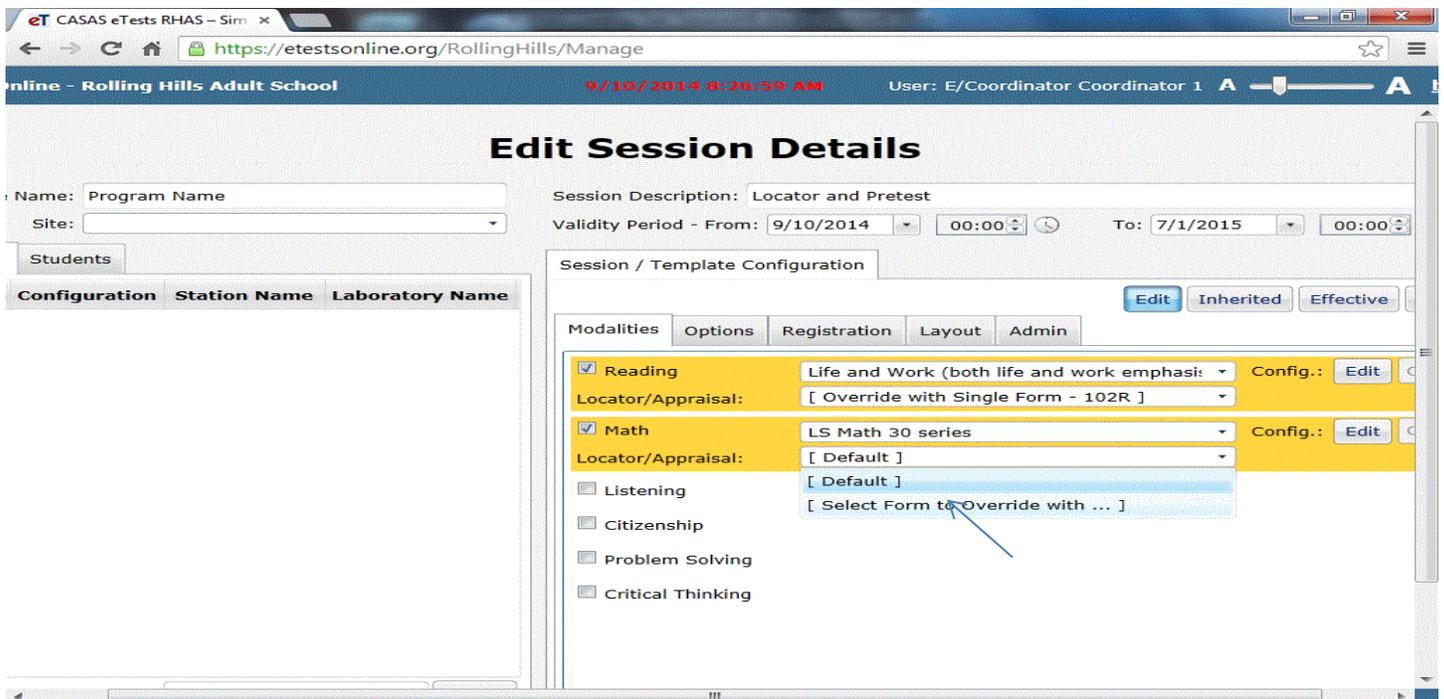
Then choose 102R Short CAT Reading Locator- and hit Select at the bottom of the white window



You will now move through the same Process for Math- Click Math and from the drop down menu choose LS math Series



Under Locator/Appraisal choose Select Form to Override With

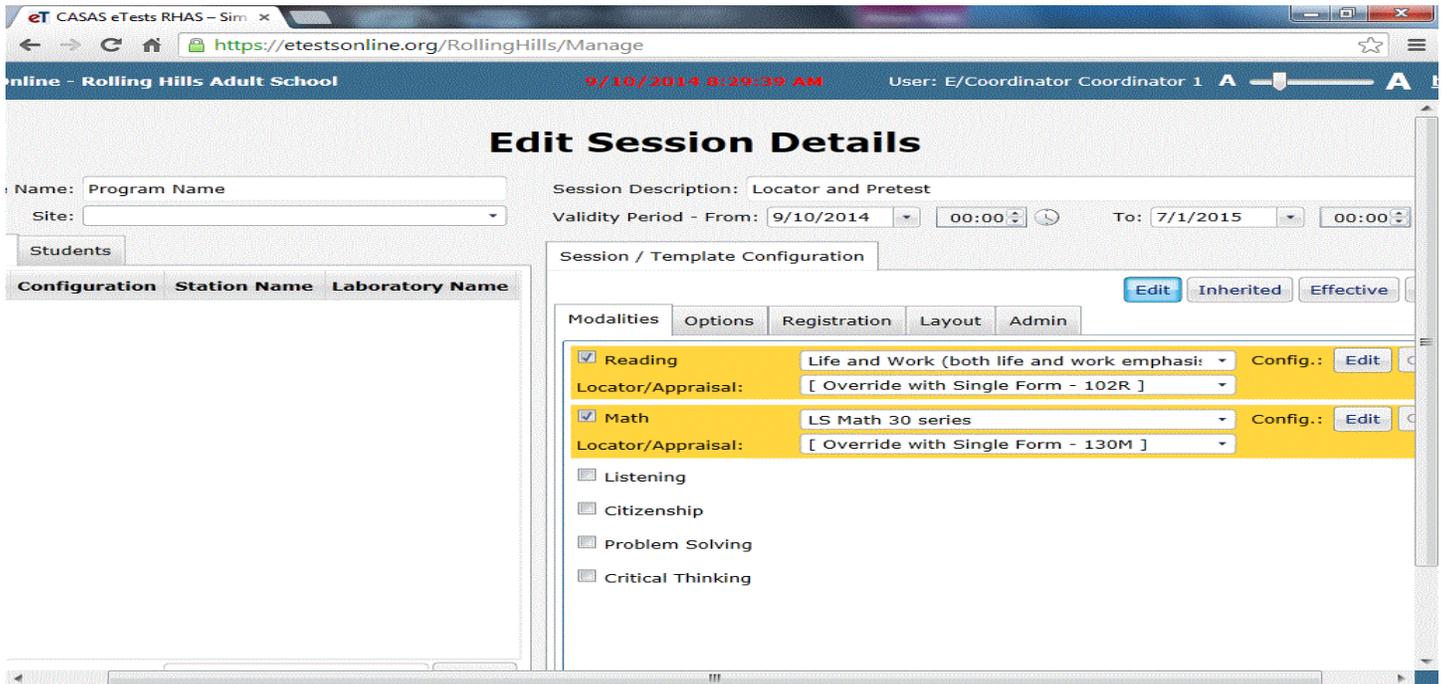


Then choose 102M Short CAT Locator and press Select at the bottom of the white window

