

# Webinar Topics

**Test Development & Remote Testing Update**

**Field Testing Studies**

**Promising Practice Presentation:  
“Implementation of TE Classmate” from Cerritos College, CA**

**CASAS eTests and TOPSpro Update – Tips and Tricks**

**CASAS News**





Comprehensive Adult Student Assessment Systems

# National News and Updates

November 17, 2021

# Welcome to the November 2021 CASAS National Webinar!

- Your **phones and computers** are automatically muted.
- Please post **questions related to the presentation in the Q & A, *not*** in the Chat Box.  
Due to the large attendance, CASAS Staff will respond later to any unanswered questions.
- Please only post **technical difficulties about using Zoom for today's webinar** in the **Chat Box**.
- **Recording of the webinar and PPT** will be posted in the "What's New" section in the "News and Updates Webinars" page on [www.casas.org](https://www.casas.org/social-media-newsroom/webinars). (<https://www.casas.org/social-media-newsroom/webinars> )

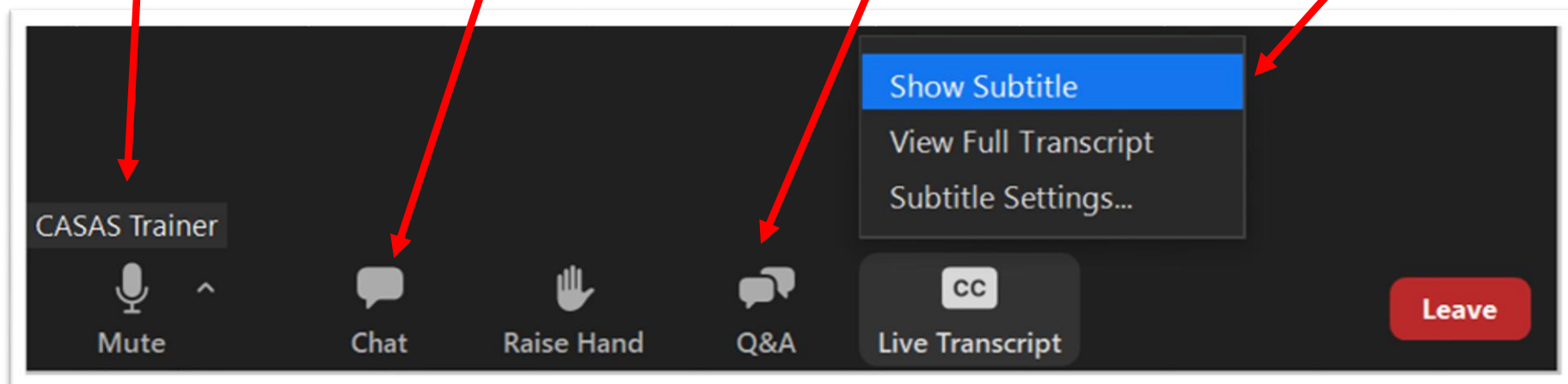
# Before we start: Webinar Tips

Check your  
audio  
settings

Use chat only  
for webinar  
technical  
issues. Select  
all panelists for  
support

