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Online

CREATING TESTING SESSIONS

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Steps to Create Testing Sessions

Overview

- Creating **Testing Sessions** is a one-time task as when registering computers.
- Only certified coordinators may create and edit **Testing Sessions**.
- Coordinators establish a template to ensure standardized test delivery for all programs using CASAS eTests Online.
- From this template, a set of sessions are customized based on recommended best practices.
- Templates are site-specific.
    - Any edit to a template will simultaneously affect all sessions sharing the same template but only within the same site.
- The set of sessions may be copied to add sessions at other sites.
    - The first session copied to a new site will establish the template at that site so it is important to copy the set of sessions in the order they were added to retain all combined settings among the set.
- Additional sets of sessions must be added if you have more than one lab at each site.
- Session descriptions (not the template) should include the lab name to identify a set of sessions per lab at each site.
- Sessions within the same site may be copied in any order to add a set per lab within the site.
- After sessions are added, they are ready to use whenever testing is needed throughout the program year without creating new sessions.
- Multiple sessions may run simultaneously to deliver tests according to the session description.
- For maximum flexibility to deliver any type of test to any type of student in any program at any time, stations are added to any "active" session on an ad-hoc basis and not assigned to **Testing Sessions**.

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Testing Session Best Practices

Establish a program year template configuration to ensure standardized test delivery for your programs using NRS approved assessments. From this template, create a set of sessions based on recommended best practices and reuse the same sessions throughout the program year. Multiple sessions may run simultaneously to deliver tests according to the session description. To manage, add registered stations to any "active" session on an ad-hoc basis.

Here are brief descriptions on how to use each session in a set. The most-used sessions will be the **Intake: Locator + Pretest** session and the **Post-test** session. Remaining sessions are used when applicable.

- **Intake** sessions allow new student records to be added at time of testing and align with the recommended CASAS Intake Process for accurate test results and program placement. Refer to CASAS NRS Levels and Grade Levels for WIA Title I or CASAS and NRS Levels for WIA Title II for level placement.

- **Post-test** session locks creation of new student records so that students must enter a pre-existing ID to ensure they are presented with the appropriate level post-test based on their prior test history recorded in the online database. The recommendation is to post-test after 70-100 hours of instruction (40 hours minimum) to document learning gains.

- **Practice** session may be administered any time and multiple times. No results are recorded. The purpose of this session is to introduce students to CASAS web-based test delivery, and not for determining basic skills. Teachers may incorporate practice tests in the classroom.

- **Registration*** session affords the opportunity to separate the registration process from the testing process and gives you undivided time with students to assist them in applying their responses on data collection screens and addressing any questions. Refer to Data Collection Details.

  **If* you use the Registration session, data collection screens are skipped during an intake session and students can begin testing.
  **If* you do not use the Registration session, students will complete the registration process during the intake session before they begin testing.

- **Retest** session gives you the opportunity to retest students on the same day if their pre-/post-test score is below accurate range (retesting required) or conservative estimate (retesting recommended). The online system automatically adjusts to present the appropriate next-assigned test (NAT).

- **Returning** session should be used when students return after absence from instruction (NRS recommends 90+ days). This session re-administers the locator to determine the next appropriate-level test at time of return.

If you offer a Citizenship prep program, an additional session may be added to deliver –

- **Reading for Citizenship** to motivate beginning readers to improve their citizenship-focused reading skills. Test forms include Levels A and AX. Levels B – D draw from the Life and Work Reading series.
- **Government & History for Citizenship** to reveal how much students know about American government and history. Test forms 965C and 966C are administered alternately.

Sets of sessions need to be added –

- If you have more than one lab at each site. All session descriptions (not template) should include the lab name. Proctors may expand the filter at top of the Testing Sessions list to search for and minimize the list of sessions and stations available *only* in the room where they are assigned to proctor.

Preview a set of sessions on the Rolling Hills Adult School (RHAS) Simulation Server.

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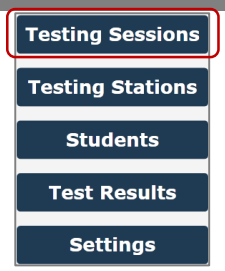
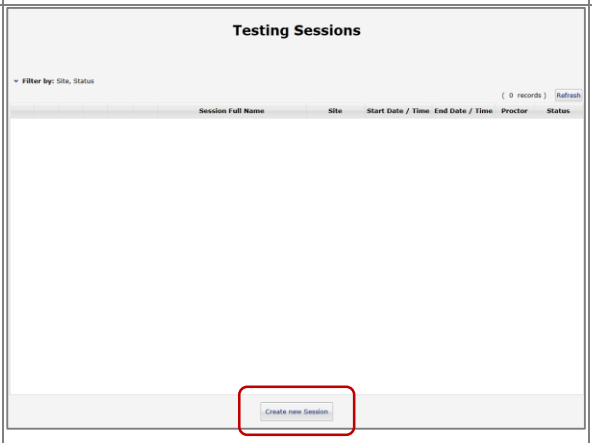
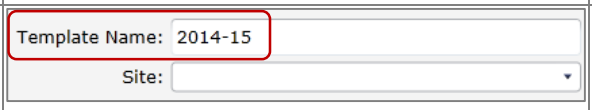
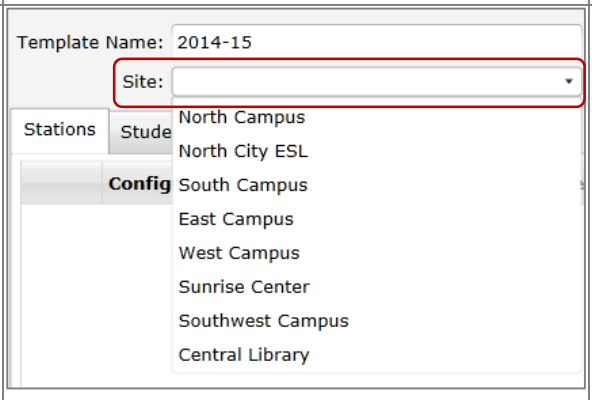
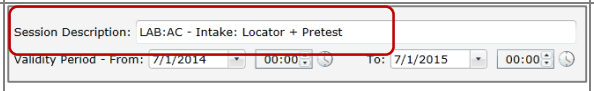
Steps to Create Testing Sessions