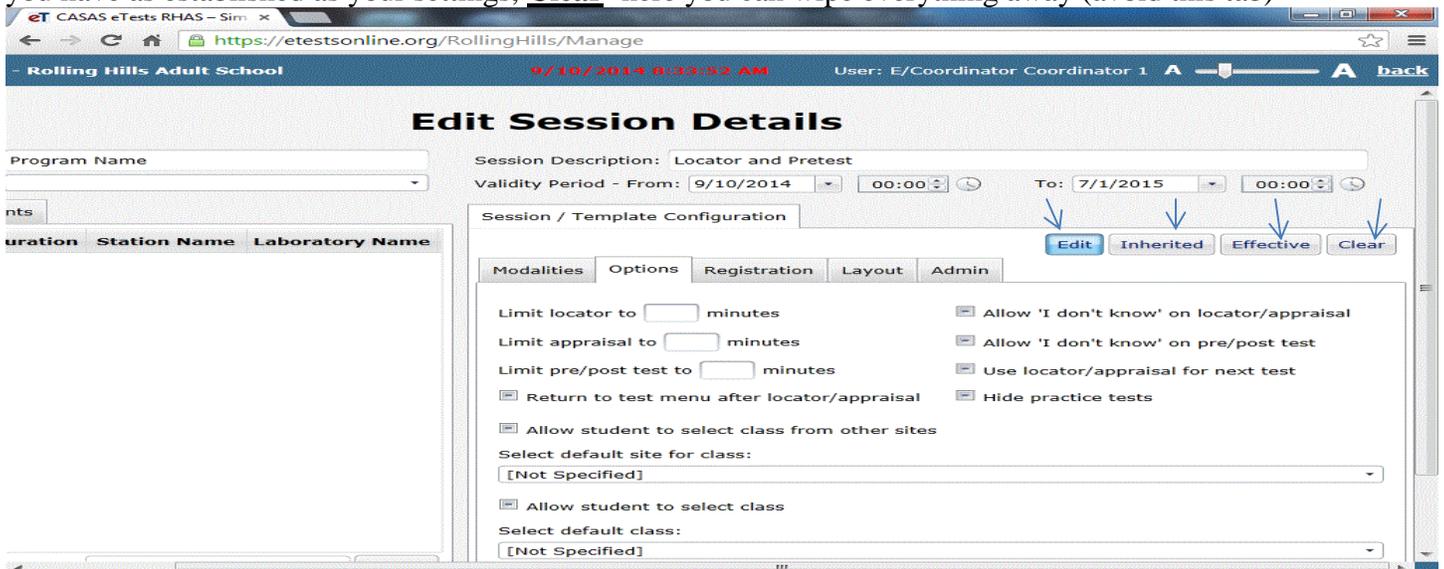
The screenshot shows a web browser window with the URL <https://etestsonline.org/RollingHills/Manage>. The page title is "Rolling Hills Adult School" and the user is identified as "E/Coordinator Coordinator 1". A modal dialog box titled "Select Math Locator/Appraisal" is open, displaying a table of test forms. The table has three columns: "Form", "Description", and "Type". The first row is highlighted in blue. A blue arrow points to the "Description" column header, and another blue arrow points to the "Select" button at the bottom of the dialog box.

Form	Description	Type
102M	Short CAT Math Locator	CAT Locator
130M	ECS Appraisal Form 130 Math	Appraisal
230M	Workplace Appraisal Form 230 Math	Appraisal

You are then done in the Modalities Tab- (you have selected your test forms) your screen should look like the one below



Next you will establish the settings for this test session these are the things that will be standardized under the Template Name. In this work you will always see 4 tabs as you work in the different areas: **Edit**- this is where you can edit information, **Inherited**- this tab shows you the default settings, **Effective** this tab shows you what you have as established as your settings, **Clear**- here you can wipe everything away (avoid this tab)



2. Options Tab –controls delivery of the test

Click on the Options tab limit Locator to 15 minutes- limit Pre/Post to 60 minutes remove the dash from Allow students to select class from other site remove dash and click again to check Allow “I don’t know on locator/appraisal.

Program Name: [Empty]

Session Description: Locator and Pretest

Validity Period - From: 9/10/2014 00:00 To: 7/1/2015 00:00

Session / Template Configuration

Modalities Options Registration Layout Admin

Limit locator to 15 minutes

Limit appraisal to 30 minutes

Limit pre/post test to 60 minutes

Allow student to select class from other sites

Select default site for class: [Not Specified]

Allow 'I don't know' on locator/appraisal

Allow 'I don't know' on pre/post test

Use locator/appraisal for next test

Hide practice tests

Return to test menu after locator/appraisal

Select default class: [Not Specified]

Buttons: Edit, Inherited, Effective, Clear

Then click on Effective to double check your selections (items with checks are in effect)

Program Name: [Empty]

Session Description: Locator and Pretest

Validity Period - From: 9/10/2014 00:00 To: 7/1/2015 00:00

Session / Template Configuration

Modalities Options Registration Layout Admin

Limit locator to 15 minutes

Limit appraisal to 30 minutes

Limit pre/post test to 60 minutes

Allow student to select class from other sites

Select default site for class: [Session Site]