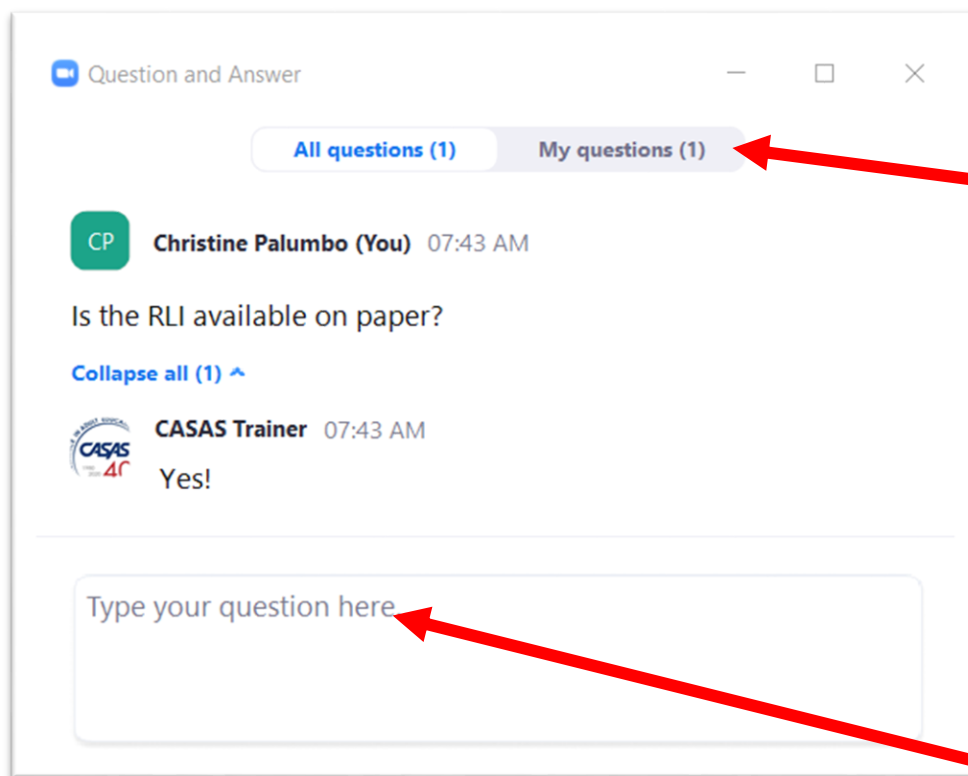
Q & A is used for  
questions about  
the presentations  
and specific  
questions for the  
presenter(s)

Enable  
Closed  
Captions

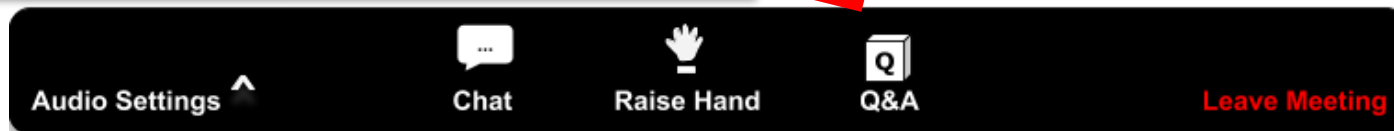


# “Q&A”: Questions for the Presenter

- Type questions directly related to the presentation



Click to see  
your Qs & As  
or all Qs & As



# Webinar Topics

**Test Development & Remote Testing Update**

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**CASAS News**



# Test Development and Remote Testing

Linda Taylor

CASAS VP Assessment Development

# New Developments in Remote Testing

- Remote testing with **3<sup>rd</sup> party proctoring service** – **CASAS is exploring this additional option**
  - Please email [remotetesting@casas.org](mailto:remotetesting@casas.org) if interested in this.
- Remote testing of Listening, Reading and Math **on phones**
  - Ongoing pilot data collection
- Remote testing **up to 12 students at a time** using Approach 2 or 3
  - Ongoing pilot
- **Development of eTests mobile app with integration of video conferencing**
  - In development

# NRS-approved CASAS Assessments for ESL

- Life and Work Reading - 80 series

Beginning Literacy - Forms 27 and 28

Reading for Language Arts - Forms 513/514

- Life and Work Listening - 980 series

All are NRS-approved to **February 2023**  
(like all other NRS-approved ESL tests)

# Current & Next GOALS Series and NRS Status

## For ABE/ASE

- Reading GOALS - approved through 2025
  - Next Reading GOALS series in development
- Math GOALS for ABE/ASE - approved through 2023
  - Next Math GOALS series in development

## For ESL

- ESL Reading GOALS and Listening GOALS
  - Final form studies in progress
  - To be submitted for NRS approval in 2022

# Research Studies

Karen Burger

National Program Specialist & Field Test Coordinator

# Benefits of Participating in Research Studies

- National Study – Ensures your adult learners are represented in the development of new tests
- Helps build students' test-taking confidence
- Diminishes test anxiety – can be used as a practice test before post-testing
- Gives practitioners an opportunity to look at new assessments
- Contributes to the creation of valid and reliable tests for future use throughout the country

