# **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-

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	Testing Sessions	
<ul> <li>Filter by: Status</li> </ul>		Refresh
	Session Full Name Site Start Date / Time End Dat	e / Time Proc
		•
	Create new Session	

### Name your Template and Session

All testing sessions must have a <u>Template Name</u> and <u>Session Description</u>. 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)

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nline -	Rolling Hills Adult School		9/10/2014 8:20:1	0 AM User: E/Coordinator Coordinator 1 A A
	E	di	t Session	Details
Name:	Program Name	•	Session Description: Lo	ocator and Pretest
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Config	onfiguration Station Name Laboratory Name		Å	Edit Inherited Effective
		1	Modalities Options	Registration Layout Admin
		1	Reading	[ Select Series (only Practice by Default) ]  Config.: Edit
			📖 Math	[ Select Series (only Practice by Default) ]
			I istening	[ Select Form to Override with ]
				Adult Life Skills
			Citizenship	ECS
			Problem Solving	Life and Work (both life and work emphasis at Level C) -
			Critical Thinking	Life and Work (life emphasis at Level C)
				Life and Work (work emphasis at Level C)
				SLA - American Government
				SLA - Biological Science
				SLA - Language Arts
				SLA - Physical Science
				SLA - United States History

under Locator/Appraisal choose Select Form to Override with



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line - Rolling Hills Adult School	9/10/2014 8:22:1	8 AM	User: E/Coordinator	Coordinator 1 A	A
Ec	lit Session	Detai	ils		
Name: Program Name	Session Description: Lo	cator and P	retest		
Site:	Validity Period - From:	9/10/2014	• 00:00 🗘 🕓	To: 7/1/2015	• 00:00
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onfiguration Station Name Laboratory Name				Edit	ited Effective
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	Reading	Life and	Work (both life and w	ork omphasie	Config : Edit
	Locator/Appraisal:	[ Defau	It ]	•	
	Math	[ Defaul	lt]		
		[ Select	Form to Override with	· ]	
	Listening				
	Citizenship				
	Problem Solving				
	Critical Thinking				

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

ne - Rolling Hills Adult School				Coordinator 1 A -
	Select Reading Lo	ocator/Appraisal		
	✓ Filter by: Is	s Appraisal, Is Locator, Series		
ame: Program Name		/	Refresh	
Site:	Form	Description	Туре	To: 7/1/2015 * 00:00
Students	080R	Life and Work Reading Appraisal Form 80	Appraisal	
onfiguration Station Namo	102R	Short CAT Reading Locator	CAT Locator	
Surgeration Station Name	130R	ECS Appraisal Form 130 Reading	Appraisal	Edit Inherited Effective
	230R	Workplace Appraisal Form 230 Reading	Appraisal	
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	×			
		$\mathbf{X}_{\mathbf{r}}$		
		4		
		Select [ Clear Current Selection ] Car	ncel	
		1111		

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

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nline - Rolling Hills Adult School	9/10/2014 8:25:33 AM	User: E/Coordinator Coordinator 1 A	~ A
Ec	lit Session De	tails	
Name: Program Name	Session Description: Locator a	and Pretest	
Site:	Validity Period - From: 9/10/2	2014 • 00:00 • To: 7/1/2015 • 00	0:00
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onfiguration Station Name Laboratory Name		Edit Inherited Effec	tive
	Modalities Options Regist	tration Layout Admin	
	Reading Life	e and Work (both life and work emphasis  Config.:	dit
	Locator/Appraisal: [ O	Override with Single Form - 102R ]	
	Math [S	Gelect Series (only Practice by Default) ] 🔹 Config.: 🛛 🖡	dit
	Listening	Select Series (only Practice by Default) ]	
	Citizenship ECS	Select Form to Override with J	
	Problem Solving LS	Math 30 series	
	Critical Thinking	A	
Change and a second sec	<b> </b>		E State