Allow 'I don't know' on locator/appraisal

Allow 'I don't know' on pre/post test

Use locator/appraisal for next test

Hide practice tests

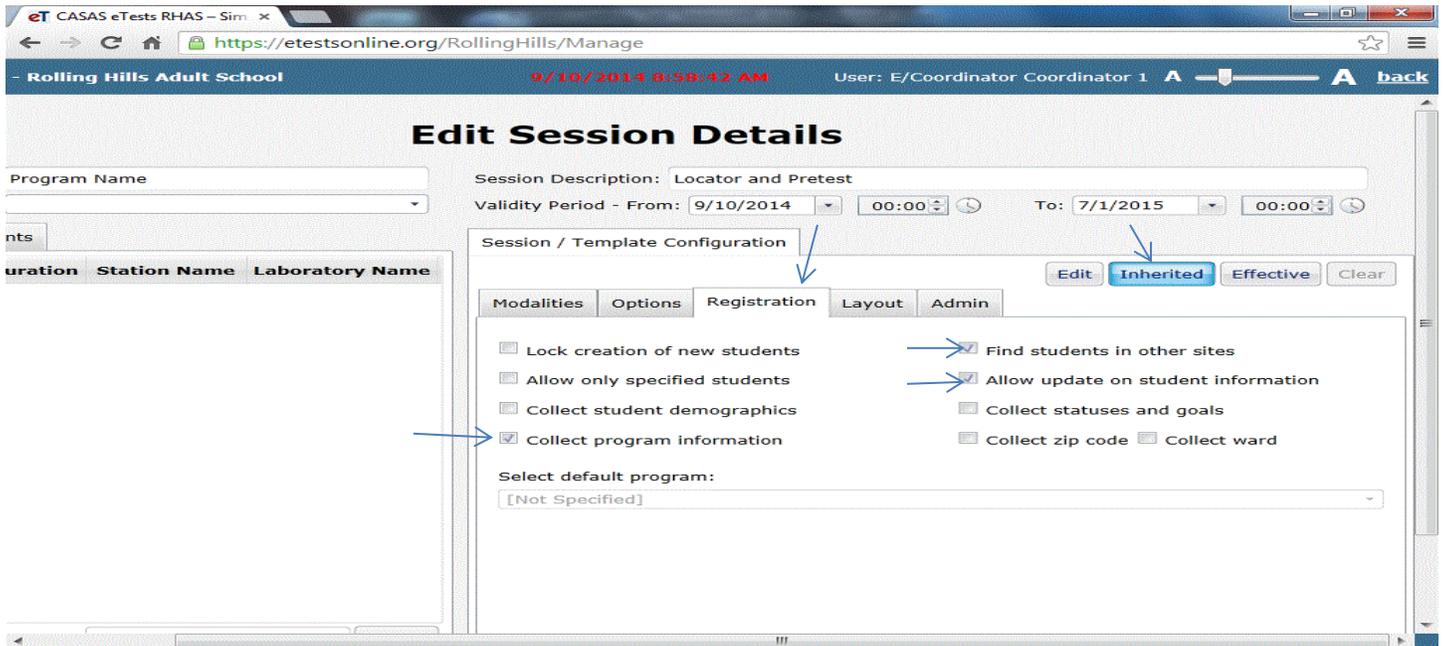
Return to test menu after locator/appraisal

Select default class: [Test without class]

Buttons: Edit, Inherited, Effective, Clear

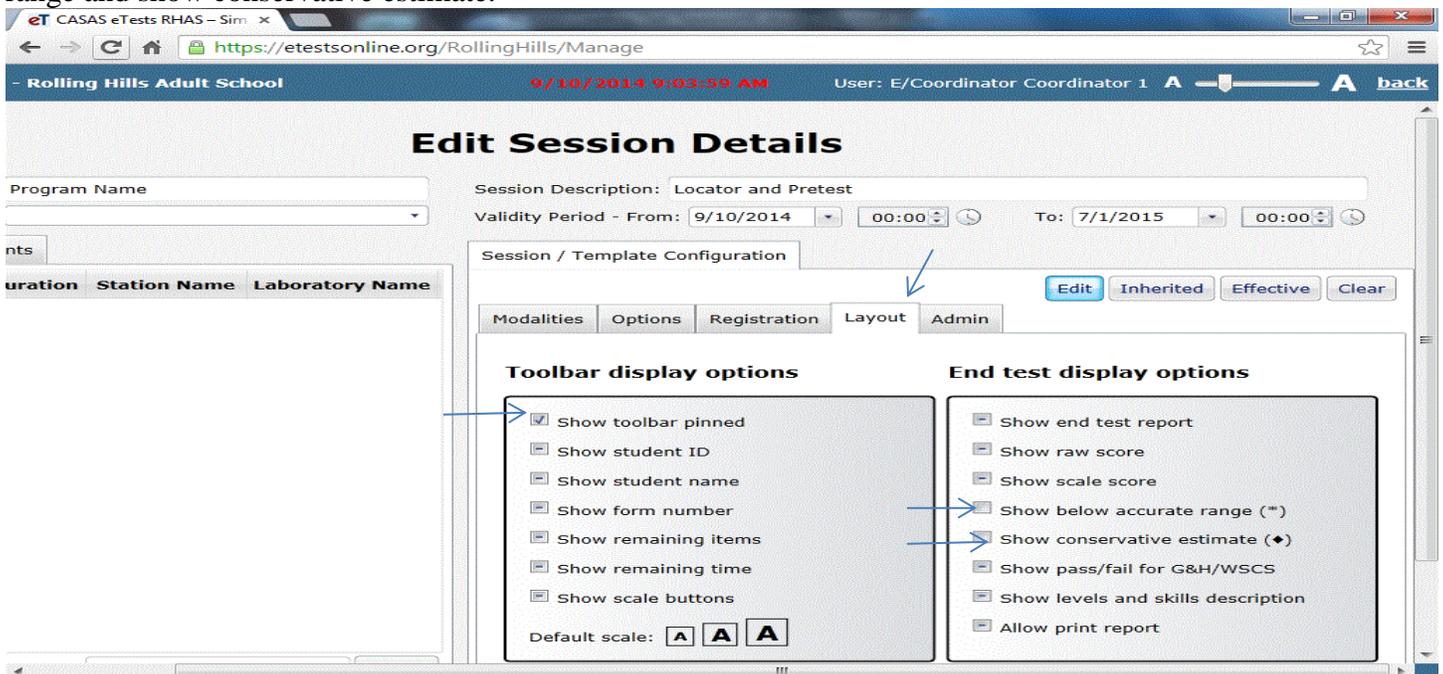
3. Registration Tab- controls how records are added to the database

You can skip this tab as the default (Inherited) settings are appropriate. It is set to collect program information, find students in other sites and allow update on student information.

