Steps to Register Testing Stations for Remote Testing

CASAS eTests requires registration of the device used to administer a test. To complete this process with a test taker who is located off-site, proctors use a 6-digit code generated in the eTests website.

Registering Chromebooks

If the test taker is using a Chromebook to take the test, then install the eTests app first before proceeding to register the device. This app must run in Chrome’s Kiosk mode, which needs to be set up by the Chromebook’s owner user. To discuss issues surrounding Google licensing and using agency-owned devices versus devices owned by the test takers, contact techsupport@casas.org.

Registering iPads

If the test taker is using an iPad to take the test, then install the eTests app first before proceeding to register the device. The eTests Online iPad Installation Guide walks you through the steps to set up Apple’s Guided Access Mode to secure the test.

Registering Windows 10 PCs

If the test taker is using a Windows 10 device to take the test, then direct them to the eTests Online website. Use the same server URL* you use as a proctor to access the Application Management Console for starting testing sessions.

<table>
<thead>
<tr>
<th>Server</th>
<th>eTests URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Global</td>
<td>etestsonline.org</td>
</tr>
<tr>
<td>*California</td>
<td>ca.etestsonline.org</td>
</tr>
<tr>
<td>*LARAEC</td>
<td>laraec.etestsonline.org</td>
</tr>
<tr>
<td>*Miami Dade</td>
<td>etestsonline.org/MiamiDade</td>
</tr>
<tr>
<td>*Washington</td>
<td>etestsonline.org/Washington</td>
</tr>
</tbody>
</table>
Tell the test taker to click the **Take a test** button and then run the secure browser file that downloads.

1. Log on to the eTests Online website and **Start** the testing session you wish to use.

2. In the Test Session Management pop-up dialog that appears, click the **Start remote session** button.
3. In the Session Activity screen that follows, make note of the unique **Station Registration Code** generated for the running testing session.

4. Test takers should have started eTests on their devices – the eTests app on iPad or Chromebook, or the eTests website and secure browser on Windows – and they will now be asked to enter a **Station Registration Code**.

   a. **Register station with code** is selected by default. Be sure to use this selection instead of **Register station with credentials**. If you have difficulty using the code, or if you need to register using proctor or remote test taker credentials for some other reason, please refer to Appendix B of the relevant CASAS Remote Testing Guidelines document.

   b. Tell the test takers to enter the **Station Registration Code** noted in step 3 and then click the **Register** button.
5. Test takers see this success message on screen. Tell them to click OK.

![Success Message]

6. The registered stations are added to the testing session automatically. You will see these new stations listed on your Session Activity screen.

7. Test takers can now enter their IDs. For next steps in the remote testing process, please reference the CASAS Remote Testing Guidelines.

![Login Screen]

### Testing Station Header

- **Top-left** header displays information about the station registration.
- **For example,**
  - **Agency** – 4908
  - **Site** – 07 – Central Library
  - **Lab** – Assessment Center
  - **Station** – AC-01

- **Top-middle** display current **date and time** at the **Testing Station**.

**Note!**
- This information will display **red** if the computer’s internal clock is not synchronized with an **Internet Time Source**.
- For Windows machines, notify your IT Dept. of a clock discrepancy as the difference may interfere with testing.
- Chromebooks and iPads synchronize time automatically when connected to the Internet.

- **Top-right** are buttons to –
  - **Access Station Management**
  - **Exit testing application**

**Note!**
- A coordinator or proctor may rename a **Testing Station from Station Management** without confirmation.
- **Only a coordinator may unregister a Testing Station from Station Management**, or Management Console
  - **IF not ‘in use’**
  - **IF not added to an active session**
  - **IF not assigned to a session**