

## Steps for Testing Day

As a *CASAS eTests Online* proctor, you serve a very important role. All proctors must do their part to maintain a controlled testing environment that allows test-takers to do their very best. Proctors should follow the same procedures before, during, and after testing. Following these procedures assures the validity of test results and reduces the likelihood of confusion or error during test administration.

### STEP 1: PREPARE TO TEST

#### Prepare Proctor Station:

1. Turn on the proctor station (including monitor).
2. Launch the web browser and enter the URL for the *CASAS eTests Online* application your program uses.\*

Server	HTML5 Version w/multiple web browsers
*Global	<a href="https://etestsonline.org/html5/#/">https://etestsonline.org/html5/#/</a>
*California	<a href="https://ca.etestsonline.org/html5/#/">https://ca.etestsonline.org/html5/#/</a>
*LARAEC	<a href="https://laraec.etestsonline.org/html5/#/">https://laraec.etestsonline.org/html5/#/</a>
*Miami Dade	<a href="https://etestsonline.org/MiamiDade/html5/#/">https://etestsonline.org/MiamiDade/html5/#/</a>
*Washington	<a href="https://etestsonline.org/Washington/html5/#/">https://etestsonline.org/Washington/html5/#/</a>

3. Click **Sign In** at top right and enter login credentials to access the *Management Console*.
4. Filter **Testing Sessions** for:
  - **Site** – where you are assigned to proctor.
  - **Lab** – at the site where you will administer tests.
  - **Template** – for the program you are administering tests.
5. Check **Save Table Filters** to retain your filtered list of testing sessions.
6. Click **Start** for each session you will manage for testing.
7. Click **Add Stations** to active sessions (if needed).
8. View **Session Activity** throughout testing for all active sessions.

#### Prepare Testing Stations:

9. Turn on testing stations (including monitors).
10. Launch the web browser on each testing station and enter the URL\* your program uses.
11. Click **Take a Test**.
12. Click **Run** for the *CASASWebTests.exe* file and connect to the CASAS-hosted server.

## STEP 2: BEGIN TO TEST

### 1. Read to students:

- The purpose of taking the test is to determine what you need to learn.
- It is very important to do your best on the test.
- If you do not know the answer, please do not guess. Continue to the next question without answering.

### 2. Assist students with completing [data collection screens](#) before testing begins.

- Enter **Identification Code, Name**, and any other information presented on the screen.
- Review information on the **Review Page** and click **Save**.

### 3. Give students the opportunity to **Practice** taking an online test before testing begins.

- Review practice items together with students, making sure they understand how to respond to test items and navigate through the test.

### 4. Tell students:

- We are ready to begin the test.
- You should be able to finish in about one hour, but do not spend more than two or three minutes on one question.
- If you finish early, you may **Review** your answers before ending the test.

## STEP 3: AFTER THE TEST

1. Students who finish testing early do not need to wait until others finish. They should raise their hand to summon the proctor.

2. When a test ends, a **Personal Score Report** displays on the testing station screen with option to print (by default). Your program may disable the report or print option.

3. Direct students to **Log Out** of the testing application when they finish all tests.

4. Do not discuss test results with anyone while proctoring tests. Quietly tell any student to discuss results with his or her instructor.

5. When all students have left the lab, reset each computer workspace area.

### At Testing Stations:

6. **EXIT** the testing application on each station after all testing is finished. **Required for Test Security.**

### At Proctor Station:

7. **STOP** all active session(s). **Required for Test Security.**

8. **LOG OUT** of the *Management Console*. **Required for Test Security.**

9. **EXIT** the testing application. **Required for Test Security.**