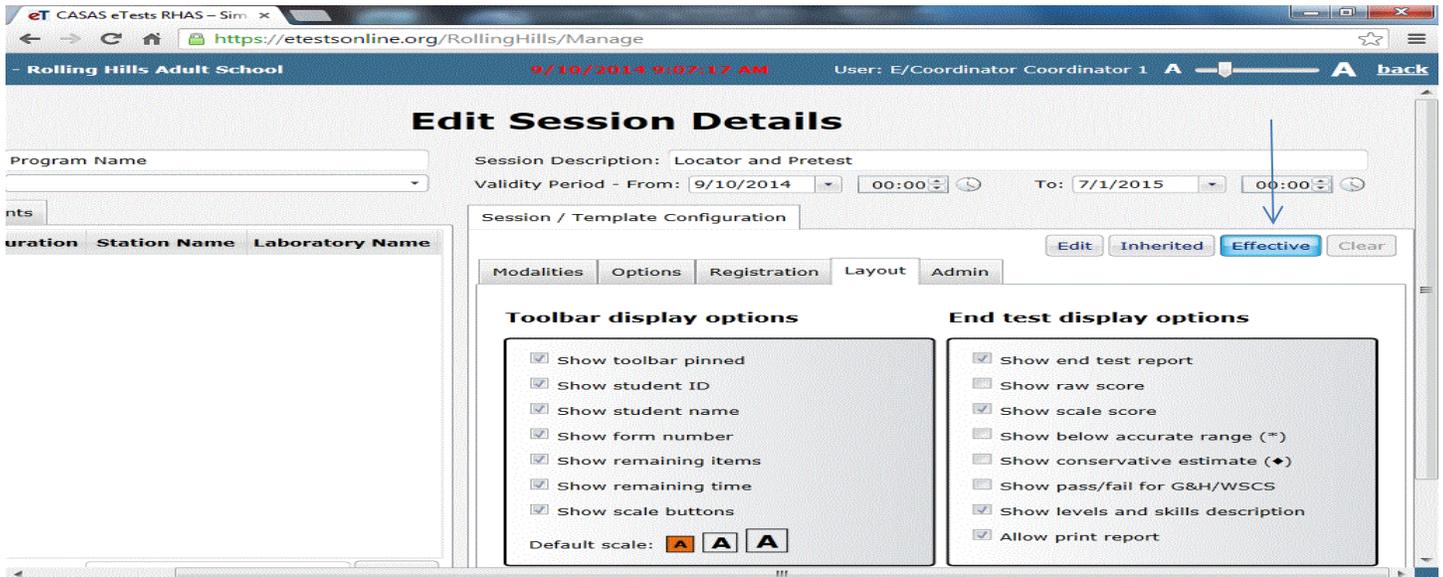


4. Layout Tab- customizes the toolbar and controls display at the end of test

Remove dash and click again to add a check to Show toll bar pinned- remove dashes from Show below accurate range and show conservative estimate.

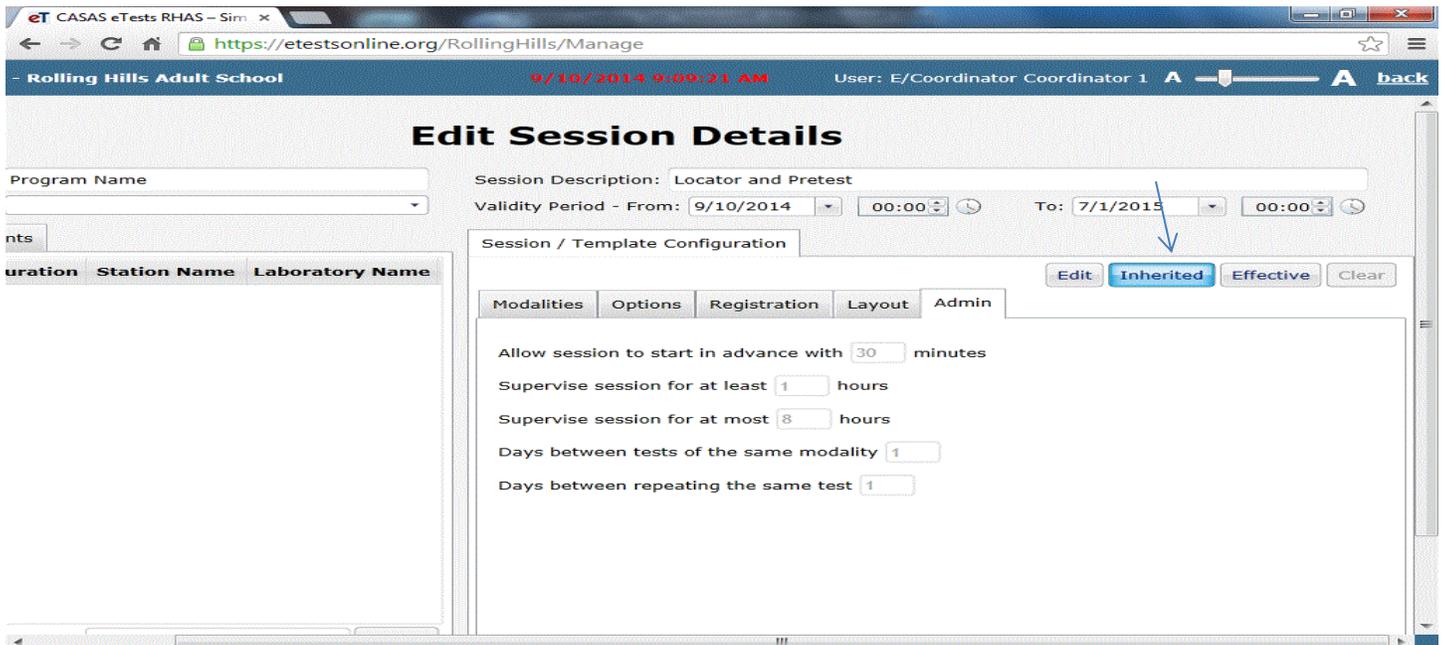


Click on Effective to double check your selections (items with checks are in effect)