# Math GOALS Item Testing – Urgent need

- **When?** Now and ongoing
  - Math Final Forms Studies begin in January
- **Who?** ABE and ASE Learners
  - ESL students at NRS Level 4 in Reading
- **Delivery?** CASAS eTests
- **Methodology?** Locator + up to three level tests
- **Student gift cards:** \$5 for 1<sup>st</sup> field test, \$10 each for 2<sup>nd</sup> and 3<sup>rd</sup> field tests.
- Agencies receive complimentary web-testing units

# Participate in CASAS Final Forms Studies

## Listening and Reading for ESL

- **When?** Now and ongoing through June 2022
- **Who?** Adult learners in ESL/ELL programs and ABE students whose first language is not English
  - All levels are needed
  - **LEVEL A TEST-TAKERS (NRS 1 & 2) ARE ESPECIALLY NEEDED**
- **Delivery?** eTests and paper/pencil (on site and remote)
  - **PAPER TESTERS ESPECIALLY NEEDED**
- **Methodology?** Locator/Appraisal + one or two level tests
- **Student gift cards:** \$5 per test completed

# Frequently Asked Questions (FAQs)

- ***Can field test results be used for reporting purposes?***
  - No, they are in development and not NRS approved.
- ***Will field testing affect my regular program testing?***
  - No. Consider as practice tests to help prepare for post-testing.
- ***Will my program need to pay for the field tests? Or will the test use my program's WTUs?***
  - No cost. Field tests do not use WTUs. Paper tests are shipped to you with prepaid return labels.
- ***How will we access the field tests?***
  - We will put a specially configured testing session in your eTests account.
- ***How will students get the gift cards?***
  - CASAS orders Target gift cards; mailed directly to your agency for distribution to students.

# How do I get started?



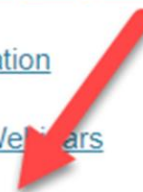
- Communicate with teachers/administrators in program
- Gather information about participation
- Ask students about their interest

*For more information visit our field testing webpage or contact:*

- [Fieldtesting@casas.org](mailto:Fieldtesting@casas.org)
- Karen Burger
  - [kburger@casas.org](mailto:kburger@casas.org)
  - 800.255.1036 ext. 177

## What's New Remote Testing

- [Getting started with CASAS eTests](#)
- [Live Facilitated Training Registration](#)
- [Office Hours Registration](#)
- [News and Updates Webinars](#)
- [Field Testing Opportunities](#)
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- [Fairness and Equity Statement](#)



# Demographics Needed!

**For Ongoing eTests Unscored Embedded Field Test Items  
We need your help!**

These *data elements* are essential for CASAS test research studies:

- **Gender**
- **Native Language**
- **Ethnicity/Race**

A student only needs to enter this info one time.