Step	Screen	Description / Notes
1.		Click **Testing Sessions**.
2.		Click **Create new Session**.
3.		Enter **Template Name**. Enter **2015-16**
4.		Select a **Site.**
5.		Enter **Session Description**. **LAB:?? – Intake: Locator + Pretest**

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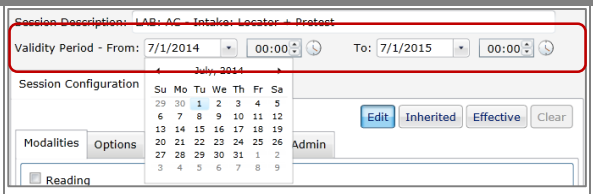
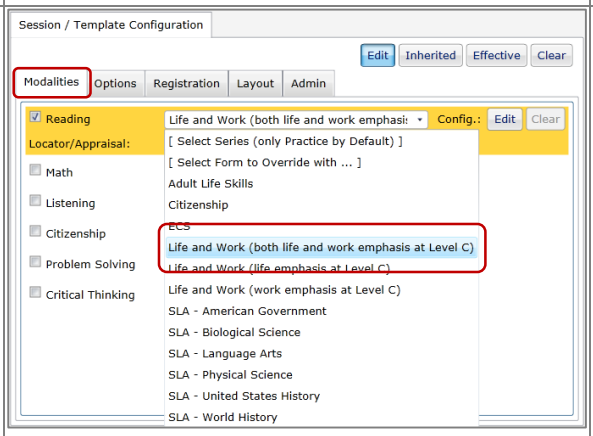
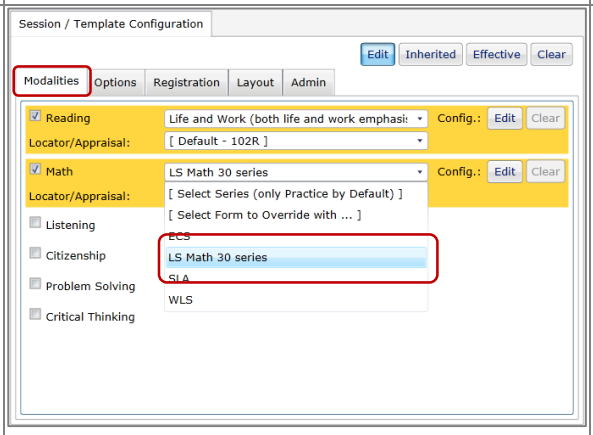
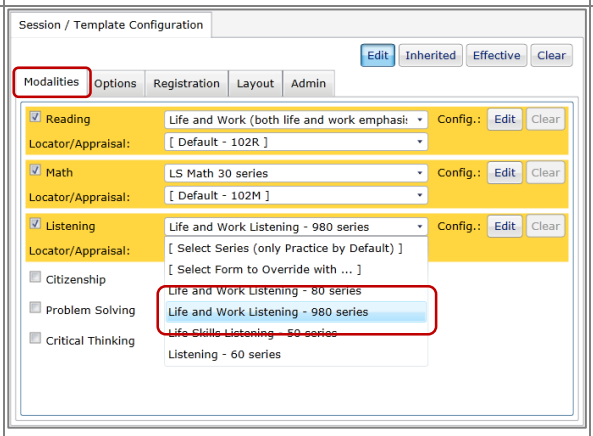
Step	Screen	Description / Notes
6.		Select **From** date. Enter **7/1/2015** Select **To** date. Enter **7/1/2016**
7.		Specify <u>what gets delivered</u> to all programs. For **Modalities**, **1.** Check **Reading**. Select **Life and Work.**
8.		**2.** Check **Math**. Select **Life Skills (LS) Math 30 series**.
9.		**3.** Check **Listening** Select **Life and Work Listening – 980 series**.