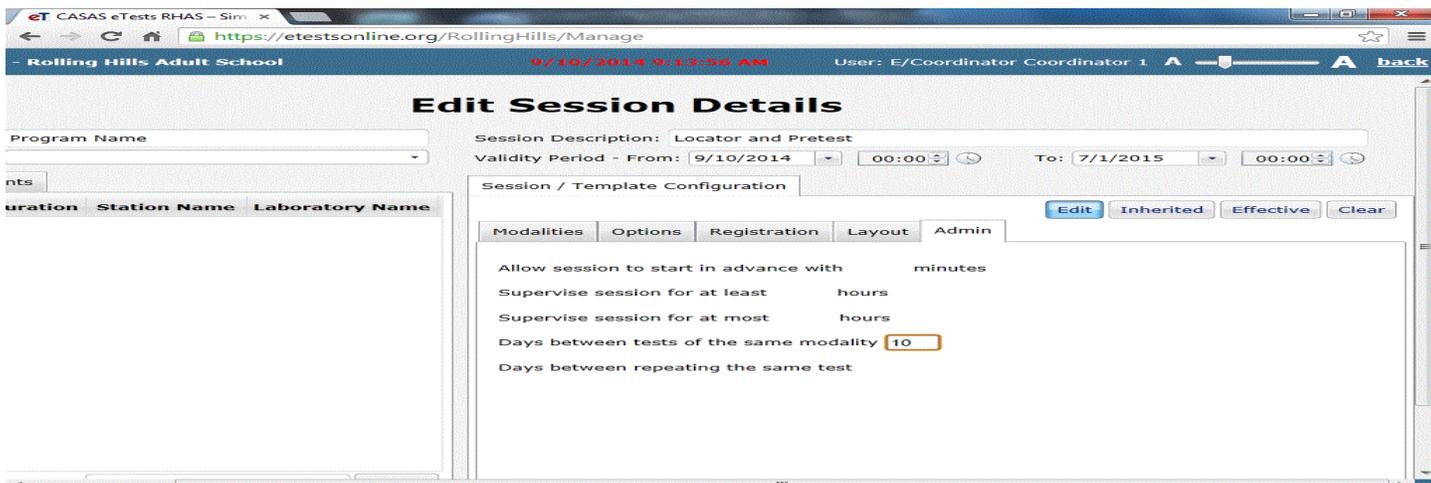


5. Admin Tab- controls Proctor supervisory hours and restricts the number of days between tests

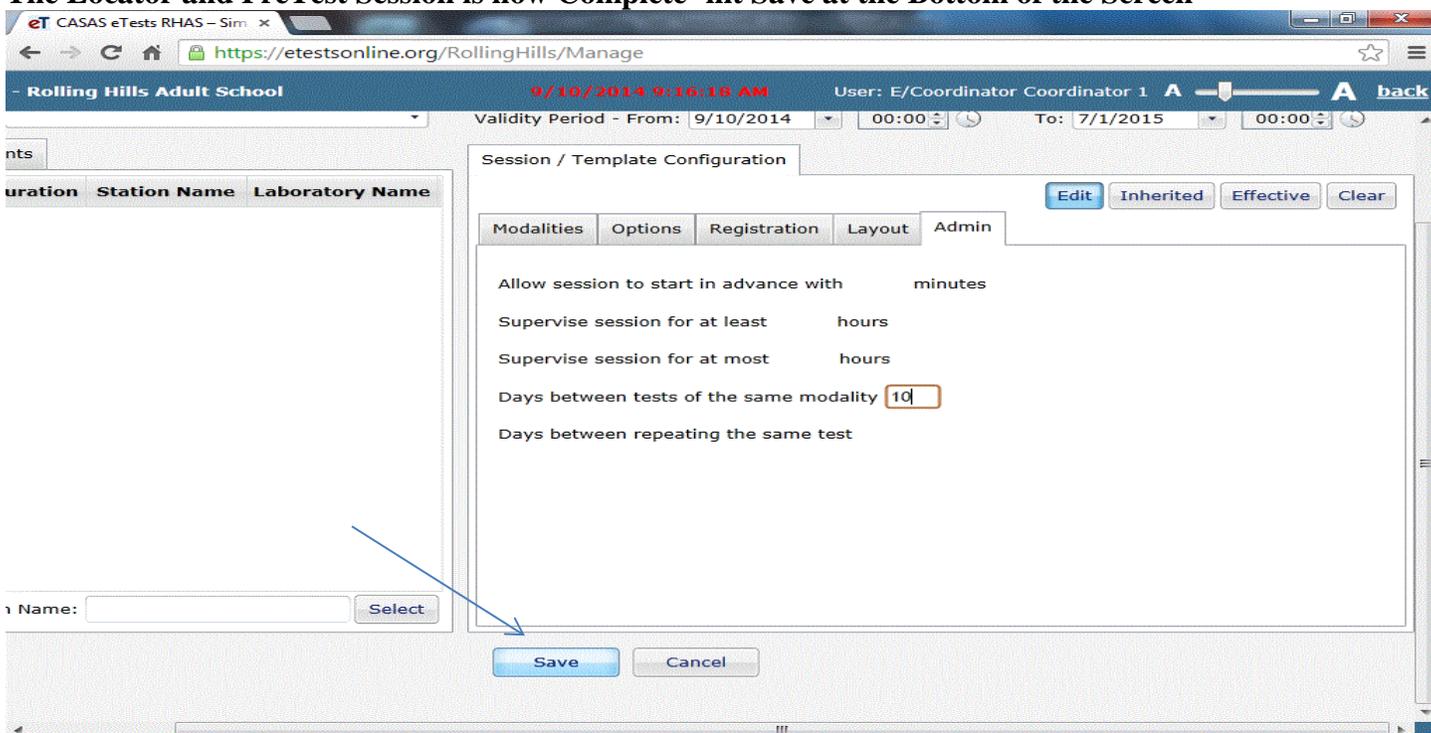
The Inherited settings look like the screen below and allow the proctor to begin a session 30 minutes before testing, supervise a session for a minimum of 1 hour and a maximum of 8 hours. The Inherited settings only allow 1 day between tests of the same modality- in order to allow students to take a Math and Reading in more than one sitting- I recommend changing this setting to 10 days.