How to video: <https://www.youtube.com/watch?v=-taWcS4EPVU&t=8s>

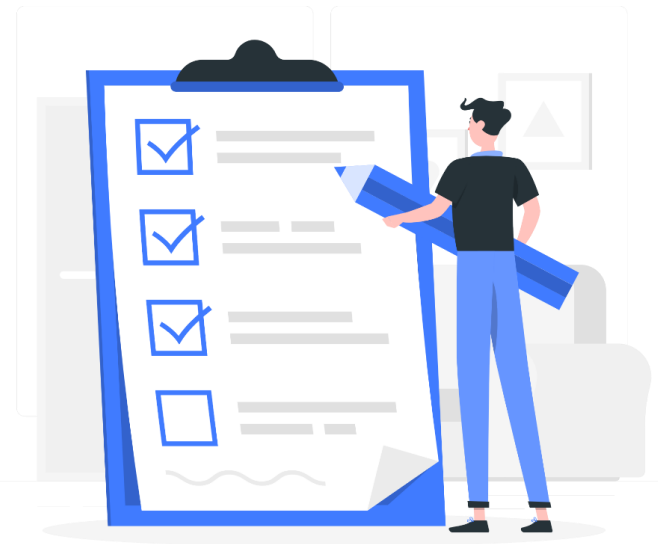
# CASAS eTests and TOPSpro Update

Janice Fera

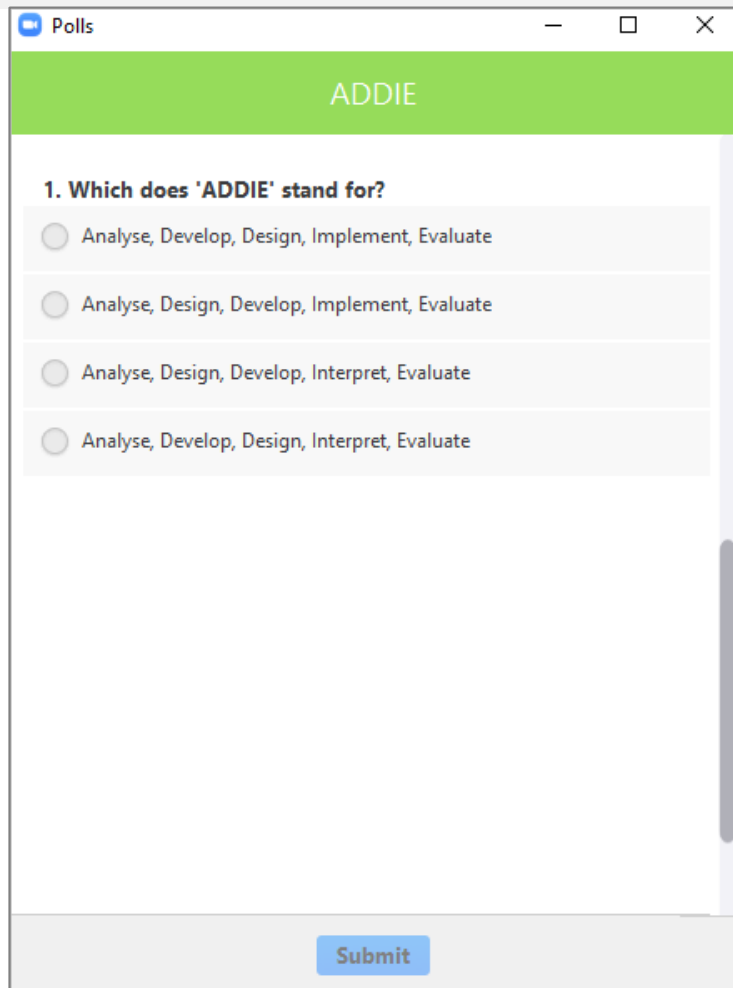
National Program & Technology Specialist

# Polls

- Please answer a poll question about TE Classmate.
- Submit your answers.



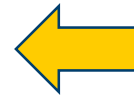
# Polls



The screenshot shows a web browser window titled 'Polls'. Inside, there's a green header bar with the text 'ADDIE'. Below it, a question is displayed: '1. Which does 'ADDIE' stand for?'. There are four radio button options listed: 'Analyse, Develop, Design, Implement, Evaluate', 'Analyse, Design, Develop, Implement, Evaluate', 'Analyse, Design, Develop, Interpret, Evaluate', and 'Analyse, Develop, Design, Interpret, Evaluate'. At the bottom of the poll area is a blue 'Submit' button.



3 Close the poll



1 Answer the poll



2 Submit the poll




# Promising Practice Presentation

## **“Cerritos College Implementation of TE Classmate”**

Tischel Diaz, Program Assistant / CASAS Coordinator  
Adult Education & Diversity Programs Department  
Cerritos College, Norwalk, CA

# Classmate Q & A

## TOPSpro Enterprise Classmate

File	Type	Size	Download
TE Classmate User Instructions	PDF	883.17 KB	 <a href="#">Download</a>
Iowa Implementation of TE Classmate	PDF	826.14 KB	 <a href="#">Download</a>
Cerritos College Implementation of TE Classmate	PPTX	71.79 MB	 <a href="#">Download</a>