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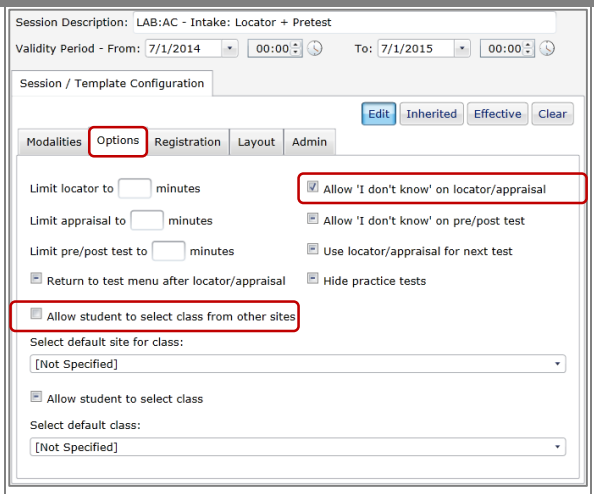
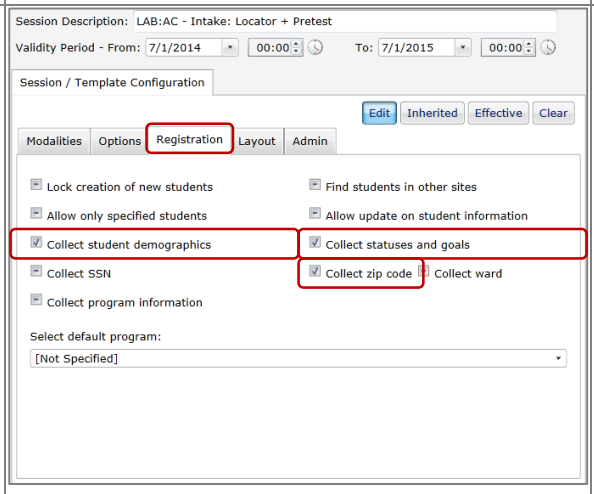
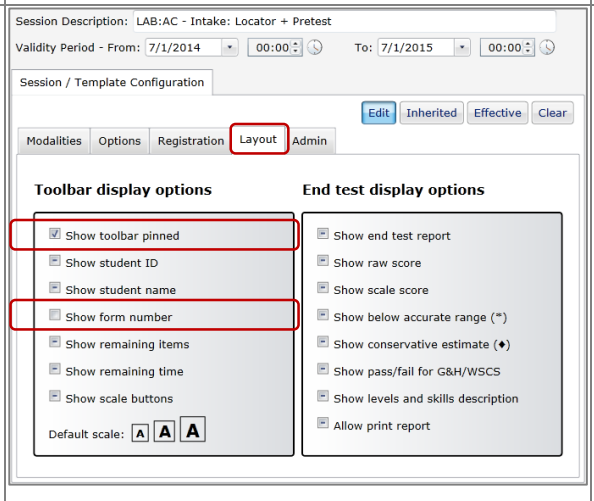
Step	Screen	Description / Notes
10.		Specify <u>how tests are delivered</u>. Click **Options**. 1. Check **Allow 'I don't know' on locator/appraisal**. 2. Click and clear box on **Allow student to select class from other sites**.
11.		Specify <u>what is collected</u> with test delivery. Click **Registration**. 1. Check **Collect student demographics**. 2. Check **Collect statuses and goals**. 3. Check **Collect zip code**.
12.		Click **Layout**. 1. Check **Show toolbar pinned.** 2. Click and clear box on **Show form number.**

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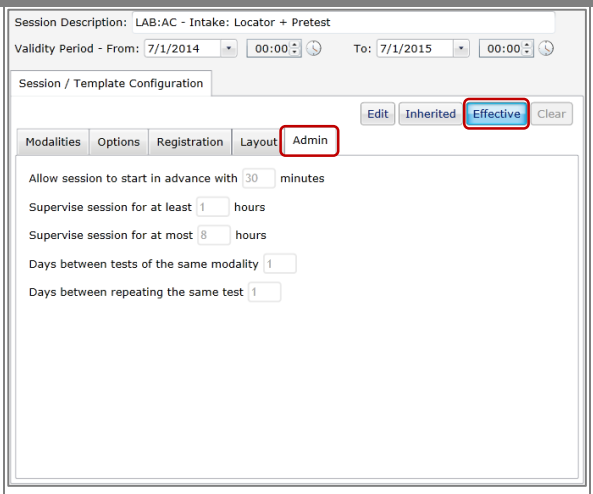
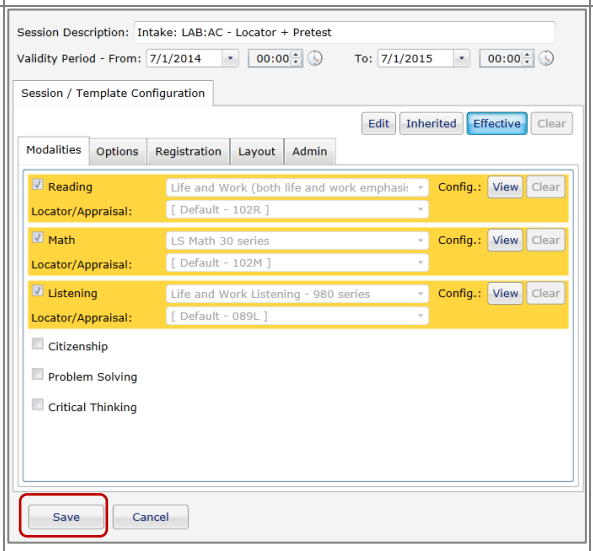
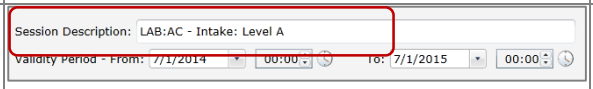
Step	Screen	Description / Notes
13.		Click **Admin**. (leave as-is) Click **Effective**.
14.		Click **Save**.
15.		Click **Copy** for **LAB:?? – Intake: Locator + Pretest.**
16.		Rename **Session Description.** **LAB:?? – Intake: Level A**