# Under Locator/Appraisal choose Select Form to Override With

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line - Rolling Hills Adult School	9/10/2014 8:26:5	9 AM	User: E/Coordinator	Coordinator 1 A	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	L
E	dit Session	Deta	ils			
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	Locator/Appraisal:	[ Overr	ide with Single Form -	102R] -		
	Math	LS Mat	n 30 series	•	Config.: Edit	E
	Locator/Appraisal:	[ Defau	ilt ]	•		
	Listening	[ Defau	lt]			
	Citizenship	[ Select	Form to Override with	n J		
	Richlem Solving					
	Problem solving					
	Critical Thinking					
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- Rolling Hills Adult School		9/10/2014 9:41:33 AM Us	er: E/Coordinator Coord	inator 1 A – J – A back
Program Name North Campus	Select Math Locato	or/Appraisal Appraisal, Is Locator, Series	Refresh	/2015 • 00:00 ÷ 🛇
nts	Form 102M	Short CAT Math Locator		
uration Station Name Laborat	130M 230M	ECS Appraisal Form 130 Math Workplace Appraisal Form 230 Math	Appraisal Appraisal	Inherited Effective Clear
		Select [ Clear Current Selection ]	Cancel	

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

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

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line - Rolling Hills Adult School	9/10/2014 8:29:39	AM U:	ser: E/Coordinator (	Coordinator 1 A	ير 	A
Ec	lit Session D	Detail	S			
Name: Program Name	Session Description: Loca	ator and Pret	est			
Site:	Validity Period - From: 9	/10/2014	• 00:00 🕄 🕓	To: 7/1/2015	• 00:00	<b>)</b>
Students	Session / Template Confi	iguration				
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	Reading	Life and W	ork (both life and w	ork emphasi: 🔹	Config.: Edit	
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	Math	LS Math 30	0 series	-	Config.: Edit	
	Locator/Appraisal:	[ Override	with Single Form -	130M] •		
	Listening					
	Citizenship					
	Problem Solving					
	Critical Thinking					
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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: <u>Edit</u>- this is where you can edit information, <u>Inherited</u>- this tab shows you the default settings, <u>Effective</u> this tab shows you what you have as established as your settings, <u>Clear</u>- here you can wipe everything away (avoid this tab)

- Rolling Hills Adult School	9/10/2014 8:33:52 AM User: E/Coordinator Coordinator 1 A	A ba
Ec	lit Session Details	
Program Name	Session Description: Locator and Pretest	
• •	Validity Period - From:         9/10/2014         00:00         To:         7/1/2015         0           Session / Template Configuration         //         //         //         //         //	0:00:
aration Station Name Laboratory Name	Edit Inherited Effe	ctive Clear
	Modalities         Options         Registration         Layout         Admin	
	Limit locator to minutes E Allow 'I don't know' on locator/	appraisal
	Limit appraisal to minutes 🛛 Allow 'I don't know' on pre/pos	t test
	Limit pre/post test to minutes 🛛 🖻 Use locator/appraisal for next t	:est
	🖻 Return to test menu after locator/appraisal 🛛 🖹 Hide practice tests	
	Allow student to select class from other sites	
	Select default site for class:	
	[Not Specified]	
	Allow student to select class	
	Select default class:	
	[Not Specified]	

# 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.

	0/10/0014 0-55-00 444	
- Roning Hills Adult School	9/10/2014 8:58:39 AM	
Ec	lit Session Detail	s
Program Name	Session Description: Locator and Pre	test
-	Validity Period - From: 9/10/2014	<ul> <li>■ 00:00 ♀ ○</li> <li>■ To: 7/1/2015</li> <li>■ 00:00 ♀ ○</li> </ul>
ts	Session / Template Configuration	
ration Station Name Laboratory Name		Edit Inherited Effective Clear
	Modalities Options Registration	Layout Admin
	Limit locator to 15 minutes	Allow 'I don't know' on locator/appraisal
	Limit appraisal to minutes	🔄 Allow 'I don't know' on pre/post test
	Limit pre/post test to 60 minut	es 🔄 Use locator/appraisal for next test
	Return to test menu after locato	or/appraisal 🛛 🗏 Hide practice tests
	Allow student to select class fro	m other sites
	Select default site for class:	•
	Select default class:	
	[Not Specified]	•

