## 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.	Application Management Login ECCCCA Application Management Login Cost Cases Agency(/Site): User: Password: Unauthorized access to personally Identifiable information is a violation of state and federal law 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 User credentials, <ul> <li>Click Login.</li> </ul> </li> </ul>	
2.	Save table filters     Save table filter	<ul> <li>Filter for the Site where you will test the learner with the ONAT.</li> <li>Click the Site field down arrow.</li> <li>From the drop-down menu,</li> <li>Select the Site.</li> </ul>	
3.	Testing Sessions      Testing Sessions      Testing Sessions      Testing Sessions      Testing Sessions      See     See	<ul> <li>Filter for the Lab at the Site where the learner will test.</li> <li>Click the Lab field down arrow.</li> <li>From the drop-down menu,</li> <li>Select the Lab Name.</li> </ul>	



Step	Screen	Description	
4.	Clockete Joshing Mills Adult School (Brick)       Clocket B 1222.04 PH         Profession       Testing Sessions         View School Carpon       Concerning Mills Adult School (Brick)         Will Not Carpon       Concerning Mills Adult School (Brick)         Not Not Carpon       Concerning Mills Adult School (Brick)         Remnember!       To save and retain filtered lists,         Ocheck Save Table Filters at right.	<ul> <li>Filter for the instructional-program for the learner.         <ul> <li>Click the Template field down arrow.</li> </ul> </li> <li>From the drop-down menu,         <ul> <li>Select the Template Name.</li> </ul> </li> </ul>	
5.	Bits     Data Control     Bits     Data Control     Contro     Control     Control     Control <th><ul> <li>At right of the <b>Testing Session</b> you will use to test the learner with the ONAT,</li> <li>Click <b>Edit</b>.</li> </ul></th>	<ul> <li>At right of the <b>Testing Session</b> you will use to test the learner with the ONAT,</li> <li>Click <b>Edit</b>.</li> </ul>	
6.	***sto butive - Rolling Mitts Adult School (MMAS) Edita session details Edita session details For the session details For t	<ul> <li>At left of the Edit Session Details screen, <ul> <li>Click the Students tab.</li> </ul> </li> <li>At bottom of the tab, <ul> <li>Click Add new student.</li> </ul> </li> </ul>	
7.	Select student         Date of Birth         Gender           ■         Biudent ID         Student IAme         Date of Birth         Gender           ■         mer         mer         mer         mer         mer           ■         mer         mer         mer         mer         mer           ■         000121596         25.07.1999         mer         mer           ■         000122010         13.06.1967         mer         mer           ■         000122151         21.03.1966         0.0012010         0.00122106           ■         000122152         13.04.1987         0.0012663         0.0011987           ■         00012272         13.04.1987         0.0012663         0.0011987           ■         000122161         Taryla Birdd         150.51987         0.00128424         19.07.1988           ■         00020216         Rick Wilamm         19.05.1987         0.00128424         19.07.1988           ■         00020216         Rick Wilamm         19.05.1987         0.00128424         19.07.1988           ■         004905848         Carrer DickGarragie 07.05.1989         0.0490584         Carrer DickGarragie 07.05.1989         0.0490584         Carrer DickGarragie 07.05.1989	<ul> <li>From the Select Students pop-up window, <ul> <li>Filter for the learner you will set the ONAT.</li> <li>Check to Select the learner.</li> </ul> </li> <li>At bottom of the pop-up, <ul> <li>Click Select to apply checked learner to the Students tab.</li> </ul> </li> <li>Note! Before setting an ONAT, run the NAT report in <i>TE</i> to determine if the override is necessary.</li> </ul>	
Step	Screen	Description	

## **Test Results**



8.		
	Template name: ABE	• From the <b>Student</b> Configuration for the
	Sitte: RHAS: North Campus *	selected learner,
	Stations Students	
	Configuration Student ID Student Name	o Check Edit.
	Remova Edd laar 0340/1948 Carman Portriguez	
9.	Student: 034903948 (Carmen Rodriguez) configuration	- Energy the Medal's control
	Base	• From the <b>Modalities</b> tab,
	Modalities Options Registration Data Layout Admin	• Click the <b>[Modality]</b> field down
	Reading COALS Config Ed. Class	
	Locator/Appraisat: [Default - 104R]	allow.
	✓ Math Config. Ed. Clear	<ul> <li>Click Select Form to Override</li> </ul>
	Locator/Appraisal: [Select (Practice by Default)]	ith
	[ Select Form to Override with ]	
	LS Math 30 series Speaking SLA	
	WLS Writing WSCS	<i>Note! Only</i> edit the modality where the ONAT
		is necessary. The online system will
		automatically present the appropriate NAT for
		automatically present the appropriate INAT for
		remaining modalities.
10	Select Math Fixed Form	
10.		• From the Select [Modality] Fixed Form pop-
	Form Description Type	up.
	011M Employability Math Level A Fixed Form	(L)
	012M Employability Math Level A Fixed Form 013M Employability Math Level B Fixed Form	• Click the <b>Form</b> to override with.
	014M Employability Math Level B Fixed Form 015M Employability Math Level C Fixed Form	
	015M Employability Math Level C Fixed Form 015M Employability Math Level D Fixed Form	• At bottom of the pop-up,
	018M Employability Math Level D Fixed Form 038M [Life Skills Hash Level A Fixed Form	
	031M Life Skills Math Level A Fixed Form	o Click Select.
	034M Life Skills Math Level B Fixed Form	
	036M Life Skills Math Level C Fixed Form	
	038M Life Skills Math Level D Fixed Form	
	080M         Math Appraisal         Appraisal           130M         ECS Appraisal Form 130 Math         Appraisal	
	261M         261M         Fixed Form           262M         262M         Fixed Form	
	≪ Previous 1 2 Next >	
	Select	
11.	Student: 034903948 (Carmen Rodriguez) configuration	
		• The <b>ONAT</b> now appears for the selected
	Root Modalities Options Registration Data Layout Arterin	learner.
	Locator/Appraisat: [Default - 104R]	At bottom of the Student Configuration
	Math [Override with Sincle Form - 34M ]	pop-up,
	Speaking	O CIICK UK.
	Writing	
	Citizenship	<i>Note!</i> Leave all other 'student' configuration
	Problem Solving	settings unedited for 'session' configurations to
	Critical Thinking	take effect.
	Ok Cancel	
Step	Screen	Description



12.	Also Coller- Richgelle Add School (Prixi)	Laka 16 de projektionen de la la la la de projektionen de la la la la de projektionen de la la la de projektionen de la de la de projektionen de la de		<ul> <li>A bottom of the Edit Session Details screen,         <ul> <li>Click Save.</li> </ul> </li> <li>Note! The ONAT will <i>only</i> apply in the session where it is set for the selected learner.</li> </ul>
13.	Template name: ABE Site: RHAS: North Campus Stations Students Configuration Remove Edit Clear	Student ID 	Student Name for Carmen Rodriguez	<ul> <li><i>IMPORTANT!</i></li> <li>After the selected learner takes the ONAT, <ul> <li>Click Remove.</li> </ul> </li> <li>If the ONAT is <i>not</i> removed after the learner takes the test, the learner will repeat the same test in sequence.</li> </ul> <li><i>Tip!</i> <ul> <li>Set-up a <i>separate</i> Session to manage ONATs.</li> </ul> </li> <li><i>Recommended!</i> <ul> <li>Let the CASAS Online System do the work for you to present appropriate-level tests to each learner automatically.</li> </ul> </li>