

Understanding Testing Sessions

To help you get started with *eTests*, CASAS applies Instructional Program Testing Session Templates with sets of Testing Sessions to your online account. Using these default templates and sessions will ensure standardized test delivery with [CASAS approved assessments for NRS](#) and data collection for [WIOA](#) accountability. The *CASAS Online System* is fully automated to present appropriate-level tests automatically with these standardized templates and sessions.

Instructional Program (Testing Session) Templates

Instructional Program Templates will deliver tests from the following CASAS test series.

- ABE/ASE – [Reading GOALS](#) and [Math GOALS](#)
- ESL/ELL – [Beginning Literacy Reading](#), [Life and Work Reading](#), and [Life and Work Listening \(980 series\)](#)

If you are interested in these additional templates with sets of sessions, please request them from the CASAS Technology Support Team at techsupport@casas.org.

- CIT – [Beginning Literacy Reading](#), [Reading for Citizenship](#), [Life and Work Listening \(980 series\)](#), and [Government and History for Citizenship](#)
- WLS – [Workplace Learning Systems](#) (reading and math)
- WSCS – [Workforce Skills Certification System](#)*

*Requires certification training (complimentary), purchase of [Workforce Skills Package \(WSP\)](#) per student, and a [TE License](#) to implement. If interested, please contact wscs@casas.org

Testing Sessions

Intake: Pretest – Beginning Literacy Reading

- adds *new* student records to your online account at time of testing
- collects ID, name, gender, native language, and ethnicity/race (additional demographics may be enabled for collection)
- administers the [Beginning Literacy Reading](#) assessment, Form 27
- does not administer the Locator, listening, or math tests.

Intake: Pretest – Level A

- adds *new* student records to your online account at time of testing
- collects ID, name, gender, native language, and ethnicity/race (additional demographics may be enabled for collection)
- administers Level A assessments:
 - ABE/ASE – [Reading GOALS](#), Form 901R, and [Math GOALS](#), Form 601M
 - ESL/ELL – [Life and Work Reading](#), Form 81R, and [Life and Work Listening \(980 series\)](#), Form 981L

Intake: Pretest – w/Locator

- adds *new* student records to your online account at time of testing
- collects ID, name, gender, native language, and ethnicity/race (additional demographics may be enabled)

Progress/post-test session

- disallows new student records to avoid duplications.
- administers the next appropriate test automatically when the student enters the same ID as recorded in the online account.

Retest session

- administers the next appropriate test automatically when a test score is –
 - Below accurate range * – retesting is required.
 - Conservative estimate ♦ – retesting is required for pretests and is recommended when the student will continue instruction.

Returning session

- re-administers the Locator (or Appraisal) followed by the next appropriate test when there has been a lapse in instruction.

Registration session

- separates the student registration process from the testing process.
- adds new student records or updates existing student records by collecting and recording demographic information.
- students can also Practice taking a CASAS web-based test before actual testing begins.

- *If you use this session*, data-collection screens are skipped in the **Intake** session and learners begin testing.
- *If you do not use this session*, learners will complete data-collection screens in the **Intake** session before they begin testing.

Practice session

- gives students practice taking a CASAS web-based test in reading, math, and listening.
- practice test results are not recorded and do not consume test units.

Spanish Assessment session

- evaluate the Spanish language proficiency of students in programs that teach Spanish to speakers of English and other languages. (Not approved for the NRS.)



Testing sessions are ready to use and reuse whenever you need to test – proctors simply **START** and **STOP** sessions throughout the program year (July 1 – June 30).

Multiple testing sessions may be active at the same time using any testing station in a lab to deliver tests for any testing purpose.

- One certified proctor per **20-25** learners required per lab.
- Sets of testing sessions are required per lab for proctors to manage.
- Proctors filter for **Site** and **Lab** to display sessions available for administering tests.
- Proctors may further filter sessions by the **Instructional Program**.
- Proctors check **Save Table Filters** to retain the filtered display while managing sessions.

Don't forget! Conduct a **Trial Run** of the testing environment *before Going Live!*

- [Steps to Use Practice with eTests](#) (will *not* consume test units)
- [Steps for Testing Day](#) (will consume test units for any completed test, i.e., pre/post-tests)