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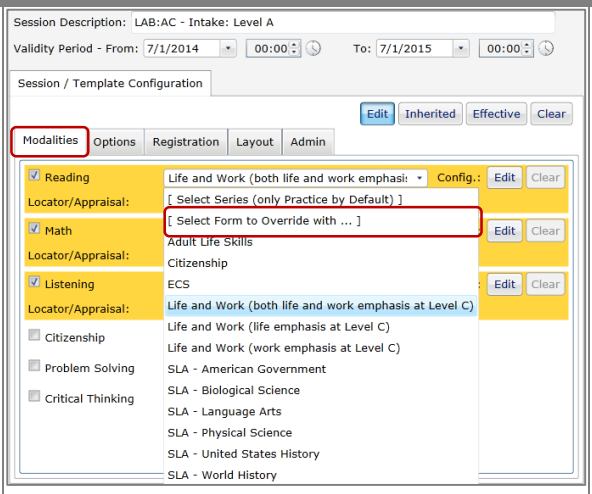
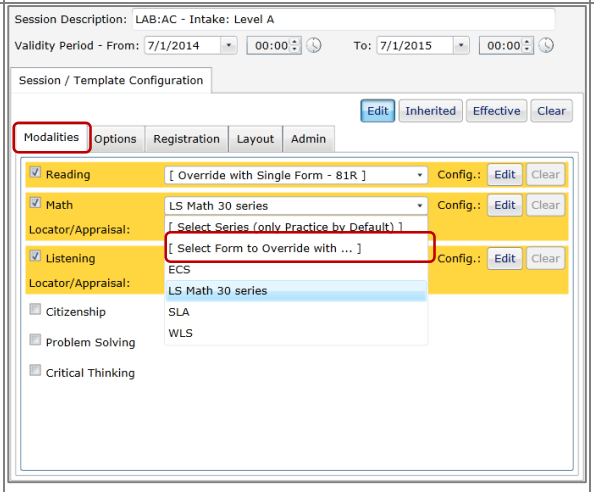
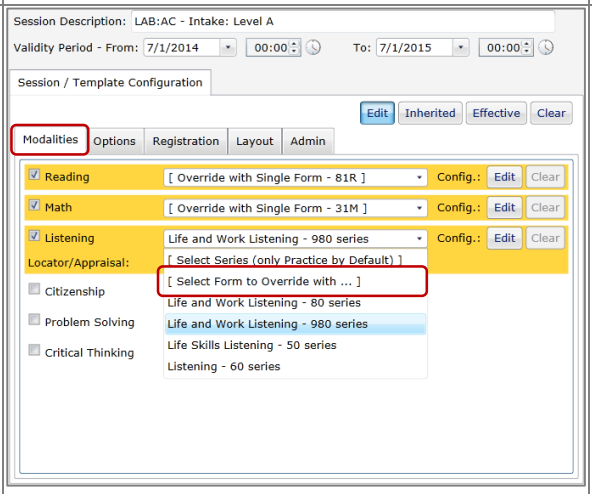
Step	Screen	Description / Notes
17.		**1.** For **Reading**, Click the **Reading**-field **down arrow**, Click **Select Form to Override with…** Click **081R (Life and Work Reading Level A, Fixed Form)**. Click **Select**.
18.		**2.** For **Math**, Click the **Math**-field **down arrow**, Click **Select Form to Override with…** Click **031M (Life Skills Math Level A, Fixed Form)**. Click **Select**.
19.		**3.** For **Listening**, Click the **Listening**-field **down arrow**, **Click Select Form to Override with…** Click **981L (Life and Work Listening Form 981, Fixed Form)**. Click **Select**.

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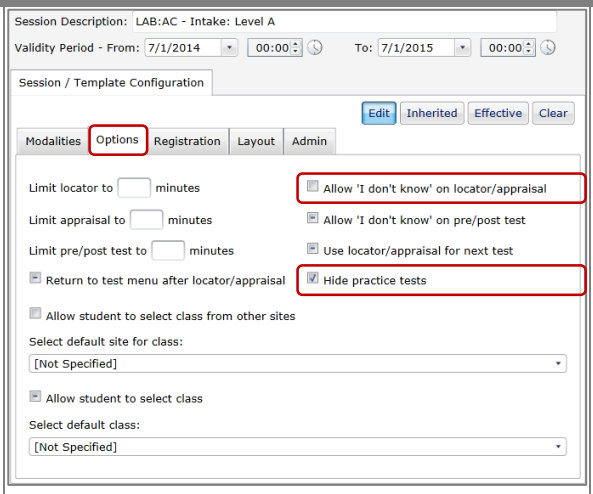
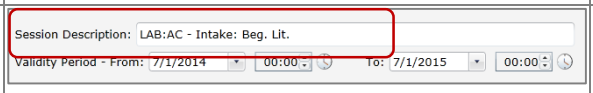
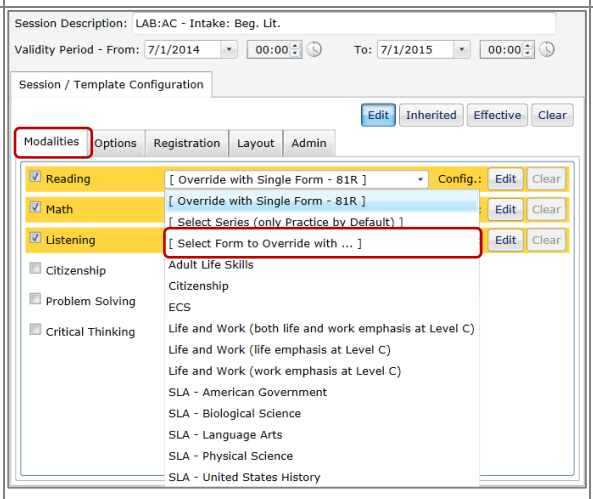
Step	Screen	Description / Notes
20.		Click **Options**. **1.** Uncheck and clear box on **Allow 'I don't know' on locator/appraisal**. **2.** Check **Hide practice tests**. Click **Save**.
21.		Click **Copy** for **LAB:?? - Intake: Level A**
22.		Rename **Session Description.** **LAB:?? – Intake: Beg. Lit.**
23.		**1.** For **Reading**, Click the **Reading**-field **down arrow**, Click **Select Form to Override with…** Click **027R (Life Skills Reading Beginning Literacy, Fixed Form)**. Click **Select**.