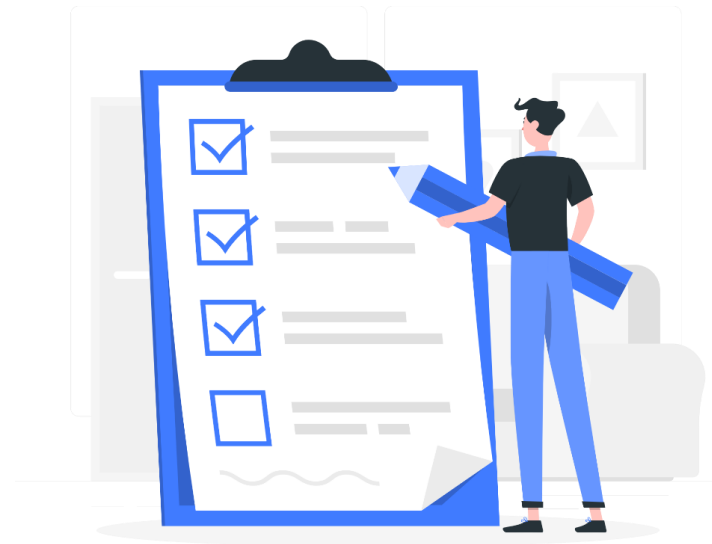
<https://www.casas.org/product-overviews/software/topspro-enterprise/te-classmate>

# Automatically Generating Student IDs

Fast, unique, and secure

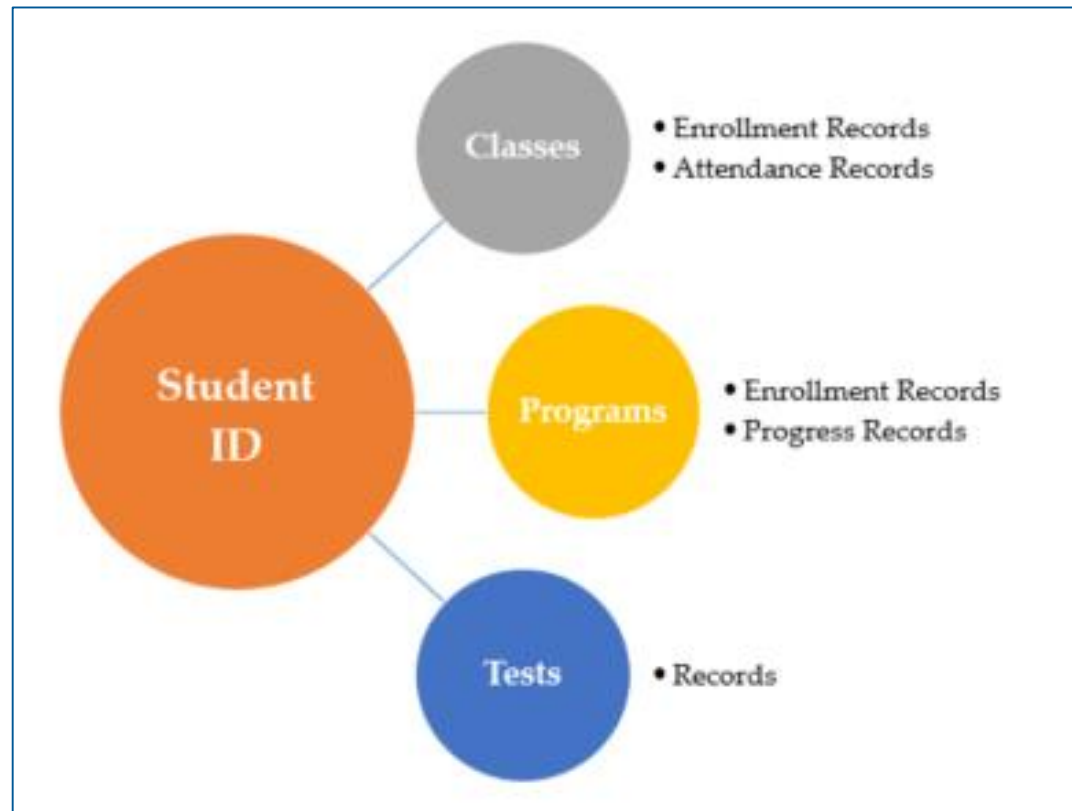
# Polls

- Please answer a poll question about Autogenerating Student IDs.
- Submit your answers.



# Understanding Student IDs

- What does a Student Record contain?
  - Demographics: name, email/phone, birthdate, race/ethnicity
  - UNIQUE STUDENT ID NUMBER



TOPSpro Enterprise (TE) uses the Student ID to link all records related to that individual

# How are Student IDs Created?

- The data entry person must assign one when creating a NEW student record
- eTests can create the Student ID
- Data imported from 3<sup>rd</sup> party system already assigned a unique Student ID.

