

## Suggested Verbal Instructions for Online Testing in HTML

The purpose of conducting a **Practice Session** is to introduce students to taking a web-based test using the new [CASAS eTests Online HTML Version](#). Verbal instructions describe Reading Practice but may be adapted for use with Math and Listening Practice Sessions.

### *Verbal Instructions Script*

On your testing station screen, enter your **Identification Code** provided by your school and click on the right-arrow button at the bottom of your screen to continue.

Enter your **First** and **Last Name** and any other information requested on each screen. Use the right-arrow button to go to the next screen or use the left-arrow button and go back to the previous screen. Review your answers on the **Review Page** and then press the **Save** button.

Before you begin testing, let's review how to take an online test. On the **Test Menu** screen, click on the **Reading Practice** button. Look at the **Directions** as I read them. [Read **Directions**.]

*Reading Practice Items. This practice has 6 items. Directions.*

*Click on your answer.*

- 1. To skip an item, click the right arrow before answering.*
- 2. You may review all items when you finish.*

*Click the right-arrow to begin.*

Now, click on the right-arrow button at the bottom of your screen to continue.

Look at the **Practice Item** displayed on your screen. Along the top left of your screen is a **Toolbar** that displays information about you such as your **ID** and **Name**, the **Form** you are working on, and the **Time Remaining** to work on the **Form**. Along top right of your screen displays the item **Number** you are working on and the total items on the **Form**. The left side of your screen displays an image or text. The right side of your screen displays a **Question** or **Statement** and possible **Answers**.

Read the first **Practice Item** and then click the box at right of your screen to choose your answer. If necessary, use the plus (+) and minus (-) icons at the bottom of your screen to enlarge or reduce the size of the image and text.

What is the answer to the first practice item? The answer is "Don't go in." Did you mark "Don't go in" [Explain.] Use the right-arrow icon at top of the right screen and go to the next practice item.

Let's skip the next practice item without answering. To skip, click the right-arrow icon at top of the right screen. A pop-up message will ask, "Do you want to skip this question?" Click **Yes**. Continue with remaining practice items until you get to the **Review** screen.

On the **Review** screen, you may review your answers and return to items you did not answer. When you are finished with **Review**, click on the **End Test** button and then click on the right-arrow button at bottom of the screen and return to the **Test Menu**.

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.

If you do not know the answer, that is OK, you do not have to enter an answer. Just go to the next test item. Do your own test; do not get help from others. No calculators, dictionaries, books or notes.

When you are finished, or if you cannot answer any more test items, raise your hand and your proctor will assist you.

Any questions?

Select your test from the **Test Menu**.

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### **Note!**

- For **Math** assessments,
  - Students may use scratch paper that must be collected and destroyed afterwards.
  - Students taking the [Secondary Level Assessment](#) for Mathematics should also be provided with a copy of the [SLA Math Formulas and Equivalencies](#).
- For **Listening** assessments, students should understand that the application *does not* auto-advance on practice items but *does* auto-advance on test items.

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## Technical Support

The **CASAS Technology Support Team** is available at [techsupport@casas.org](mailto:techsupport@casas.org) to provide technical assistance for successful online implementation and uninterrupted test delivery. This e-mail address alerts several members of the team to ensure you receive a timely response. Team members are available 6:00 am – 5:00 pm (Pacific), M – F, and may be contacted at 1-800-255-1036, option 2.