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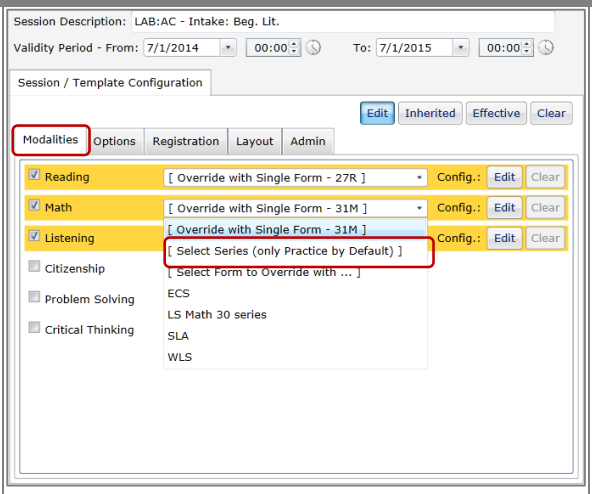
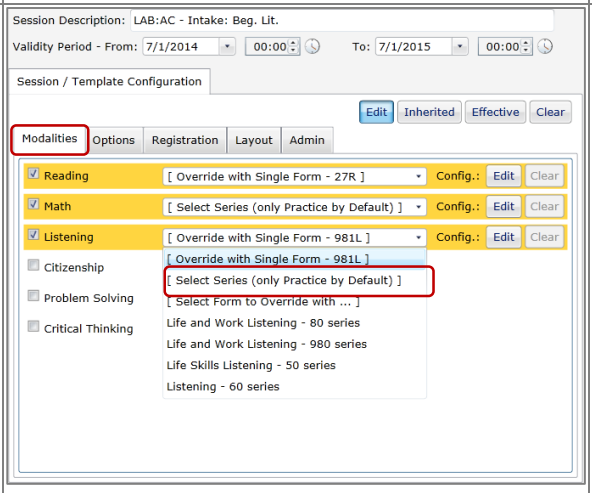
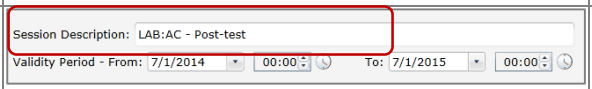
Step	Screen	Description / Notes
24.		**2.** For **Math,** Click the **Math** field **down arrow**. Click **Select Series (only Practice by Default)**.
25.		**3.** For **Listening**, Click the **Listening-**field **down arrow**, Click **Select Series (only Practice by Default)**. Click **Save**.
26.		Click **Copy** for **LAB:?? - Intake: Beg. Lit**.
27.		Rename **Session Description.** **LAB:?? – Post-test**

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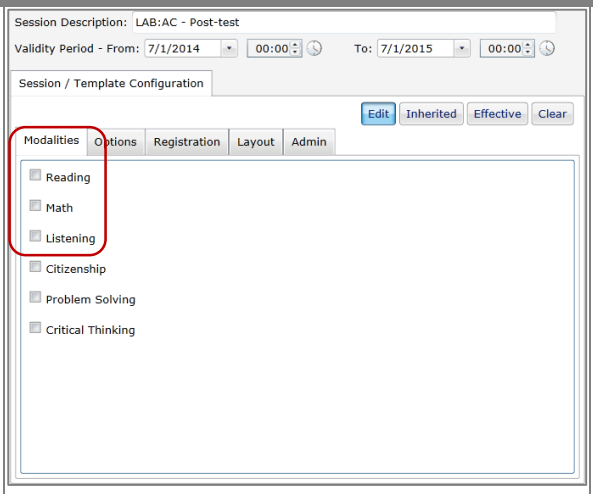
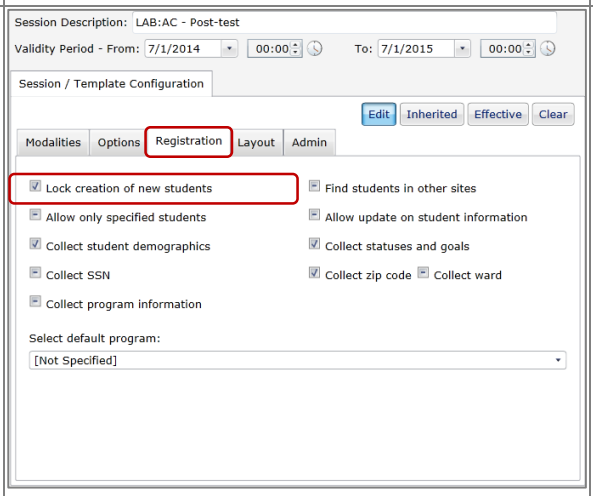
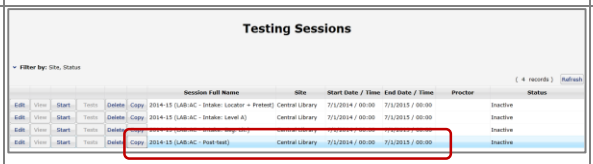
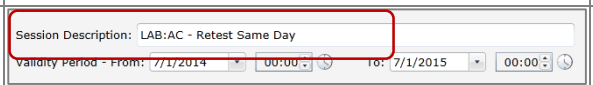
Step	Screen	Description / Notes
28.		For **Modalities**, **1.** Uncheck **Reading**. **2.** Uncheck **Math**. **3.** Uncheck **Listening**.
29.		Click **Registration**. **1.** Check **Lock creation of new students**. Click **Save**.
30.		Click **Copy** for **LAB:?? – Post-test**
31.		Rename **Session Description.** **LAB: ?? – Retest Same Day**

