

## Template Configuration

Template Name/Site



1.

### 1. **Template Name**

- The **Template** –
  - Establishes predetermined settings for standardized test delivery.
  - Establishes a customized format for testing learners per instructional program.
- Using program acronyms for the **Template Name** is recommended.
  - **ABE** – Adult Basic Education
  - **ASE** – Adult Secondary Education
  - **CIT** – Citizenship Prep
  - **CTE** – Career and Technical Education
  - **ESL/ELL** – English as a Second Language/English Language Learners
  - **HSD** – High School Diploma
  - **HSE** – High School Equivalency

### 2. **Site**

- Each Site will have its own Template.
- Templates are specific to each Site.
- Any edit to a Template must also be made to the same Template at other Sites.

### **Note!**

- After establishing the first set of **Templates** and **Sessions** at one **Site** in *eTests Online*,
  - Use *TOPSpro Enterprise Online* and **Batch Replicate** –
    - To other **Sites**.
    - Per Lab at each **Site**.

## Modalities Settings

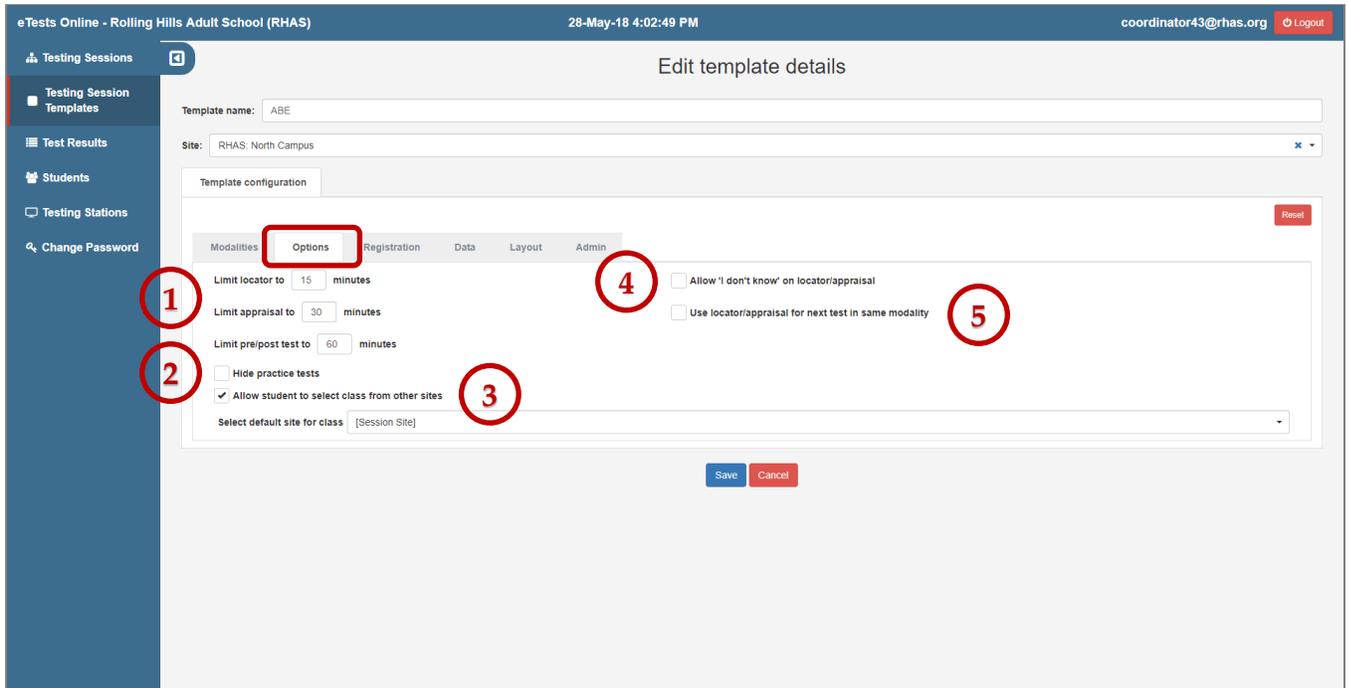
2. **1** MODALITIES settings specify what gets delivered in a session.

- The CASAS Online System is fully automated to present appropriate-level tests to each learner using the default templates and sessions to deliver tests for – reading, math, listening, citizenship, problem solving, and critical thinking.

**2** **Locator/Appraisal**

- The **Locator**
  - Automatically set as a short appraisal to ‘locate’ and present the next appropriate-level test in the same sitting.
  - Forms 102R, 102M, 104R, 89L.
- The **Appraisal**
  - A standardized, full length, fixed-form that may be used for accurate program level placement and to determine the pretest form level.
  - Forms 80R, 80M, 80L, 130R, 130M, 900R.