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

- Rolling Hills Adult School	9/10/2014 8:57:40 AM User: E/Coordinator Coordinator 1 A —	A <u>ba</u>
Ed	dit Session Details	
Program Name	Session Description: Locator and Pretest	
-	Validity Period - From: 9/10/2014 • 00:00 • S To: 7/1/2015 •	00:00
its	Session / Template Configuration	
ration Station Name Laboratory Name	Edit	Effective
	Modalities Options Registration Layout Admin	
	Limit locator to 15 minutes I Allow 'I don't know' on loc	ator/appraisal
	Limit appraisal to 30 minutes Allow 'I don't know' on pre	e/post test
	Limit pre/post test to 60 minutes Use locator/appraisal for r	next test
	Return to test menu after locator/appraisal Hide practice tests	
	Allow student to select class from other sites	
	Select default site for class:	
	[Session Site]	
	Allow student to select class	
	Select default class:	
	[Test without class]	-

### 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.

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- Rolling Hills Adult School		User: E/Coordinator Coordinator 1 A	A bac
E	dit Session Detai	Is	
Program Name	Session Description: Locator and P	retest	
•	Validity Period - From: 9/10/2014	▼ 00:00 ♥ S To: 7/1/2015 ▼ 00:00 ♥	$\odot$
its	Session / Template Configuration	$\sum_{i=1}^{n}$	
ration Station Name Laboratory Name		Edit Inherited Effective	Clear
	Modalities Options Registratio	n Layout Admin	
	<ul> <li>Lock creation of new students</li> <li>Allow only specified students</li> <li>Collect student demographics</li> <li>Collect program information</li> <li>Select default program:         [Not Specified]     </li> </ul>	Find students in other sites Allow update on student information Collect statuses and goals Collect zip code Collect ward	*

# 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.

- Rolling Hills Adult School	9/10/2014 9:03:59 AM	User: E/Coordinator Coordinator 1 A A E
Ec	lit Session Detai	ils
Program Name	Session Description: Locator and P	retest
•	Validity Period - From: 9/10/2014	<ul> <li>★ 00:00 ÷ ○</li> <li>★ To: 7/1/2015 ★ 00:00 ÷ ○</li> </ul>
Its	Session / Template Configuration	
rration Station Name Laboratory Name		Edit Inherited Effective Clear
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	Toolbar display options	End test display options
	Toolbar display options	End test display options
	Toolbar display options	End test display options
	Toolbar display options	End test display options
	Toolbar display options           Show toolbar pinned           Show student ID           Show student name           Show form number	End test display options  Show end test report Show raw score Show scale score Show below accurate range (*)
	Toolbar display options  Show toolbar pinned  Show student ID  Show student name Show form number Show remaining items	End test display options  Show end test report Show raw score Show scale score Show below accurate range (*) Show conservative estimate (+)
	Toolbar display options  Show toolbar pinned  Show student ID  Show student name Show form number Show remaining items Show remaining time	End test display options  Show end test report Show raw score Show scale score Show below accurate range (*) Show conservative estimate (•) Show pass/fail for G&H/WSCS
	Toolbar display options  Show toolbar pinned  Show student ID  Show student name Show form number Show remaining items Show remaining time Show scale buttons	End test display options  Show end test report Show raw score Show scale score Show below accurate range (*) Show conservative estimate (•) Show pass/fail for G&H/WSCS Show levels and skills description

