

1. Steps to Implementation

Implementing CASAS eTests Online is quick and simple with three online self-paced training modules available 24 hours a day, seven days a week. Coordinators complete two modules prior to administering tests – coordinator certification and proctor certification. Proctors need to complete only the proctor certification requirement. An administrator of the agency submits the Test Site Agreement through the third module.

1.1. Coordinator Certification

Coordinators serve an important role to ensure that testing occurs fairly and uniformly. Certified coordinators are assigned to all site locations that administer CASAS eTests. This training outlines the duties and responsibilities of a CASAS eTests coordinator, testing code of ethics, and the importance of test security. Coordinators should follow CASAS test security policy and guidelines. Following these guidelines assures the most favorable conditions for administering CASAS web-based assessment.



1.2. Proctor Certification



Proctors also serve an important role to ensure that testing occurs fairly and uniformly. Certified proctors are assigned to administer CASAS eTests. This training outlines the responsibilities of a CASAS eTests proctor, duties on testing days, and the importance of Proctors following the same procedures before, during, and after testing sessions. Following these procedures assures the validity of test results and reduces the likelihood of confusion or error during test administration.

1.3. Tutorial Training

To experience both CASAS eTests Online and TOPSpro Enterprise Online in a functional context, we have provided access to an online tutorial database for **Rolling Hills Adult School (RHAS)**. RHAS is a fictional database that you may access and complete online exercises. The RHAS tutorial database is restored nightly and no work performed in the database is saved.

For the online exercises, we created 40 coordinator (1-40) and 20 proctor (1-20) accounts so that you may use any of these to access CASAS eTests Online and TOPSpro Enterprise Online. Coordinators have full access rights whereas proctors have limited access rights due to the roles defined for each.

1.4. Training Agency Account

Contact CASAS and ask to test-drive CASAS eTests Online and experience the engaging, interactive user interface of this web-based application. Additionally, explore TOPSpro Enterprise (TE) Online features and experience the dynamic functionality of this system and its integration with CASAS eTests Online.

Upon request, CASAS will set-up an account for your agency on the online training database to allow staff involved with test administration to conduct a dry-run of the testing environment. Additionally, we encourage staff to administer several tests to themselves to understand fully how the online application delivers web-based tests. All protected test content is suppressed on the training database to protect test security. Practice tests and practice test items included with each standardized assessment, however, remain visible as well as audible so that the training database may also be used to conduct practice sessions with students. CASAS recommends allowing time for test-takers to complete a practice test prior to taking an actual assessment. Familiarizing students with using the computer and with how to take a CASAS web-based assessment could provide more favorable results and positive experience.

1.5. Administrative Planning Guide

The Administrative Planning Guide assists you in identifying the most appropriate settings available through CASAS eTests Online to meet the assessment needs of your agency. You have the option to create testing sessions using simple or advanced configuration. Simple configuration allows you to create testing sessions with minimal effort to begin test administration. Advanced configuration allows you to customize testing sessions through additional options and settings. After completing this guide, you will use this information to create your testing sessions online.

With this guide in-hand, we offer a “Jump-Start” support session to guide you in setting up CASAS eTests Online on the training database. Once you are confident that the application settings will meet your needs, you can then replicate the set-up on the production database.

1.6. Placing an Order

CASAS eTests Online uses web-test units (WTU) per test administration. WTUs apply to all test forms and modalities. For example, if a student is administered a standardized fixed-form computer-based test (CBT) such as a reading appraisal followed by a reading pretest, this will consume two WTUs. You have the option to combine the appraisal and pretest as one test administration using the Locator which consumes only one WTU. A Locator is a short computer-adaptive test (CAT) lasting approximately 10-15 minutes to quickly determine an appropriate level pretest and administer in the same sitting. CASAS eTests also offers a CAT that is appropriate for WIA I Adults for accurate and quick administration to

determine basic skills levels; readiness for job training or job matching. Here is a breakdown of WTU usage per modality administered:

- Appraisal only = 1 WTU
- Appraisal + pretest = 2 WTUs
- Locator + pretest = 1 WTU
- Post- or progress-test = 1 WTU

1.7. Test Site Agreement

This Test Site Agreement outlines the minimum requirements a site location must comply with to administer CASAS eTests Online. Each site is authorized to administer CASAS eTests under the direction of a certified coordinator. Adhering to these requirements is vital for assuring the validity of CASAS tests.



An agency implementing CASAS eTests Online must submit a Test Site Agreement that identifies the site location of the agency and any associated sites, along with the primary contact at each site. The information provided in the agreement is used to structure the agency on the production database.

1.8. Production Agency Account

CASAS will set-up your agency on the production database after an order is processed and a Test Site Agreement is submitted. Access is granted to those who complete coordinator and proctor certification training and who are authorized for access by an administrator at the agency. The individual who completes training must contact the administrator or primary contact at the site location who is involved with implementation to request the set-up of a user account to access the online database(s). The administrator or primary contact in turn should then contact CASAS with the name(s) and site location(s), if any, where the user account(s) should be set-up, or indicate if the user(s) should have access to agency-wide data across all site locations.

You're Ready To Go Live!