Managing Sessions

This document provides a step-by-step tutorial on how to manage a session for testing. A certified proctor performs these steps in conjunction with steps to administer a test.

1) Go to: https://etestsonline.org/

2) Click Sign In.

APPLICATION MANAGEMENT LOGIN

3) Proctor enters user credentials.
   a. Agency ID
      i. Provided by CASAS.
   b. User
      i. Use e-mail address.
   c. Password
      i. Typically set with 10-digit passcode from certificate.

4) Click Login
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5) Click Testing Sessions

6) From the Testing Sessions Lister, scroll or filter for your session.

7) Click Start for the session you are assigned to proctor.

SESSION MANAGEMENT

8) Select Max Supervise Hours you are assigned to proctor.

9) Click Start again to acknowledge responsibility for proctoring the session.
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10) Monitor Session Activity

- **Note!** Track test-takers throughout the test administration process.

  a. Click **Remove** to move an unused station and add to another active session.
  b. Click **Move** to transfer a test-in-progress to another station available within the same active session.
  c. Click **Abort** to cancel a test-in-progress without scoring.

- **Note!** You can also click from the **Testing Sessions Lister** to access the **Session Activity** window for any active session.

**ADMINISTER TESTS**

- Follow instructions to **Administer Tests**.

11) Click **Add Stations** at the bottom of the **Session Activity** window to find an unused station and add it to the active session if additional machines are needed.

  a. From the pop-up, check box(s) to pick station(s), or expand the filter to search for stations.
  b. Click **Add** or **Select All** at the bottom of the pop-up to add stations to the active session.

- **Note!** Only non-active, registered stations at the corresponding **Site** will appear on this list.
12) Click **Manage** to interrupt an active session. From the pop-up:
   a. Click **Stop** to end the testing session.
   b. Click **Suspend** to suspend your testing session and resume later.
   c. Click **Continue** to continue your testing session if the session is not expired (e.g. session’s end date or time < current date or time).
   d. Click **Cancel** to leave the active session in its current state and return to managing session activity.

   ✓ **Note!** You can also click from the *Testing Sessions Lister* to access the *Session Management* pop-up for any active session.

13. Click **Back** to return to the main menu.

14. Click **Logout** to exit the application.

   ✓ **Note!** Don’t forget to STOP a session when students are no longer testing. This is very important to ensure test security.

15. Close your **web browser**.