

Appendix D

CASAS eTests® Online



D. Administrative Planning Guide

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Overview

This guide assists you in identifying the most appropriate settings available through [CASAS eTests \(ET\) 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 set-up testing sessions for online test administration.

CASAS hosts three online databases: One to complete online exercises using a fictional database; one for training at your agency; and one for production where test administration takes place. We encourage all staff involved with test administration to access their training agency database and test-drive the application as a dry-run of the testing environment. Additionally, we encourage staff to administer several tests to themselves on the training database to understand fully how the online application delivers various computer-based tests.

Once you have the assurance that your testing sessions are configured appropriately, this guide can serve as a local policy for administering web-based assessment. The session configurations should not be altered arbitrarily by anyone not authorized to do so unless a decision is made to change the local policy.

For more information about proper administration of CASAS assessments and use of results, visit [Testing Guidelines](#) on the CASAS website.

What's included in CASAS eTests Online?

CASAS eTests brings together two types of computer-delivered assessment:

- Computer-based tests (CBT) are electronic versions of standard CASAS test forms.
- Computer-adaptive tests (CAT) draw from an extensive CASAS item bank that customizes assessments to the ability of each test-taker.

Programs (including WIA Title I and Title II-funded) confidently use CASAS eTests for appraisal and progress testing because the standard CASAS test forms available (CBT) are validated by the U.S. Departments of Education and Labor. Programs not required to administer parallel fixed-form tests often prefer CAT assessments because they provide maximum accuracy and speed.

Modalities	Included in CASAS eTests		Fixed Forms (CBT)
Reading	Employability Reading	ECS	011R, 012R, 013R, 014R, 114R, 015R, 016R, 116R, 017R, 018R
Reading	Workplace Reading	WLS	011R, 012R, 213R, 214R, 215R, 216R, 017R, 018R
Reading	Life and Work Reading	LW	081R, 082R, 081RX, 082RX, 083R, 084R, 085R, 086R , 187R, 188R
Reading	– Option 1 (work-oriented)		081R, 082R, 081RX, 082RX, 083R, 084R, 185R, 186R , 187R, 188R
Reading	– Option 2 (life-skills oriented)		081R, 082R, 081RX, 082RX, 083R, 084R, 085R, 086R, 185R, 186R , 187R, 188R
Reading	– Option 3 (life and work oriented)		
Reading	*Functional Writing – Written Prompt	WP	187R, 188R
Reading	Secondary Level Assessment	SLA	
Reading	– Language Arts		513R, 514R
Reading	– American Government		525R, 526R
Reading	– United States History		527R, 528R
Reading	– Biological Science		529R, 530R
Reading	– World History		533R, 534R
Reading	– Physical Science		535R, 536R
Reading	CAHSEE English Language Arts Readiness	CAHSEE	540R
Reading	*Workforce Skills Certification	WSCS	551R
Reading	Reading for Citizenship	CIT	951R, 952R, 951RX, 952RX
	*Requires additional training for implementation		

Appendix D

Modalities	Included in CASAS eTests	Fixed Forms (CBT)	
Math	Employability Math	ECS	011M, 012M, 013M, 014M, 015M, 016M, 017M, 018M
Math	Workplace Math	WLS	011M, 012M, 213M, 214M, 215M, 216M, 017M, 018M
Math	*Functional Writing – Written Prompt	WP	015M, 016M
Math	Life Skills Math – 30 series	LS	031M, 032M, 033M, 034M, 035M, 036M, 037M, 038M
Math	Secondary Level Assessment – Mathematics	SLA	505M, 506M
Math	CAHSEE Mathematics Readiness	CAHSEE	539R
Math	*Workforce Skills Certification	WSCS	551M
Listening	Life Skills Listening – 50 series	LS	051L, 052L, 053L, 054L, 055L, 056L
Listening	Employability Listening – 60 series	ECS	051L, 052L, 063L, 064L, 065L, 066L
Listening	Life and Work Listening – 80 series	LW	081L, 082L, 083L, 084L, 085L, 086L
Listening	Citizenship – Government and History	CIT	965C, 966C
Writing	*Functional Writing – Written Prompt	WP	900W, 901W, 902W, 903W, 904W
Problem Solving	*Workforce Skills Certification – Banking	WSCS	562P
Problem Solving	– Health		572P
Problem Solving	– High-Tech		582P
Problem Solving	– Telecommunications		583P
Problem Solving	– Construction		584P
Critical Thinking	*Workforce Skills Certification – Banking	WSCS	562T
Critical Thinking	– Health		572T
Critical Thinking	– High-Tech		582T
Critical Thinking	– Telecommunications		583T
Critical Thinking	– Construction		584T
Listening	Appraisals – Employability	ECS	050L
Listening	– Life Skills	LS	050L
Reading, Listening	– Life and Work	LW	080R, 080L
Reading, Math	– Employability Competency System	ECS	130R, 130M
Reading, Math	– Workforce Learning Systems	WLS	230R, 230M
	*Requires additional training for implementation		

