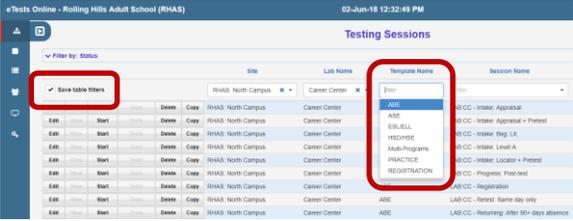
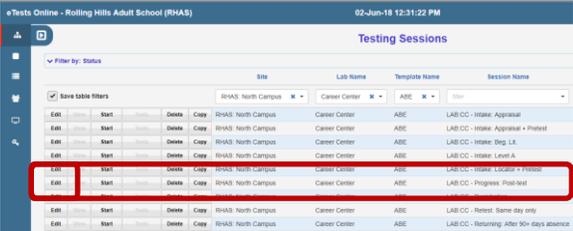
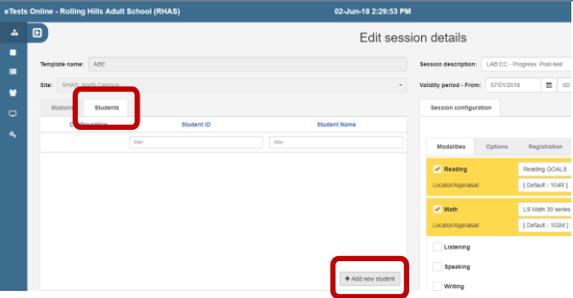
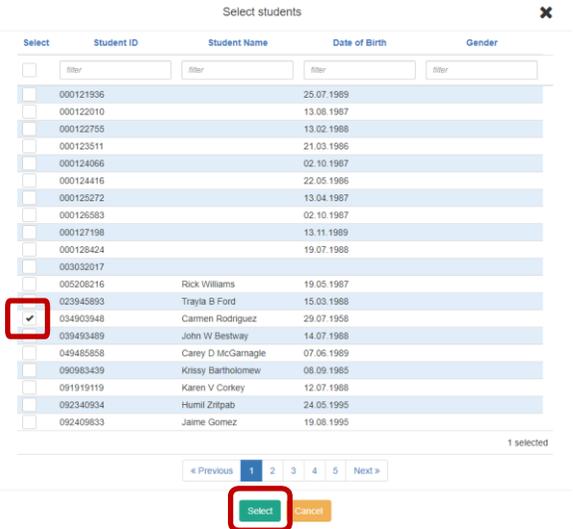


Steps to Override the Next-Assigned Test

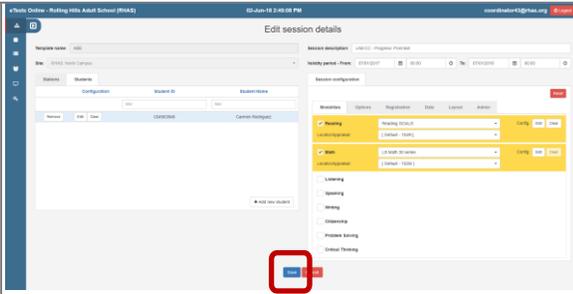
The CASAS Online System is fully automated to present appropriate-level tests to each learner with the standardized instructional-program templates and sets of sessions. Overriding the next-assigned test is not a regular practice programs should employ. However, there may be an occasion where a learner’s next test is not appropriate. To confirm the next test before applying an override, generate the NAT report in TE. Only certified coordinators have access rights in eTests Online to override the next-assigned test (ONAT) for a learner or group of learners.

Step	Screen	Description
1.		<ul style="list-style-type: none"> From Application Management Login, <ul style="list-style-type: none"> Enter your Agency ID. Enter your User name. Enter your Password. After entering User credentials, <ul style="list-style-type: none"> Click Login.
2.		<ul style="list-style-type: none"> Filter for the Site where you will test the learner with the ONAT. <ul style="list-style-type: none"> Click the Site field down arrow. From the drop-down menu, <ul style="list-style-type: none"> Select the Site.
3.		<ul style="list-style-type: none"> Filter for the Lab at the Site where the learner will test. <ul style="list-style-type: none"> Click the Lab field down arrow. From the drop-down menu, <ul style="list-style-type: none"> Select the Lab Name.

Step	Screen	Description
4.	 <p><i>Remember!</i> To save and retain filtered lists,</p> <ul style="list-style-type: none"> Check Save Table Filters at right. 	<ul style="list-style-type: none"> Filter for the instructional-program for the learner. <ul style="list-style-type: none"> Click the Template field down arrow. From the drop-down menu, <ul style="list-style-type: none"> Select the Template Name.
5.		<ul style="list-style-type: none"> At right of the Testing Session you will use to test the learner with the ONAT, <ul style="list-style-type: none"> Click Edit.
6.		<ul style="list-style-type: none"> At left of the Edit Session Details screen, <ul style="list-style-type: none"> Click the Students tab. At bottom of the tab, <ul style="list-style-type: none"> Click Add new student.
7.		<ul style="list-style-type: none"> From the Select Students pop-up window, <ul style="list-style-type: none"> Filter for the learner you will set the ONAT. Check to Select the learner. At bottom of the pop-up, <ul style="list-style-type: none"> Click Select to apply checked learner to the Students tab. <p><i>Note!</i> Before setting an ONAT, run the NAT report in TE to determine if the override is necessary.</p>
Step	Screen	Description

<p>8.</p>		<ul style="list-style-type: none"> From the Student Configuration for the selected learner, <ul style="list-style-type: none"> Check Edit.
<p>9.</p>		<ul style="list-style-type: none"> From the Modalities tab, <ul style="list-style-type: none"> Click the [Modality] field down arrow. Click Select Form to Override with... <p><i>Note!</i> Only edit the modality where the ONAT is necessary. The online system will automatically present the appropriate NAT for remaining modalities.</p>
<p>10.</p>		<ul style="list-style-type: none"> From the Select [Modality] Fixed Form pop-up, <ul style="list-style-type: none"> Click the Form to override with. At bottom of the pop-up, <ul style="list-style-type: none"> Click Select.
<p>11.</p>		<ul style="list-style-type: none"> The ONAT now appears for the selected learner. At bottom of the Student Configuration pop-up, <ul style="list-style-type: none"> Click OK. <p><i>Note!</i> Leave all other 'student' configuration settings unedited for 'session' configurations to take effect.</p>
<p>Step</p>	<p>Screen</p>	<p>Description</p>

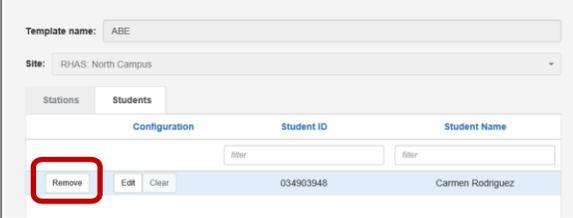
12.



- A bottom of the **Edit Session Details** screen,
 - Click **Save**.

Note! The ONAT will *only* apply in the session where it is set for the selected learner.

13.



IMPORTANT!

- After the selected learner takes the ONAT,
 - Click **Remove**.
- If the ONAT is *not* removed after the learner takes the test, the learner will repeat the same test in sequence.

Tip!

- Set-up a *separate Session* to manage ONATs.

Recommended!

- Let the CASAS Online System do the work for you to present appropriate-level tests to each learner automatically.