

## Steps for Testing Day – Paper

Administering CASAS paper 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

**ALL CASAS NRS-approved tests are standardized assessments with strict testing policies.**

Proctors should follow the same testing procedures before, during, and after every test session. Following these procedures assures the validity of test results and reduces the likelihood of confusion or error during test administration.

- Arrive early at the test site to prepare for testing.
- Setup the room to allow adequate space between students.
- One certified proctor must be present for every 20-25 students.

#### *Prepare Test Materials*

1. Print the *Next Assigned Test* report to determine which test booklets are needed from inventory for each student.
2. Pick up / check out one test booklet per student from a secure location.
3. Gather the following materials:
  - Answer sheets
  - #2 pencils with erasers
  - Scratch paper for math only
  - Basic calculators for Math GOALS only

#### *Prepare Students*

1. Tell students no cell phones, dictionaries, translators, or any other items are allowed during testing.
2. Ask students to turn off their cell phones and remove all personal items off the tables.
3. Tell students not to talk or get help from others during the test.
4. Explain to students that they will mark answers A, B, C, or D on an answer sheet.

## **Prepare the Answer Sheet**

1. Pass out the answer sheets and pencils.
2. Have examinees fill out their name at the top of the answer sheet.
3. Demonstrate how to fill in the bubbles properly.
4. Have examinees bubble in any demographics you are collecting.

## **Hand Out Test Booklets**

1. Ask students to turn over their answer sheets.
2. Have students write the form number on the test booklet in the answer sheet box marked Form Number and fill in the Test Date.

## **Students taking Math**

1. Hand out scratch paper to students taking math.
2. Hand out basic calculators only for students taking Math GOALS.

## *Intake Screening*

Identify students who might have very low skills and should not automatically take the Appraisal.

- Refer to the [CASAS Intake Screening](#) process.

## *Providing Accommodations*

Identify students who need accommodations.

- Refer to [CASAS Assessment Accommodations](#).