Modalities	Included in CASAS eTests	Computer-Adaptive Tests (CAT)	Forms	
Reading Math	CAT Locator <ul style="list-style-type: none"> – Appropriate for <i>WIA I Youth</i> programs to determine eligibility (Basic skills deficient Y/N) and NRS Educational Functioning Level (EFL) placement > training > post-test fixed form (to determine EFL gain). – Appropriate for <i>WIA II programs</i> to determine EFL placement level > training > post-test fixed form (to determine EFL gain). 	<p>7-9 randomly-selected test items to locate an appropriate-level fixed-form pretest and administer in the same sitting.</p> <p>Average test-administration time for the locator is 10-15 minutes followed by the recommendation of 60 minutes for the pretest.</p>	102R 102M	
Listening	Fixed-form Locator <ul style="list-style-type: none"> – Appropriate for <i>WIA I Youth</i> programs to determine eligibility (Basic skills deficient Y/N) and NRS Educational Functioning Level (EFL) placement > training > post-test fixed form (to determine EFL gain). – Appropriate for <i>WIA II programs</i> to determine EFL placement level > training > post-test fixed form (to determine EFL gain). 	<p>9 fixed test items divided into three parts to locate an appropriate-level fixed-form pretest and administer in the same sitting.</p> <p>Average test-administration time for the locator is 10-15 minutes. Listening tests auto-advance and test administration times take between 40 and 50 minutes.</p>	LS ECS LW	050L 060L 089L
Reading Math	Long CAT <ul style="list-style-type: none"> – Appropriate for <i>WIA I Adults</i> for accurate and quick administration to determine basic skills levels; readiness for job training, job matching. 	<p>17-20 randomly selected test items. Use for placement, to determine eligibility, or for pre/post-testing. Average test-administration time is 30-40 minutes.</p>	101R 101M	

What programs will use CASAS eTests Online?

CASAS eTests Online may be used for multiple instructional and training programs, for pre/post-testing to measure progress, and to determine placement or eligibility into a program. Testing sessions may be created to meet the specific assessment needs or requirements of each program.

The next few sections walk you through the decision-making process necessary to configure your testing sessions, at least initially, on the CASAS eTests Online databases. You may change any setting or option as needed. Once testing sessions are configured, you are ready to conduct test administration at any time, when needed, by simply starting and stopping the sessions.

Identify Program(s)		
Check all that apply		
	Basic Skills (ABE)	<input type="checkbox"/>
	ESL	<input type="checkbox"/>
	ESL/Citizenship	<input type="checkbox"/>
	Citizenship	<input type="checkbox"/>
	High School Diploma	<input type="checkbox"/>
	GED	<input type="checkbox"/>
	Spanish GED	<input type="checkbox"/>
	Career/Tech Ed	<input type="checkbox"/>
	Workforce Readiness	<input type="checkbox"/>
	Adults w/Disabilities	<input type="checkbox"/>
	Health & Safety	<input type="checkbox"/>
	Home Economics	<input type="checkbox"/>
	Parent Education	<input type="checkbox"/>
	Older Adults	<input type="checkbox"/>
	Other Program:	<input type="checkbox"/>
	ROCP	<input type="checkbox"/>

What modalities will you use in your program(s)?

Multiple modalities may be administered simultaneously with CASAS eTests Online. Typically, WIA I, ABE, and ASE programs administer reading and math, whereas ESL programs typically administer reading and listening. Writing, problem solving, and critical thinking assessment require additional training.