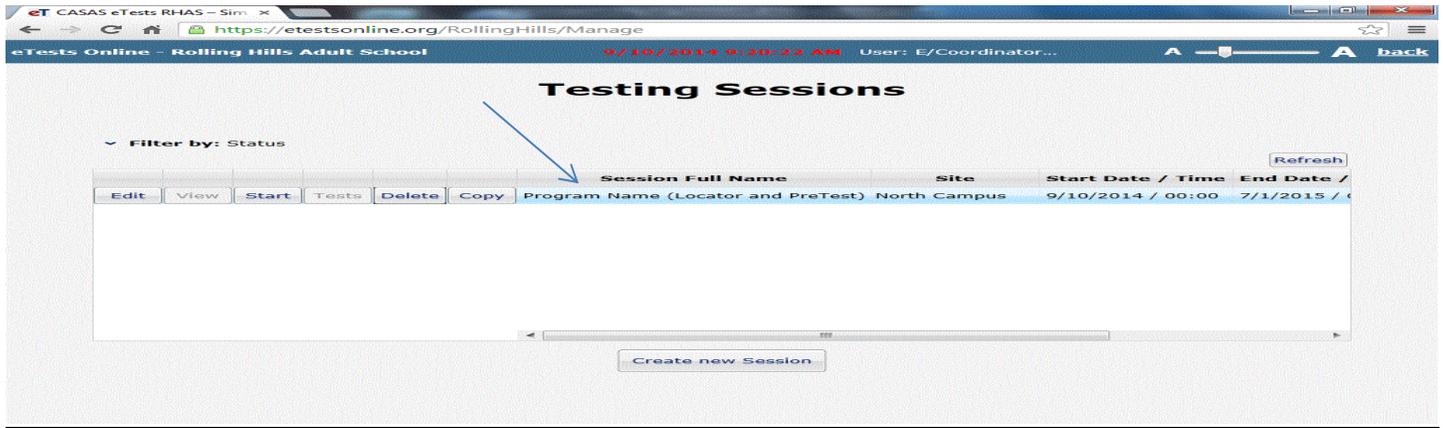
In the Edit mode change this number to 10



The Locator and PreTest Session is now Complete- hit Save at the Bottom of the Screen

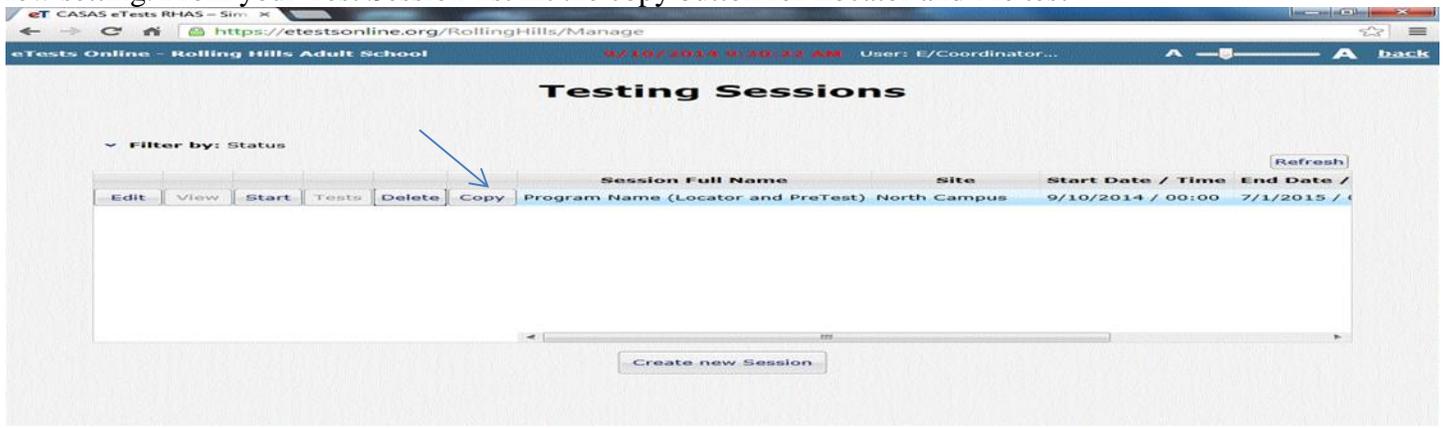


You will now see your Test Session represented in the Test Session List.



