

# **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.   | RHAS - Simulation Server<br>ECESSIS<br>CARR<br>Take a tool<br>Register this computer  | <ul> <li>From Windows machines,         <ul> <li>Launch the web browser and enter the CASAS eTests Online URL your program uses.</li> </ul> </li> <li>At top right of the browser window,         <ul> <li>Click Sign in.</li> </ul> </li> </ul>                  |
| 2.   | Application Management Login<br>CESSES<br>Agency(/Site):<br>User:<br>Password:<br>Unauthorized access to personally<br>Identifiable information is a violation<br>of state and federal law<br>Login | <ul> <li>From Application Management Login,         <ul> <li>Enter your Agency ID.</li> <li>Enter your User name.</li> <li>Enter your Password.</li> </ul> </li> <li>After entering your log-in credentials,         <ul> <li>Click Login.</li> </ul> </li> </ul> |
| 3.   |   | <ul> <li>Filter for Site, Lab, plus Template and save the filter with sessions you will proctor.</li> <li>For each Session you will administer tests,</li> <li>Click Start at left.</li> </ul>  |

 $\odot$  2021 CASAS. All rights reserved.



## Prepare Testing Stations

eTests TOPSpro

| Step | Screen                                | Description   |
|------|---------------------------------------|---|
| 4.   | RHAS - Simulation Server              | <ul> <li>For Windows machines,</li> <li>Launch the web browser and enter<br/>the CASAS eTests Online URL your<br/>program uses.</li> </ul>  |
|      | Take a test<br>Register this computer | <ul> <li>For Chromebooks and iPads, <ul> <li>Launch the eTests Online app.</li> </ul> </li> <li>At the Testing Station, <ul> <li>Click Take a test.</li> </ul> </li> </ul>  |
| 5.   | Cattory Cattors and ingene reserved.  | <ul> <li>For Windows machines,         <ul> <li>Click Run.</li> </ul> </li> <li>Wait for the test-delivery system to load.</li> <li>Note! Depending on your browser and settings, you may be prompted to first click Save, and then click Run.</li> </ul> |

# **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.   | Enter your ID<br>005141987   | <ul> <li>Cont. Script:</li> <li>On your screen, <ul> <li>Enter your Identification code.</li> </ul> </li> <li>Use the right-arrow button to continue.</li> </ul>  |
| 2.   | Susie S Student Susie S Student User Demographics  | <ul> <li>Cont. Script:</li> <li>If you need to update your Student<br/>Information before you begin the test,</li> <li>Use the Person icon at top right of your<br/>screen.</li> </ul>  |
| 3.   | Susie S Student Constant<br>Susie S Student Constant<br>Susie S Student Constant<br>Computer with mouse<br>Computer with mouse<br>Computer with nouchscreen<br>Constant<br>Show toolbar<br>Show toolbar<br>Show Form<br>Show Form<br>Show Form<br>Show Time Remaining<br>Show Name<br>Show Name<br>Show Time Remaining<br>Show Tormal<br>Carge<br>Very large | <ul> <li>Cont. Script:</li> <li>Before you begin the test, <ul> <li>Let the proctor know if you need any adjustments to your screen display.</li> </ul> </li> <li>[PROCTOR: use the Gear icon to access Test Accommodation Settings.] <ul> <li>Change Input type</li> <li>Change Toolbar display</li> <li>Change Toolbar font size</li> </ul> </li> </ul> |
| 4.   | Accommodations Background color of right panel: Outline color of question number: Display size of questions and options: Normal Large Very large   | <ul> <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>  |

TOPSpro

eTests<sup>®</sup>



| Step | Screen  | Description  |  |  |
|------|---|--|--|--|
| 5.   | Cont. Script:   |  |  |  |
|      | • We are ready to begin the test.   |  |  |  |
|      | • You should be able to finish each test in about one hour, but do not spend more than two or minutes on one question.  |  |  |  |
|      | r answers before ending the test.   |  |  |  |
|      | <ul> <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.   | Test Menu   | Cont. Script:  |  |  |
|      | Reading<br>Form 104R  | • On the <b>Test Menu</b> screen,  |  |  |
|      | Math  | • Select the <b>[modality]</b> button.   |  |  |
|      | Form 102M   |  |  |  |
| 7.   | Directions  | Cont. Script:  |  |  |
|      | Click on your answer.   | • <i>Read the Directions and then continue.</i>  |  |  |
|      | 1. To skip an item, click → before answering.   | • If you have any questions about taking the test, please ask before you continue.                     |  |  |
|      | <ul><li>2. You may review all items when you finish.</li><li>Click the 	→ to begin.</li></ul>   | [For listening]  |  |  |
|      |   | • Be sure to check the volume on your headphones before you continue.                                  |  |  |
| 8.   |   | Cont. Script:  |  |  |
|      | 1 of 1 🔶 Practice   | • <i>Please ask any questions about</i> <b><i>Practice</i></b> <i>before you begin the test.</i>       |  |  |
|      |   | • Use the <b>right arrow</b> to continue.  |  |  |
| 9.   | ♦ ♦ Back to practice  | <ul> <li><i>Cont. Script:</i></li> <li>You may repeat <i>Practice</i> if needed or continue</li> </ul> |  |  |
|      |   | and <b>Begin the test</b> .  |  |  |

