

## Steps for Testing Day – eTests

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

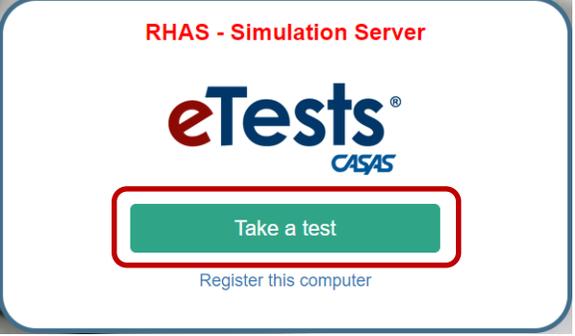
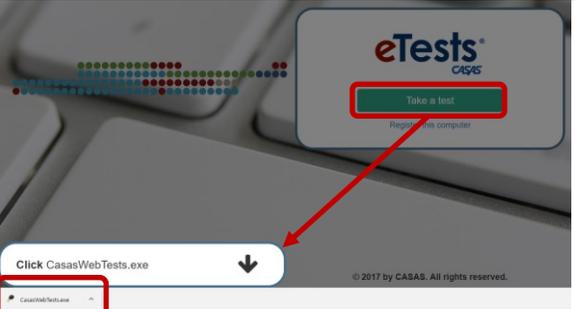
### STEP 1: PREPARE TO TEST

#### 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 name</b>.</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>