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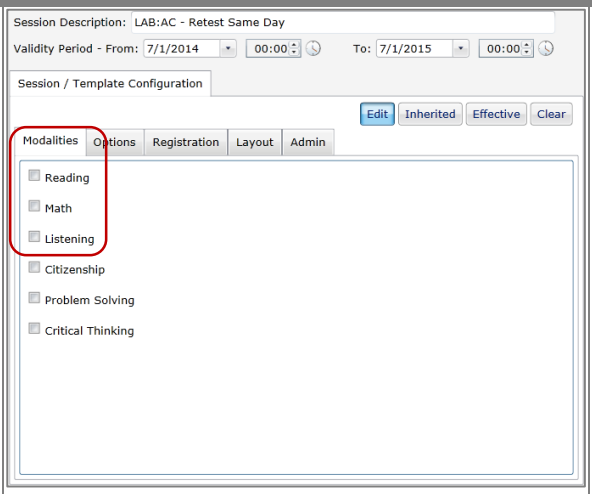
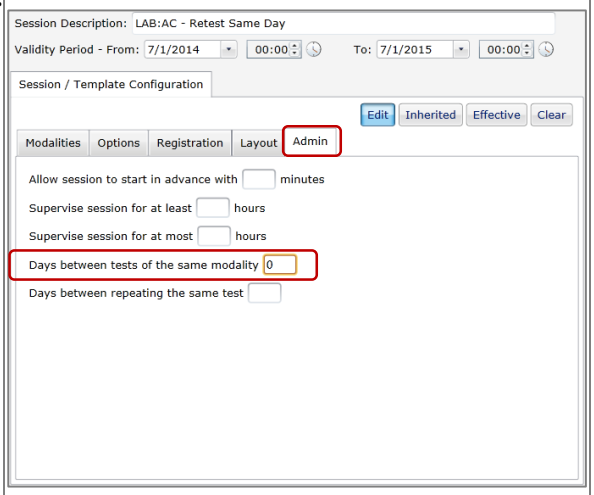
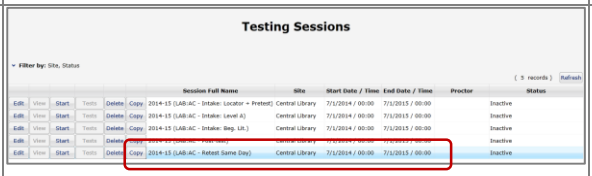
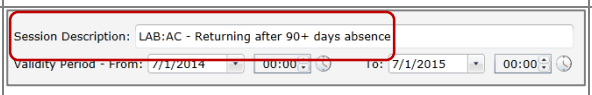
Step	Screen	Description / Notes
32.		For **Modalities**, **1.** Uncheck **Reading**. **2.** Uncheck **Math**. **3.** Uncheck **Listening**.
33. .		Click **Admin**. **1.** For **Days between tests of the same modality**, Enter **'0'.** Click **Save**.
34.		Click **Copy** for **LAB: ?? – Retest Same Day**
35.		Rename **Session Description.** **LAB:?? – Returning after 90+ days absence**

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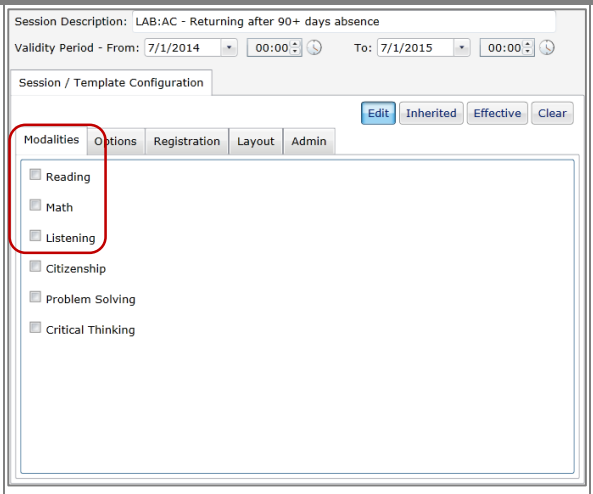
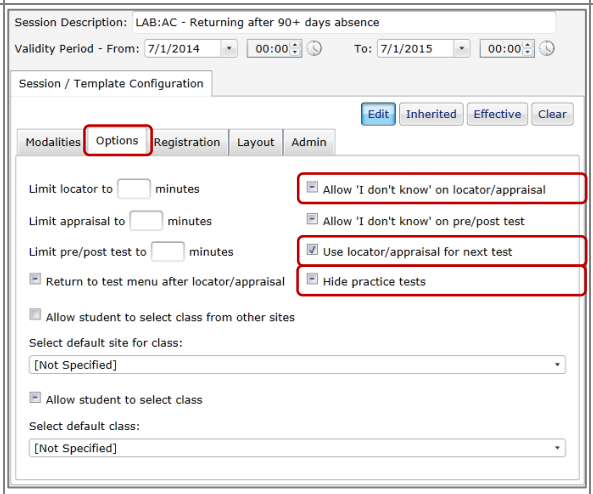
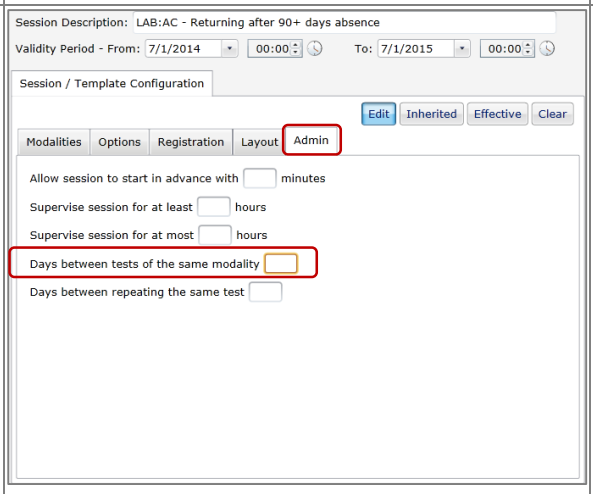
Step	Screen	Description / Notes
36.		For **Modalities**, **1.** Uncheck **Reading.** **2.** Uncheck **Math.** **3.** Uncheck **Listening**.
37.		Click **Options**. **1.** Click and return dash on **Allow 'I don't know' on locator/appraisal setting**. **2.** Check **Use locator/appraisal for next test**. **3.** Click and return dash on **Hide practice tests**.
38.		Click **Admin**. **1.** Remove **'0'** from **Days between tests of the same modality**. Click **Save**.