## Options Settings



3. **OPTIONS settings specify how tests are delivered.**
- 1 **Test-Timers** are set by default with recommended number of minutes.
  - 2 **Practice** is enabled by default to introduce learners to taking a CASAS web-based test.
    - Enabling this option **hides practice buttons** from the test menu, which is common for progress/post-test and retest sessions.
  - 3 **Classes** may be assigned to the test record. This is no longer recommended. The online system uses the learner’s unique ID to tie all records together for that learner across all sites, classes, and programs. This enables any class or program to use the same test results and avoid over-testing.
    - **Class Site** may be specified to allow learners to select a **Class** from a **Site**.
  - 4 **I Don’t Know** may be enabled on a computer-adaptive Locator to allow learners to skip an item without responding. If not enabled, learners cannot skip on a computer-adaptive test.
  - 5 **Next Test** setting is specific to returning learners absent from instruction for 120+ days. The learner retakes a Locator or Appraisal and next-appropriate level test for accurate re-entry placement in a program.

## Registration Settings

eTests Online - Rolling Hills Adult School (RHAS) 28-May-18 4:03:07 PM coordinator43@rhas.org Logout

Testing Sessions

Testing Session Templates

Test Results

Students

Testing Stations

Change Password

Edit template details

Template name: ABE

Site: RHAS: North Campus

Template configuration

Modalities Options **Registration** Data Layout Admin

Lock creation of new students

Allow only specified students

Select default program: Basic Skills (ABE)

Program Start Date:

Program year start date

Test start date

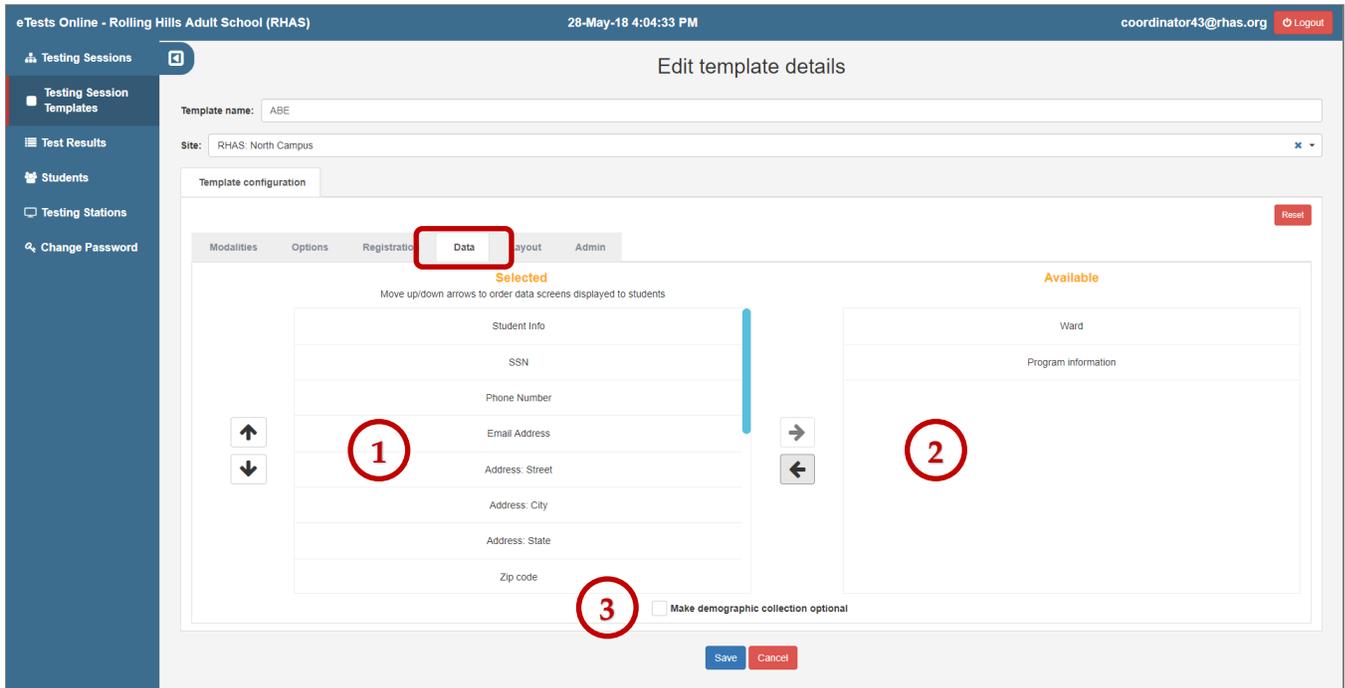
Find students in other sites

Allow update on student information

Save Cancel

4. **REGISTRATION** settings identify who tests in a session.
- 1 **Lock New Learners** is a recommended setting to enable on sessions for testing learners with a test history in the online account to avoid duplicate learner records and duplicated testing.
  - 2 **Specified Students** may be enabled to manage who is allowed to test in the session.
    - You must select and add learners to the **Students** tab of the session you plan to use before testing begins.
  - 3 **Program** designation automatically adds a **Program Enrollment** record for the learner in *TE Online*, which is required for many reports in TE and for reporting program outcomes.
    - When setting the default **Program**, you have the option for specifying the enrollment date as the – **Program Year Start Date** or **Test Start Date**.
  - 4 **Find Students** is a default setting to identify learners with a ‘unique’ ID across sites and automatically present the next appropriate test(s) based on the learner’s test history.
  - 5 **Allow Update** is a default setting to give learners access to update their information such as phone, email, and address, personal and labor force status, goals, etc.
    - Data screens must be enabled to allow learners to update their information.
    - Disable this setting if importing data from a 3<sup>rd</sup>-Party System (recommended).

## Data Settings



5. **DATA** settings specify what information is collected in a session.

① **Selected** will display data collection screens to learners in the order listed.

- Data collected in a session automatically records in *TE Online*.



- Learners may update their information from the **Person** icon at top right of the testing station before testing begins **IF** 'Allow update on student information' is enabled in **Registration** settings.

- Click to move data UP or DOWN to display collection screens in any order.

② **Available**

- Click to add data screens to **Selected** data.

③ **Make Demographic Collection Optional**

- Check to make data collection optional if data screens are selected.

## Layout Settings

The screenshot shows the 'Edit template details' page for a testing session template named 'ABE'. The page is divided into several sections:

- Toolbar display options (1):** A list of checkboxes for displaying various elements during the test, such as 'Show toolbar', 'Show toolbar pinned', 'Show student id', 'Show student name', 'Show form number', 'Show remaining items', 'Show remaining time', 'Show pause', and 'Show labels'.
- End test display options (2):** A list of checkboxes for displaying information after the test, such as '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', and 'Allow print report'.
- Accommodations (3):** Settings for the testing environment, including 'Input type' (set to 'Computer with mouse'), 'Background color of right panel' (with color selection buttons), 'Display size of questions and options' (set to 'Normal'), 'Toolbar font size' (set to 'Normal'), and 'Outline color of question number' (with color selection buttons).

6. **LAYOUT** settings specify what displays during and after the test.

- 1** **Toolbar Display Options** (retractable toolbar at top of testing station screen)
- **Show Toolbar** to be accessible for learners to click and display when testing.
  - **Show Toolbar Pinned** to display when learners begin the test.

	ID: 123	Name: Sample Sam	Time Remaining: 0:59:57	
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- **Show Pause** allows learners to click the **Pause** icon for a brief interruption from testing, and then return to continue. The test-timer pauses until the learner clicks the **Return** button.
- **Show Labels** identifies the information enabled in the **Toolbar**.

- 2** **End Test Display Options**
- **Show End Test Report** is a [Personal Score Report \(PSR\)](#) with summary results for immediate feedback after ending a test.
    - Check to display or uncheck to disable the PSR from displaying.
  - **Check** information you want displayed on the PSR.

- 3** **Accommodations**
- Apply settings as appropriate for the session.



**Note!** **Toolbar** and **Accommodations** settings are accessible from the **Gear** icon at top right of the testing station before testing begins.

## Admin Settings

7.

**ADMIN settings define how sessions are managed.**

- ① **Session Start** – Set at **30 minutes** by default and allows the proctor to start a session ahead of the scheduled session start time if needed.
- ② **Minimum Supervisory Hours** – Set at **1 hour** by default for the minimum number of hours allowed for a proctor to supervise a session.
- ③ **Maximum Supervisory Hours** – Set at **8 hours** by default for the maximum number of hours allowed for a proctor to supervise a session.
  - Proctors may extend this time from the session **Manage** button if learners are still testing.
  - If the proctor forgets to **Stop** the session (required for test security), the session automatically suspends when the maximum number of hours expire.
- ④ **Same Modality** – Set at **1 day** by default to disallow taking the same reading, math, or listening test in sequence.
  - If set to “0,” learners may take the same test modality in the same day.
- ⑤ **Same Test** – Set at **1 day** by default to disallow taking the same test in sequence.
  - If set to “0,” learners may repeat the same test in the same day (recommended only for retesting in the same day due to inaccurate results).