Program(s)	Select Modality							
Circle all that apply	R = Reading M = Math L = Listening *W = Writing C = Citizenship *P = Problem Solving *T = Critical Thinking							
Basic Skills (ABE)	R	M	L	W	C	P	T	
ESL	R	M	L	W	C	P	T	
ESL/Citizenship	R	M	L	W	C	P	T	
Citizenship	R	M	L	W	C	P	T	
High School Diploma	R	M	L	W	C	P	T	
GED	R	M	L	W	C	P	T	
Spanish GED	R	M	L	W	C	P	T	
Career/Tech Ed	R	M	L	W	C	P	T	
Workforce Readiness	R	M	L	W	C	P	T	
Adults w/Disabilities	R	M	L	W	C	P	T	
Health & Safety	R	M	L	W	C	P	T	
Home Economics	R	M	L	W	C	P	T	
Parent Education	R	M	L	W	C	P	T	
Older Adults	R	M	L	W	C	P	T	
Other Program:	R	M	L	W	C	P	T	
ROCP	R	M	L	W	C	P	T	
*Requires additional training for implementation								

What test series will your programs use?

CASAS eTests Online delivers two types of web-based assessment – computer-based tests (CBT) and computer adaptive tests (CAT) through a repertoire of multiple test series in reading, math, and listening, from beginning basic skills through adult secondary levels. Depending if your program allows, you may choose the Long CAT in place of using a specific test series with alternate fixed-forms.

Program(s)		Select Fixed-Form/Test Series								
Circle all that apply		LW = Life and Work ECS = Employability Competency System LS = Life Skills WLS = Workforce Learning Systems SLA = Secondary Level Assessment *WP = Written Prompt *WSCS = Workforce Skills Certification System CIT = Government and History CAT = Long computer-adaptive test								
Basic Skills (ABE)		LW	ECS	LS	WLS	SLA	WP	WSCS	CIT	CAT
ESL		LW	ECS	LS	WLS	SLA	WP	WSCS	CIT	CAT
ESL/Citizenship		LW	ECS	LS	WLS	SLA	WP	WSCS	CIT	CAT
Citizenship		LW	ECS	LS	WLS	SLA	WP	WSCS	CIT	CAT
High School Diploma		LW	ECS	LS	WLS	SLA	WP	WSCS	CIT	CAT
GED		LW	ECS	LS	WLS	SLA	WP	WSCS	CIT	CAT
Spanish GED		LW	ECS	LS	WLS	SLA	WP	WSCS	CIT	CAT
Career/Tech Ed		LW	ECS	LS	WLS	SLA	WP	WSCS	CIT	CAT
Workforce Readiness		LW	ECS	LS	WLS	SLA	WP	WSCS	CIT	CAT
Adults w/Disabilities		LW	ECS	LS	WLS	SLA	WP	WSCS	CIT	CAT
Health & Safety		LW	ECS	LS	WLS	SLA	WP	WSCS	CIT	CAT
Home Economics		LW	ECS	LS	WLS	SLA	WP	WSCS	CIT	CAT
Parent Education		LW	ECS	LS	WLS	SLA	WP	WSCS	CIT	CAT
Older Adults		LW	ECS	LS	WLS	SLA	WP	WSCS	CIT	CAT
Other Program(s):		LW	ECS	LS	WLS	SLA	WP	WSCS	CIT	CAT
ROCP		LW	ECS	LS	WLS	SLA	WP	WSCS	CIT	CAT
		*Requires additional training for implementation								

What appraisal/locator will you use?

Refer to page 78 to determine which appraisal/locator is appropriate for use in your program(s).

Program(s)	Select Appraisal/Locator						
Circle all that apply	050 = Life Skills Listening Appraisal 080 = Form 80 Appraisal (reading, listening) *089 = Short Listening Locator *102 = Short CAT Locator (reading, math) 130 = ECS Appraisal Form (reading, math) 230 = Workplace Appraisal (reading, math)						
Basic Skills (ABE)	050	060	080	089	102	130	230
ESL	050	060	080	089	102	130	230
ESL/Citizenship	050	060	080	089	102	130	230
Citizenship	050	060	080	089	102	130	230
High School Diploma	050	060	080	089	102	130	230
GED	050	060	080	089	102	130	230
Spanish GED	050	060	080	089	102	130	230
Career/Tech Ed	050	060	080	089	102	130	230
Workforce Readiness	050	060	080	089	102	130	230
Adults w/Disabilities	050	060	080	089	102	130	230
Health & Safety	050	060	080	089	102	130	230
Home Economics	050	060	080	089	102	130	230
Parent Education	050	060	080	089	102	130	230
Older Adults	050	060	080	089	102	130	230
Other Program(s):	050	060	080	089	102	130	230
ROCP	050	060	080	089	102	130	230

Advanced Edit

CASAS eTests Online provides advanced features that allow you to customize testing sessions to meet specific needs or requirements of your programs. Testing sessions also may be configured to satisfy a specific purpose, such as for accommodations. Each testing session may be configured differently and run simultaneously among the same registered testing stations.