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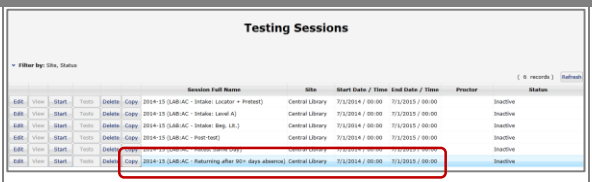
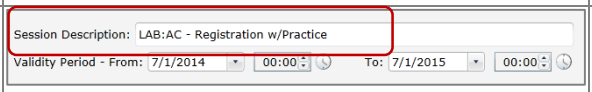
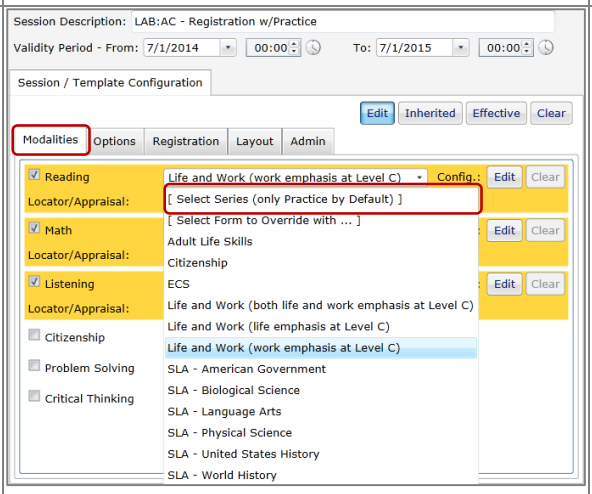
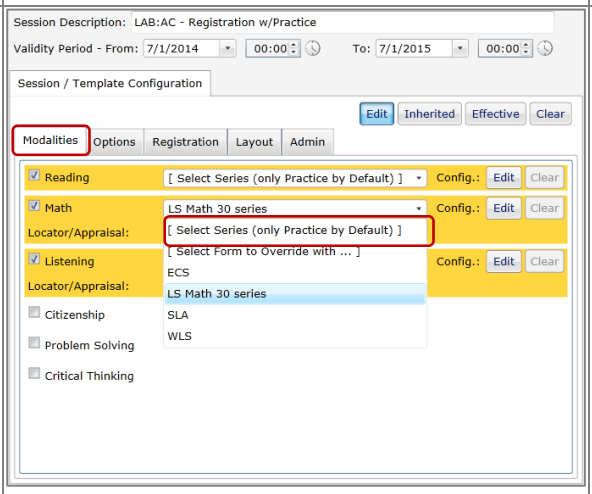
Step	Screen	Description / Notes
39.		Click **Copy** for **LAB:?? – Returning after 90+ days absence**.
40.		Rename **Session Description.** **LAB:?? – Registration w/Practice**
41.		For **Modalities**, **1.** From the **Reading**-field **down arrow**, Click **Select Series (only Practice by Default)**.
42.		**2.** From the **Math**-field **down arrow**, Click **Select Series (only Practice by Default)**.

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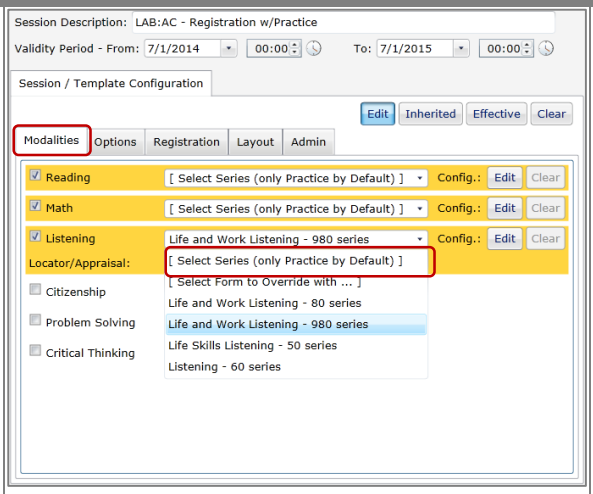
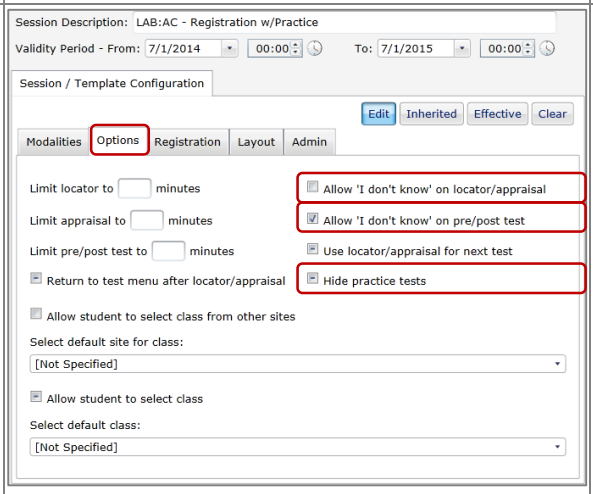
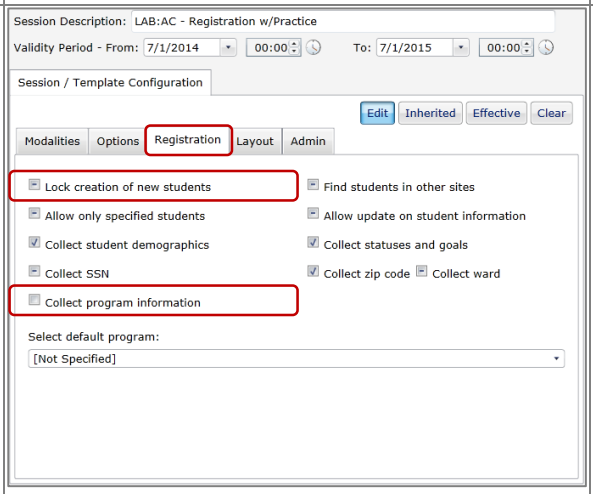
Step	Screen	Description / Notes
43.		**3.** From the **Listening-**field **down arrow**, Click **Select Series (only Practice by Default)**.
44.		Click **Options**. **1.** Click and remove dash on **Allow 'I don't know' on locator/appraisal** **2.** Check **Allow 'I don't know' on pre/post-test** **3.** Click and return dash on **Use locator/appraisal for next test**.
45.		Click **Registration**. **1.** Click and return dash on **Lock creation of new students.** **2.** Click and remove dash to clear box on **Collect program information.**