FACT: TOPSpro Enterprise (TE) has always prevented creating **duplicate** IDs

# Now TE Can Autogenerate Student IDs

- What's an *Autogenerated ID*?
  - Random ID generator combines alphabetic and numeric characters
  - Up to 12 characters long
  - Random or fixed format
  - Assigned automatically by TE and eTests
- Advantages:
  - Better coordination between multiple sites
  - Say “goodbye” to manual methods (shared documents)
- Better Security:
  - Defined by the Data Manager/IT Department for each agency
  - Billions of possible ID sequences
  - Won't change any existing student records

# Three Methods

	Method	Length	Format	Example
1	Random	5 to 9	Random sequence	G19XDR
2	Fixed 10-character	10	Name+DOB+counter	FEJA109999
3	Name+DOB+Random	6 plus [1 to 6]	Name+DOB+random sequence	FEJA101A

Example (Method #3): First two letters of last name (FE), first two letters of first name (JA), birth month (10), and two random characters (1A).

# Define an Autogeneration Method

- In TE: Organization → Agencies

TE View Organization Records Reports Tools Help User: Proctor Smith Version: 3.0 build 81

Agencies 9999 - Janice Fake...

New Save Cancel Delete Duplicate 1 / 1

**Agency Information**

Agency: 9999 - Janice Fake Agency

CDS/Vendor Code: Funding Sources:

WTUs Available: 600

**Agency Identification**

Current Program Year: 7/1/2020 - 6/30/2021

IDs Autogeneration Method: None **Change Method**

**Agency Contact**

Contact ID: N/A

Person Title: Full Name: N/A

Address: N/A

State: California City: N/A Zip: N/A

Phone: N/A Fax: N/A

Cell Phone: N/A Email: jfera@casas.org

**Change ID Autogeneration Method**

Three ID autogeneration methods are available to select from. One has a fixed format, while the other two have a customizable format.

For customizable formats, once all parameters are selected you get the number of possible IDs to generate, plus a sample of an autogenerated ID.

Switching to autogenerated IDs **does not change any existing data**. The autogeneration method only applies to new student records.

**ID Autogeneration Method:**

None

None

Random

Fixed 10-character

Name + DOB + Random

# Wizard: Autogeneration Method

**Change ID Autogeneration Method**

Three ID autogeneration methods are available to select from. One has a fixed format, while the other two have a customizable format.

For customizable formats, once all parameters are selected you get the number of possible IDs to generate, plus a sample of an autogenerated ID.

Switching to autogenerated IDs **does not change any existing data**. The autogeneration method only applies to new student records.

**ID Autogeneration Method:** Random

Numeric or alphanumeric IDs of chosen length, randomly generated

**ID Type**

☐ Numeric IDs ☒ Alphanumeric IDs

**ID Length**

☐ 5 characters ☒ 6 characters ☐ 7 characters ☐ 8 characters ☐ 9 characters

The current selections allow for 2,176,755,482 unique IDs  
A sample of autogenerated ID using current selections: **O2EM47**

OK Cancel

# For more information...

- Automatically Generating IDs Overview document
  - [https://www.casas.org/docs/default-source/training-materials/steps-for-using-the-id-autogeneration-method.pdf?sfvrsn=66d305a\\_2](https://www.casas.org/docs/default-source/training-materials/steps-for-using-the-id-autogeneration-method.pdf?sfvrsn=66d305a_2)
- How to collect student demographics during eTests:
  - <https://www.casas.org/docs/default-source/training-materials/steps-to-collect-student-information-with-etests-testing.pdf?>
- TE Basics “How To” Manual (2021 Edition)
  - [https://www.casas.org/docs/default-source/training-materials/topspro-enterprise-basics-training.pdf?sfvrsn=cc06325a\\_8?Status=Master](https://www.casas.org/docs/default-source/training-materials/topspro-enterprise-basics-training.pdf?sfvrsn=cc06325a_8?Status=Master)

# Summary: Autogenerate Student IDs

- Creates unique STUDENT IDs
  - Three different formats
  - Billions of possible sequences
  - Secure, alphanumeric identifiers
- Fully-automated within TE and eTests
- Reduces overhead for remote student record creation
  - Won't change EXISTING data

# Windows 11

- Microsoft has released the massive update called Windows 11
- TE and eTests have been tested in this environment... so when you're ready to migrate we've already got you covered.