These next sections walk you through the decision-making process of deciding what, if any, advanced options and settings you may want to incorporate into your testing sessions. Advanced configuration enables additional tabs and enhanced scheduler. Defaults are built into the application and identified on the Options, Registration, Layout, and Admin tabs.

What options will you use in your programs?

Identify the options that you plan to incorporate with programs using CASAS eTests Online. You can customize these options per program, testing session, testing station, and per student.

Identify Option(s)			
*System Default(s)	✓ Yes	Specify Program(s)	✓ No
Return to test menu after locator/appraisal	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
Use locator or appraisal for posttests too	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
Limit Locator to ## Minutes	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
Allow 'I don't know' option on locator	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
Limit appraisals and tests to ## Minutes	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
Allow 'I don't know' option on tests and appraisals	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
*Allow student to select class from other sites	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
Allow student to select class	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
Select default site for class:	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
Select default class:	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

How will you conduct registration for each program using CASAS eTests?

You may create duplicate testing sessions to accommodate initial intake and ongoing testing for the same program. For example an intake session typically would *not* “Lock creation of new students” so that records may be added to the database at time of test administration, whereas an ongoing session may have “Lock creation of new students” enabled to avoid any risk of duplicated or mismatched records. Both sessions may be active at the same time to serve both needs simultaneously.

Identify Program(s)			*System Default(s)					
*System Default	Lock creation of new students	Allow only specified students	*Find students in other sites	Collect student demographics	Collect statuses and goals	*Allow update on student information	*Collect program information	Select default program
Check all that apply								
Basic Skills (ABE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ESL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ESL/Citizenship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Citizenship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High School Diploma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish GED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Career/Tech Ed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workforce Readiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults w/Disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Economics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older Adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Program(s):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROCP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What toolbar display options will you use in your programs?

You may dictate what appears in the retractable toolbar that displays along the top of the test-taker's screen during test administration.

Identify Program(s)				*System Default(s)			
*System Default(s)	*Show student code	*Show student name	*Show form number	*Show remaining items	*Show remaining time	*Show scale buttons	Open Pinned
Check all that apply							
Basic Skills (ABE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ESL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ESL/Citizenship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Citizenship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High School Diploma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish GED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Career/Tech Ed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workforce Readiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults w/Disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Economics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older Adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Program(s):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROCP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What end test display options will you use in your programs?

You have the option to present a [Personal Score Report](#) at the end of test administration with the following information.

Identify Program(s)	*System Default(s)				
*System Default(s)	*Show End Test Report	*Show Raw Score	Show Scale Score	Show Fail/Pass	*Allow Print Report
Circle all that apply					
Basic Skills (ABE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ESL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ESL/Citizenship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Citizenship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High School Diploma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish GED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Career/Tech Ed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workforce Readiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults w/Disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Economics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older Adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Program(s):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROCP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Admin

Admin settings generally are not changed unless a specific need arises in any of the described areas requiring an override of a system default. These settings may be applied to specific testing sessions without affecting other sessions.

	System Defaults	Edit Config
Allow Session To Start in Advance With ## Minutes	30	
Min Session Supervise Hours #	1	
Max Session Supervise Hours #	8	
Days Between Tests Of The Same Modality #	1	
Days Between Repeating The Same Test #	1	

Create new session using the wizard

CASAS recommends using the wizard when first becoming familiar with creating sessions. The wizard ensures that all necessary selections are made in five simple steps to begin administering tests over the Internet with minimal effort. This is “Simple” configuration.

Here are the basic steps you would expect to create for a testing session using “Simple” configuration:

1. Session Name and Site
2. Date and Time Schedule
3. Assessment Modalities
4. Testing Stations
5. Finalize
 - a. Create Session
 - i. session automatically saved; continue to Step 19
 - b. Create and Start Session
 - i. session automatically saved; continue with steps to Manage a Session
 - c. Go to Advanced Edit
 - i. session not yet saved; continue with steps for Advanced Configuration

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