Test Session II- Post Test

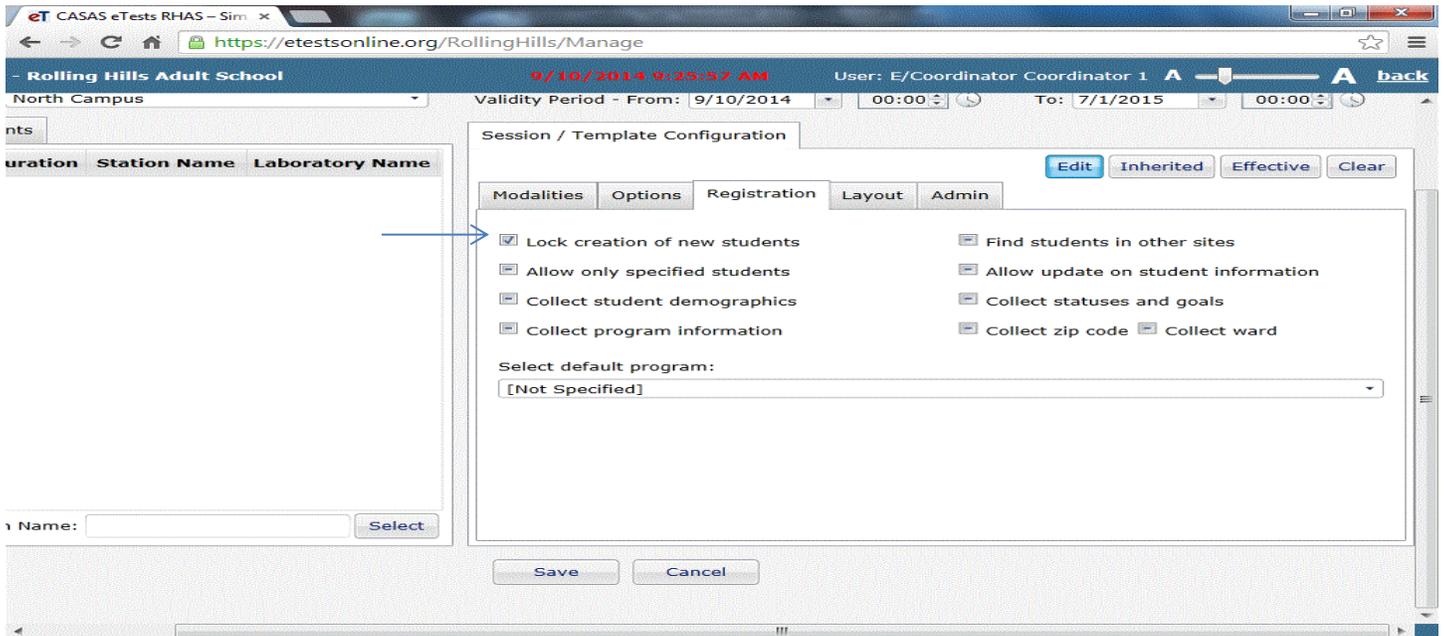
To create your post test you will simply copy the Locator and Pretest Test Session you just created and change a few setting. From your Test Session list hit the copy button for Locator and Pre test



In your Session Description field change the title to Post Test!

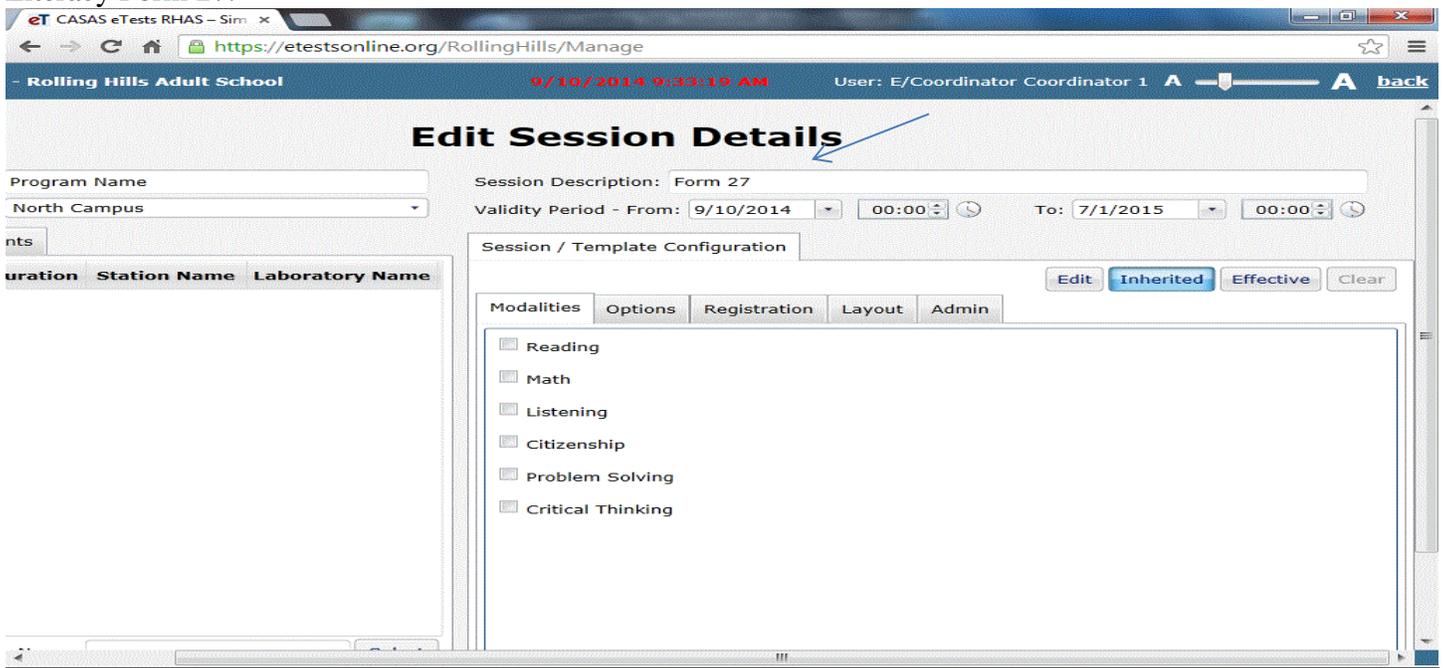
All of the settings you just established will be copied over- you will ONLY CHANGE- one setting in the registration tab

In the Registration Tab remove the dash and add a check to Lock creation of new students