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

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Rolling Hills Adult School		User: E/Coordinator Coordinator 1 A —
E	dit Session Detai	Is
Program Name	Session Description: Locator and Pr	retest
•	Validity Period - From: 9/10/2014	▼ 00:00 ♥ S To: 7/1/2015 ▼ 00:00 ♥ S
its	Session / Template Configuration	$\checkmark$
ration Station Name Laboratory Name		Edit Inherited Effective Clear
	Modalities Options Registratio	n Layout Admin
	Toolbar display options	End test display options
	Show student name	Show scale score
	Show form number	Show below accurate range (*)
	Show remaining items	Show conservative estimate (+)
	Show remaining time	Show pass/fail for G&H/WSCS
	Show scale buttons	Show levels and skills description
	Default scale: A A A	Reliance Allow print report

#### 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.

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- Rolling Hills Adult School	9/10/2014 9:09:21 AM User: E/Coordinator Coordinator 1 A	– A back
E	dit Session Details	Î
Program Name	Session Description: Locator and Pretest	
<b></b> )	Validity Period - From: 9/10/2014 • 00:00 To: 7/1/2015 • 00:0	00
nts	Session / Template Configuration	
uration Station Name Laboratory Name	Edit Inherited Effectiv	Clear
	Modalities Options Registration Layout Admin	00:00 🕄 🔇
	Allow session to start in advance with 30 minutes	=
	Edit Session Description: Locator and Pretest Validity Period - From: 9/10/2014  OO:00 To: 7/1/2015 OO:00 Session / Template Configuration Edit Inherited Effective Clear Modalities Options Registration Layout Admin Allow session to start in advance with 30 minutes Supervise session for at least 1 hours Supervise session for at most 8 hours Days between tests of the same modality 1 Days between repeating the same test 1	
	Supervise session for at most 8 hours	Clear
	Days between tests of the same modality 1	
	Days between repeating the same test 1	

### In the Edit mode change this number to 10

- Rolling Hills Adult School	9/10/2014 9:13:56 AM User: E/Coordinator Coordinator 1 A —	ba
Ec	lit Session Details	
Program Name	Session Description: Locator and Pretest	
•	Validity Period - From: 9/10/2014 🔹 00:00 🕄 🕓 To: 7/1/2015 💌 00:00 🕄	Ð
Its	Session / Template Configuration	
	Modalities       Options       Registration       Layout       Admin         Allow session to start in advance with       minutes         Supervise session for at least       hours         Supervise session for at most       hours         Days between tests of the same modality       10         Days between repeating the same test	lear

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

- Rolling Hills Adult School	9/10/2014 9:16:18 AM User: E/Coordinator Coordinator 1 A A b	back
-	Validity Period - From: 9/10/2014 💌 00:00 🗘 🕓 To: 7/1/2015 💌 00:00 🗘 🔇	-
nts	Session / Template Configuration	
uration Station Name Laboratory Name	Edit Inherited Effective Clear	
	Modalities Options Registration Layout Admin	_
	Allow session to start in advance with minutes	
	Supervise session for at least hours	
	Supervise session for at most hours	
	Days between tests of the same modality 10	
	Days between repeating the same test	
Name: Select		
	Save Cancel	

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

Chine - Koning Hirs Addit School	9/10/2014 9:20:22 AM	User: E/Coordinator	A A
	Testing Sessio	ns	
<ul> <li>Filter by: Status</li> </ul>			Refresh
	Session Full Name	Site Start Da	ite / Time End Date /
	< [ ]		F
	Create new Session		

#### **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

ts Online - Rolling Hills Adult School	9,710,7301,4 9130,33 AM User:	E/Coordinator 🗛 -	A
	<b>Testing Sessions</b>		
~ Filter by: Status			Refresh
Z	Session Full Name	Site Start Date / Tir	ne End Date /
Edit View Start Tests Delete Copy	Program Name (Locator and PreTest) Nort	h Campus 9/10/2014 / 00:0	0 7/1/2015/(
		1	