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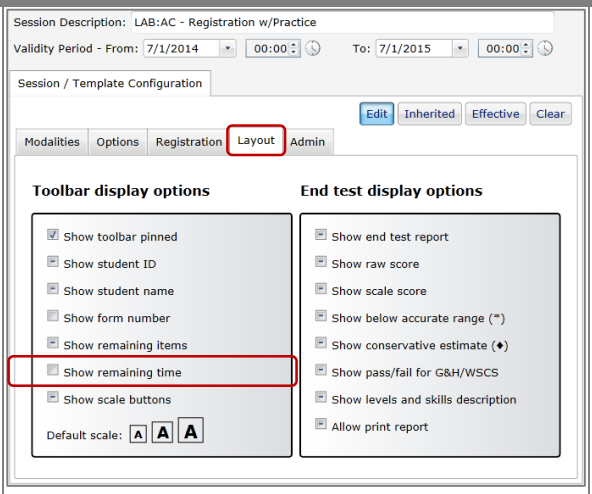
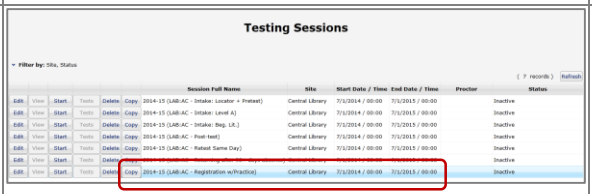
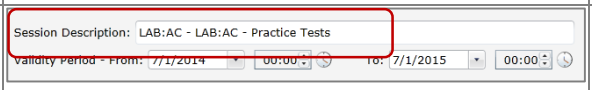
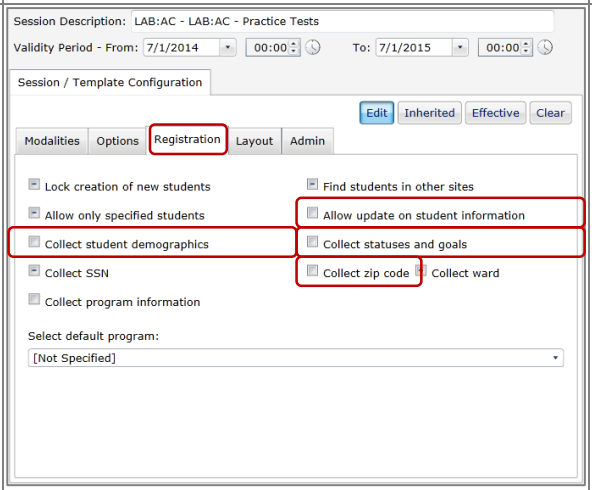
Step	Screen	Description / Notes
46.		Click **Layout.** 1. Click and remove dash to clear box on **Show remaining time**. Click **Save**.
47.		Click **Copy** for **LAB:?? – Registration w/Practice**
48.		Rename **Session Description.** **LAB:?? – Practice Tests**
49.		Click **Registration**. Click to remove checks and dashes and clear boxes on 1. **Collect student demographics**. 2. **Allow update on student information**. 3. **Collect statuses and goals**. 4. **Collect zip code**. Click **Save**.

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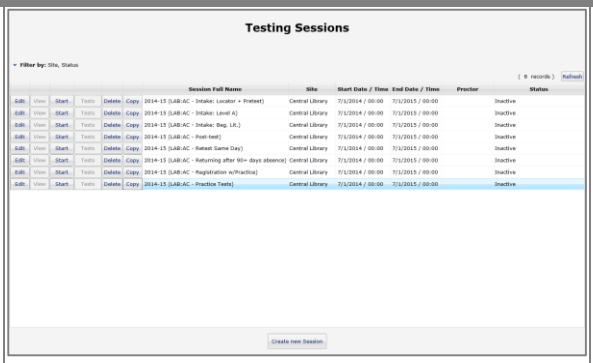
Step	Screen	Description / Notes

50.		**You now have a set of 8 customized sessions sharing the same standardized template.**
		
		Sessions may be copied in the same order as created to retain combined settings to
		
		• **Add sets for other Labs and Sites.**
		  ○ Edit Session Description only.
		  ○ Select new Site.
		
		• **Prepare for the new PY.**
		  ○ Only edit Template Name and date range for the new PY.

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Training Support

- Help documentation is available at: CASAS Home > Training and Support > eTests (ET) Online Help and TOPSpro Enterprise (TE) Help.
- Enroll in a workshop at: CASAS Training Registration.
- For additional information regarding implementation, or settings and features of:
  - CASAS eTests Online, contact dmontgomery@casas.org
  - TOPSpro Enterprise, contact jwright@casas.org

Technical Support

- Our **Technology Support Team** at techsupport@casas.org is available to provide any technical assistance you may need. This e-mail address alerts several members of the team to ensure you receive a timely response.
- Team members are available:
  - Monday – Friday
  - 6:00 am – 5:00 pm (Pacific)
  - Phone: (858) 292-2900, option 2
  - Toll Free: (800) 255-1036, option 2

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