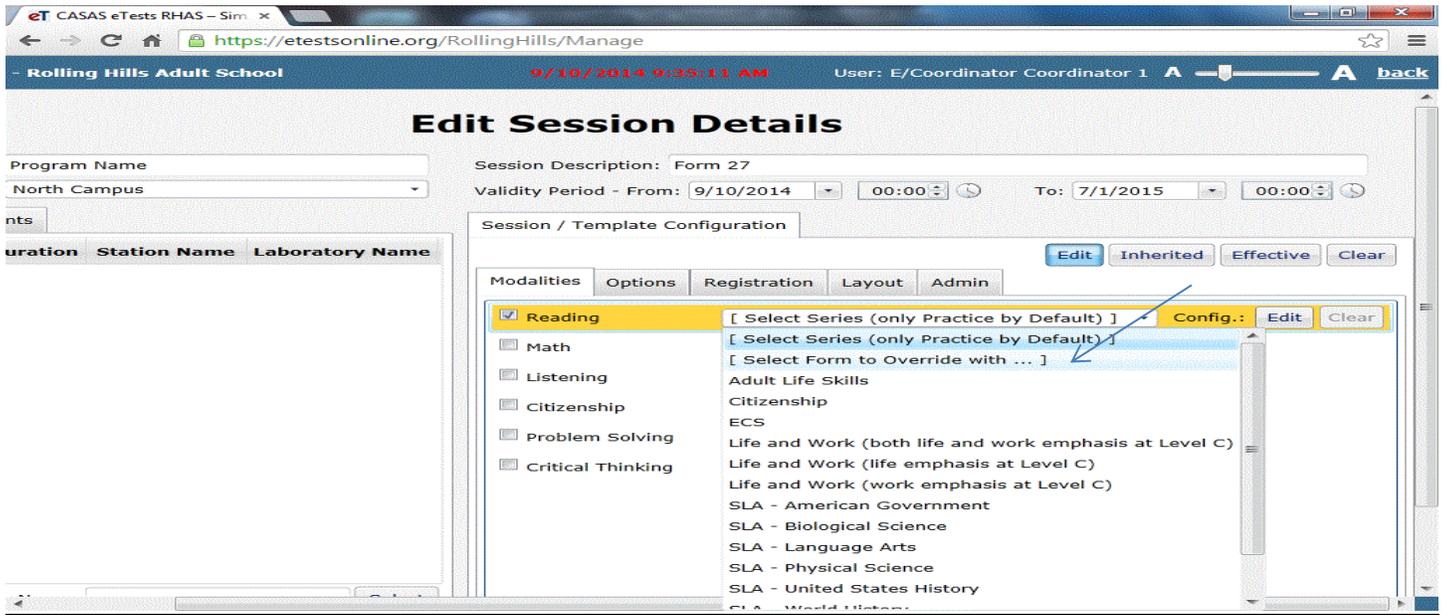
Testing Session III- Form 27

Again you will copy the Locator and Pretest Template and change the Session Description to Beginning/Pre Literacy Form 27.

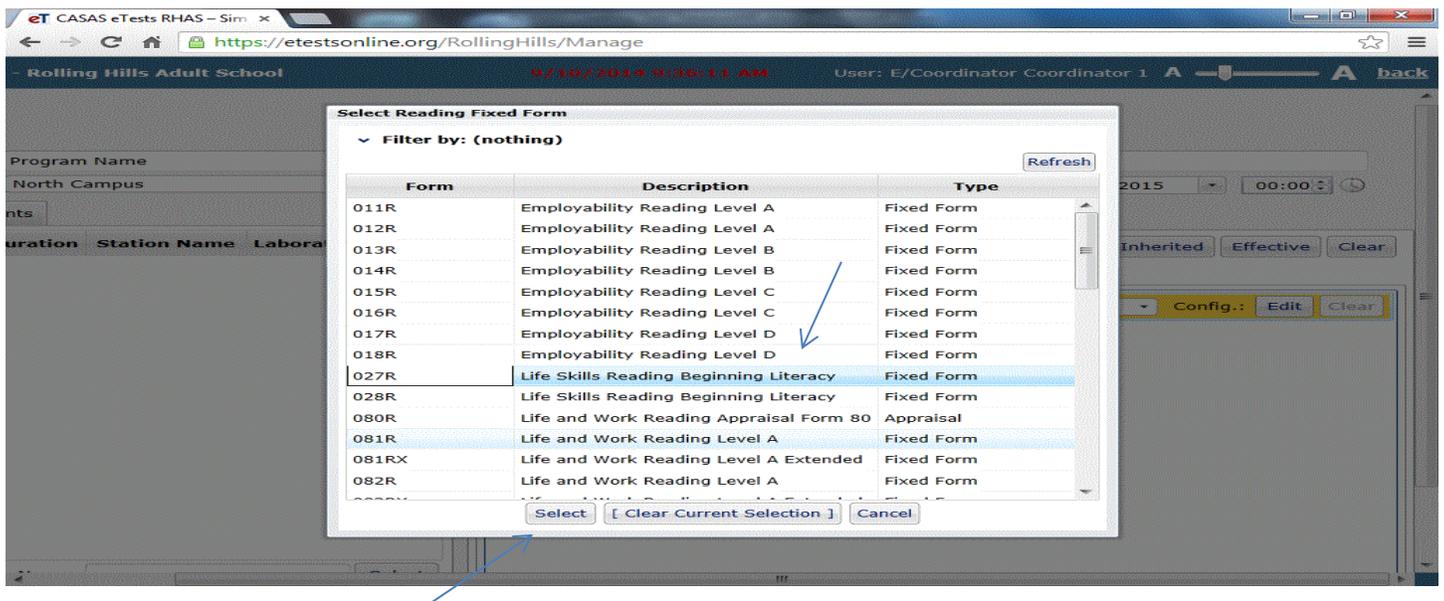


1. Modalities-

Check Reading- in the drop down menu click Select Form to Override with



Then select 027R Life Skills Reading Beginning Literacy and hit Select at the bottom of the white window



Once you have changed the Modality you are done!

Don't forget to hit save after you are done!

To quickly create sessions for other sites:

- 1) Copy: each session in order created
- 2) Select: new Site from drop-down menu
- 3) Remove: <copy> from Session Description
- 4) SAVE

These are the recommended Test Sessions and Best Practices for settings outlined by the MDOE. Please let me know if you have any questions or need any help with setting up your sessions.