# Thanksgiving Weekend 2021 – Server Maintenance



## Maintenance Notification

CASAS eTests and TOPSpro Enterprise and will be unavailable from 11:00 pm Pacific November 24 to the end of day November 28, for maintenance and upgrades.

Thank you for your understanding. Enjoy the Thanksgiving Holiday!

CASAS Tech Support



CASAS, 5151 Murphy Canyon Road, Suite 220, San Diego, CA 92123  
1-800-255-1036 or 858-292-2900

[www.casas.org](http://www.casas.org)  
[casas@casas.org](mailto:casas@casas.org)

# CASAS News

# Live Facilitated Training

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- Live Facilitated Implementation Trainings resume in January
- For November and December:
  - Complete Self-Study, Online Implementation Training
- Live Overview: TOPSpro Enterprise (TE)
  - Thursday, December 9
  - 10 to 11:30 a.m. Pacific
- [CLICK to register](#)

# National TE Network Meetings

- Meetings will focus on:
  - NRS guidelines
  - Learning “tips and tricks” from accomplished TE practitioners
  - TE features such as the TE Proxy Wizard
  - Test results and reports
- Confer online with TE data managers and CASAS assessment coordinators from all states to network and share best practices for testing and data collection.
- Participants will drive the session with their questions and needs.
- Every other month, on Fridays at 9 am Pacific/Noon Eastern.  
**Next meeting: January 14, 9 am – 10:30 am Pacific**
- Meeting info will be posted in “What’s New” on CASAS website.
- [CLICK to register](#)

# Help Documentation & Videos

## CASAS Homepage

### What's New Remote Testing

- [Getting started with CASAS eTests](#)
- [Live Facilitated Training Registration](#)
- [Office Hours Registration](#)
- [News and Updates Webinars](#)
- [Field Testing Opportunities](#)
- [EL Civics Exchange](#)
- [Fairness and Equity Statement](#)
- [FAQs](#)
- [Help Documentation & Videos](#)

## Training Homepage

Just getting started with  
CASAS eTests?

- See the [Going Live! Checklist](#) for more information.



### Help Documentation & Videos

- Access an index of helpful training materials, [click here](#).



Training Announcements

## Modules

### ▼ CASAS eTests Implementation

Module 1: CASAS Implementation Basics

Module 2: CASAS eTests Implementation

# Office Hours with CASAS Staff

- Fridays at 11 am Pacific/2 pm Eastern. See the schedule on the CASAS website.
- Join us to get one-on-one support, help, suggestions and just plain old encouragement in using CASAS.
- Attending participants will drive the session with their questions and needs.
- Register for Office Hours at:  
<https://www.casas.org/training-and-support/casas-live-office-hours>

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# Next Monthly News & Updates Webinar

## What's New Remote Testing

- [Getting started with CASAS eTests](#)
- [Live Facilitated Training Registration](#)
- [Office Hours Registration](#)
- [News and Updates Webinars](#)
- [Field Testing Opportunities](#)
- [EL Civics Exchange](#)
- [FAQs](#)

- Wednesday, January 19
- 11 am Pacific/2 pm Eastern
- [Click](#) to register today!



# Thank you for attending!

**Recording of this webinar and the PPT** will all be posted in the What's New/News and Update Webinars section on the CASAS website.

- General CASAS Information, [casas@casas.org](mailto:casas@casas.org)
  - Ask any question - including what materials to order
- Order Department – [orders@casas.org](mailto:orders@casas.org)
  - to place an order or check the status of an order
- Tech Support – [techsupport@casas.org](mailto:techsupport@casas.org)
- Training – [training@casas.org](mailto:training@casas.org)
- eTests Implementation – [golive@casas.org](mailto:golive@casas.org)
- Remote Testing – [remotetesting@casas.org](mailto:remotetesting@casas.org)