eTests TOPSpro

# Test Administration



| Step | Screen  | Description   |  |
|------|---|---|--|
| 10.  | Review         This is the end of the test.         Click any question number to review.         1       2       3       4       5       6       7       8       9       10       1       12       13         1       2       3       4       5       6       7       8       9       10       11       12       13         1       2       3       4       5       6       7       8       9       10       11       12       13         1       1       16       17       18       19       2       1       2 <t< th=""><th><ul> <li>Cont. Script:</li> <li>At the end of the test, you may Review your answers and return to test items you did not answer.</li> <li>Use any number button and return to an item.</li> <li>When you are finished with Review,</li> <li>Use the End Test button.</li> </ul></th></t<> | <ul> <li>Cont. Script:</li> <li>At the end of the test, you may Review your answers and return to test items you did not answer.</li> <li>Use any number button and return to an item.</li> <li>When you are finished with Review,</li> <li>Use the End Test button.</li> </ul>   |  |
| 11.  | eTests Online Personal Score Report<br>Buie S Student<br>Tour Math score on form 080M is 217.<br>Jun 04 2018  | <ul> <li>Cont. Script:</li> <li>Your Personal Score Report displays a summary of how well you did on the test.</li> <li>Don't worry about understanding the information now. That's for your teacher to explain later.</li> <li>For now, <ul> <li>Use the Print button for a copy of your report.</li> </ul> </li> <li>Use the arrow at bottom right and return to the Test Menu screen.</li> </ul> |  |
| 12.  | Test Menu<br>Math<br>Form 080M  | <ul> <li>Cont. Script:</li> <li>If you have more tests to take,</li> <li>Select the next test button.</li> </ul>  |  |
| 13.  | Goodbye !   | <ul> <li>End Script:</li> <li>We you are finished with taking all of your tests,</li> <li>Use the Logout button to exit your screen.</li> </ul>   |  |
| 14.  |   | <ul> <li>Dismiss test-takers.</li> <li>Don't forget! Collect and destroy scratch paper at the end of math tests.</li> </ul>   |  |





# **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: <u>Home > Product Overviews > Software > CASAS</u> <u>eTests > eTests Online Help</u>



# **STEP 4: AFTER THE TEST**

## At Testing Stations

| Step |  | Description  |
|------|--|--|
| 1.   | 15-May-17 1:12:58 PM   | • After testing is finished and no further testing will take place in the lab,                                     |
|      | Enter your ID  | • <b>EXIT</b> the testing application on each station.   |
|      | →  | <i>Note!</i> This is required for Test Security.   |
| 2.   | NAMES STATES OF THE SAME AND S | <ul> <li>Close the web browser on each station.</li> <li>Reset each computer workspace area in the lab.</li> </ul> |

## At Proctor Station

| Step | Screen  | ı  | Description   |
|------|---|--|---|
| 3.   | 7 8:13:53 PM<br>Session activity  | Proctor43@rhas.org @Logod<br>Umage<br>Supervise end 00 (2017 /04-10<br>Session Start 07.01.2016 / 00-90<br>Session End: 07.01.2017 / 00-90 | <ul> <li>Return to your Proctor Station</li> <li>From the Session Activity window,</li> <li>Click Manage.</li> </ul>  |
| 4.   | Test Session Management         I am proctor43@rhas.org         I acknowledge full responsability for the proper conduct of managing this testing session.         I will supervise each examinee at each testing station throughout the duration of the testing session.         I will faithfully execute all of my duties as a proctor for which I have been trained.         I agree to uphold the testing code of ethics and will abide by all test security procedures.         Select maximum hours you are assigned to proctor         8         Continue       Stop         Cancel |  | <ul> <li>From the Test Session Management pop-up window,         <ul> <li>Click STOP.</li> </ul> </li> <li>Repeat Steps 3 &amp; 4 until all proctored sessions are stopped.     </li> <li><i>Note!</i> This is required for Test Security.</li> </ul> |



# Test Administration

| 0    |  | <u> </u>  |  |
|------|--|---|--|
| Step | 1-18 8:28:12 PM  | Screen  | Description  |
| 5.   | Testing Sessions   | proctor43@rhas org Ologout  | • From the <b>Management Console</b> ,   |
|      | End Date between:  | and   | • Click LOGOUT.  |
|      | Session Name Start Date  Sart Date   | End Date Proctor & Batus<br>mor mor mor mor<br>0701/2015 Stopped<br>0701/2016 Stopped | <i>Note!</i> This is required for Test Security.   |
| 6.   | 15-May-17 4:22:00 PM   | lora  | • <b>EXIT</b> the application at top right.  |
|      | Application Management I<br>Constant of the second se |   | <i>Note!</i> This is required for Test Security.   |
| 7.   | DI DI DI   |   | <ul> <li>Close the web browser.</li> <li>Prepare the lab for the next time testing is scheduled.</li> <li>Secure the testing lab.</li> </ul> |