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

# All of the settings you just established will be copied over-<u>you will ONLY CHANGE- one setting in the</u> registration tab

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

- Rolling Hills Adult School	9/10/2014 9:25:57 AM Us	er: E/Coordinator Coordinator 1 🗛 🗕		
North Campus 🔹	Validity Period - From: 9/10/2014	00:00 C To: 7/1/2015 00:00 C		
s	Session / Template Configuration			
ation Station Name Laboratory Name		Edit Inherited Effective Clear		
	Modalities Options Registration La	ayout Admin		
	Lock creation of new students	Find students in other sites		
	Allow only specified students	Allow update on student information		
	Collect student demographics Collect statuses and goals			
	Collect program information	🔄 Collect zip code 🖃 Collect ward		
	Select default program:			
	[Not Specified]			
Name: Select				

# **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.

- Rolling Hills Adult School	9/10/2014 9:33:19 AM	User: E/Coordinator Coordinator 1 A
	Edit Session Deta	ils
Program Name	Session Description: Form 27	
North Campus	Validity Period - From: 9/10/2014	▼ 00:00‡ S To: 7/1/2015 ▼ 00:00‡ S
nts	Session / Template Configuration	
uration Station Name Laboratory N	Amme Modalities Options Registration	Edit Inherited Effective Clear
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# 1. Modalities-

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

<b>g</b> /RollingHills/Manage	☆ =
9/10/2014 9:35:11 AM	User: E/Coordinator Coordinator 1 A —
dit Session Deta	ils
Session Description: Form 27	
Validity Period - From: 9/10/2014	▼ 00:00 ÷ S To: 7/1/2015 • 00:00 ÷ S
Session / Template Configuration	
Modalities Options Registrati	Edit Inherited Effective Clear
Image: Critical Thinking       [ Selection Sel	tt Series (only Practice by Default) ] Config.: Edit Clear tt Series (only Practice by Default) Config.: Edit Clear tt Form to Override with ] ife Skills ship d Work (both life and work emphasis at Level C) d Work (life emphasis at Level C) d Work (work emphasis at Level C) American Government Biological Science anguage Arts Physical Science
SLA - U	Jnited States History
	g/RollingHills/Manage 9/10/2014 9:35:11 AM Edit Session Deta Session Description: Form 27 Validity Period - From: 9/10/2014 Session / Template Configuration Modalities Options Registrati Modalities Options Registrati Modalities Options Registrati Citizenship Citizen Citizenship Citizen Problem Solving Life an SLA - 4 SLA - 4

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

Rolling Hills Adult School		9/10/2014 9:36:11 AM User	: E/Coordinator	Coordinate	or 1 A	P	<b>b</b> a
	Select Reading Fi	xed Form					
	✓ Filter by: ()	nothing)					
rogram Name				Refresh			
lorth Campus	Form	Description	Туре		2015	00:00 0	Ð
	011R	Employability Reading Level A	Fixed Form	<u> </u>			
	012R	Employability Reading Level A	Fixed Form				
ation Station Name Labora	013R	Employability Reading Level B	Fixed Form		Inherited E	ffective	lear
	014R	Employability Reading Level B	Fixed Form				
	015R	Employability Reading Level C	Fixed Form				
	016R	Employability Reading Level C	Fixed Form		<ul> <li>Config.:</li> </ul>	Edit	ear
	017R	Employability Reading Level D	Fixed Form				
	018R	Employability Reading Level D	Fixed Form				
	027R	Life Skills Reading Beginning Literacy	Fixed Form				
	028R	Life Skills Reading Beginning Literacy	Fixed Form				
	080R	Life and Work Reading Appraisal Form 80	Appraisal				
	081R	Life and Work Reading Level A	Fixed Form				
	081RX	Life and Work Reading Level A Extended	Fixed Form				
	082R	Life and Work Reading Level A	Fixed Form				
		Select [ Clear Current Selection ] Ca	ancei				

# 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.