

CASAS eTests® Online



Administrative Planning Guide

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Overview

This guide assists you in identifying the most appropriate settings available through [CASAS eTests Online](#) to meet the assessment needs of your programs. You have the option to create testing sessions using simple or advanced configuration. Simple configuration allows you to create sessions and begin administering tests with minimal effort. Advanced configuration allows you to enhance delivery of CASAS web-based tests with additional options and settings. After completing this guide, you will use this information to create testing sessions online.

The [Administrative Planning Guide](#) (Appendix C) assists you with identifying the most appropriate settings available through [CASAS eTests Online](#) to meet the assessment needs of your programs. We encourage you to use this guide to engage in discussion with others involved with [implementing CASAS eTests Online](#) at your agency. The decisions you make together will establish your local agency's policy for administering CASAS web-based tests.

You have the option to create testing sessions using simple or advanced configuration. Simple configuration allows you to create sessions and begin administering tests with minimal effort. Advanced configuration allows you to enhance delivery of CASAS web-based tests with additional options and settings. After completing this guide, you will use this information to create testing sessions online.

With a completed guide, we offer an interactive webinar with landline audio connection to *Jump-Start! CASAS eTests Online together with TOPSpro Enterprise Online Implementation*. This session focuses on participants setting up testing sessions to prepare for live test administration. This includes customizing sessions that enhance delivery of CASAS web-based tests. This session is appropriate for those who are involved with [implementing CASAS eTests Online](#) and have been introduced to the online system. Prerequisites to participating in a jump start session include completion of [Coordinator](#) and [Proctor](#) certification; submission of an [Online Site Agreement](#); and a computer prepared for participation that runs Microsoft Windows with [.NET Framework 4](#) (or later) and [Silverlight 5](#) (or later) plug-ins. Jump start sessions are scheduled for 90 minutes. Please check the CASAS [Training Registration](#) list of workshops for the next available Jump Start!

After completing this guide, join us at the next [Jump-Start! CASAS eTests Online Implementation](#) workshop to help you get started. This session focuses on participants setting up testing sessions to prepare for live test administration. This includes customizing sessions that enhance delivery of CASAS web-based tests. This session is appropriate for those who have been introduced to the online system and completed related CASAS eTests certifications and agreements. This session is appropriate for individuals who are involved with [Implementing CASAS eTests Online](#). Prerequisites include [Coordinator](#) and [Proctor](#) Certification; [Online Site Agreement](#); computer running Microsoft Windows with [.NET Framework 4](#) (or later) and [Silverlight 5](#) (or later) plug-ins. Plan to participate for 90 minutes.

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 web-based 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 – Both life and work emphasis at Level C – Life emphasis at Level C – Work emphasis at Level C	LW	081R, 082R, 081RX, 082RX, 083R, 084R, 085R, 086R, 185R, 186R , 187R, 188R
Reading			081R, 082R, 081RX, 082RX, 083R, 084R, 185R, 186R , 187R, 188R
Reading			081R, 082R, 081RX, 082RX, 083R, 084R, 085R, 086R , 187R, 188R
Reading	*Functional Writing – Written Prompt	WP	187R, 188R
	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		

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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 Problem Solving Problem Solving Problem Solving Problem Solving	*Workforce Skills Certification – Processing Data and Money Transactions – Helping People and Maintaining Safety – Analyzing Production and Promoting Teamwork – Providing Customer Service and Solutions – Working with Materials and Measurement	WSCS	562P 572P 582P 583P 584P
Critical Thinking Critical Thinking Critical Thinking Critical Thinking Critical Thinking	*Workforce Skills Certification – Processing Data and Money Transactions – Helping People and Maintaining Safety – Analyzing Production and Promoting Teamwork – Providing Customer Service and Solutions – Working with Materials and Measurement	WSCS	562T 572T 582T 583T 584T
Listening Listening Reading, Listening Reading, Math Reading, Math	Appraisals – Employability – Life Skills – Life and Work – Employability Competency System – Workforce Learning Systems	ECS LS LW ECS WLS	050L 050L 080R, 080L 130R, 130M 230R, 230M
*Requires additional training for implementation			

Modalities	Included in CASAS eTests	Computer-Adaptive Tests (CAT)	Forms	
Reading Math	<p>CAT Locator</p> <ul style="list-style-type: none"> – Appropriate for <i>WIA, Title 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	<p>Fixed-form Locator</p> <ul style="list-style-type: none"> – Appropriate for <i>WIA, Title 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, Title 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	<p>Long CAT</p> <ul style="list-style-type: none"> – Appropriate for <i>WIA, Title 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 program(s) 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.

Refer to pages 20-21 for program details.

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. Refer to *Section 3.2.2. Modalities Tab* in the *CASAS eTests Online User Guide* for more information.

Program(s)		Select Modality						
Check all that apply		R = Reading M = Math L = Listening *W = Writing C = Citizenship *P = Problem Solving *T = Critical Thinking						
✓		Circle all that apply						
	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 program(s) 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. Refer to **Section 3.2.2. Modalities Tab** in the CASAS eTests Online User Guide for more information.

Program(s)	Select Fixed-Form/Test Series									
Check 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									
	Circle all that apply									
✓										
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									

Will you use a locator or appraisal?

For a list of available locator and appraisal forms, please reference pages 5-6 in this guide. To help determine use of a locator vs. an appraisal, please refer to *Section 3.2.2. Modalities Tab* in the CASAS *eTests Online User Guide*.

Program(s)	Locator/Appraisal						
Check all that apply	<p> 050 = Life Skills Listening Appraisal 080 = Form 80 Appraisal (reading, listening) *089 = Short Listening Locator *102 = Short CAT Locator (reading, math) 130 = ECS Appraisal (reading, math) 230 = Workplace Appraisal (reading, math) </p>						
✓	Circle all that apply						
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 each program. Testing sessions also may be configured to satisfy a specific purpose, such as providing 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 program(s)?

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. *Refer to Section 4.2.1 Options Tab in the CASAS eTests Online User Guide for more information.*

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 post-tests 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"/>
Hide practice tests	<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. Several sessions may be active at the same time using the same registered stations to serve various assessment needs simultaneously. Refer to **Section 4.2.2 Registration Tab** in the *CASAS eTests Online User Guide* for more information. In addition, please reference pages 18-24 in this guide for details on registration information.

Identify Program(s)				*System Default(s)					
*System Default	Lock creation of new students	Allow only specified students	Collect student demographics	*Collect program information	Select default program	*Find students in other sites	*Allow update on student info.	Collect statuses and goals	Collect zip code
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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<input type="checkbox"/>

What toolbar display options will you use in your program(s)?

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 ID	*Show student name	*Show form number	*Show remaining items	*Show remaining time	*Show scale buttons	Open Pinned (coming soon)
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 program(s)?

You have the option to present a [Personal Score Report](#) at the end of test administration with the following information. *Please reference page 25 in this guide for examples.*

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	User Preference(s)
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

Student Demographics Details

Demographic Field	Demographic Details	
*Student Code	<p>Enter the unique identification (ID) code used consistently on all subsequent forms. This is typically a local agency-assigned code, or may be a Social Security number. An ID code may be entered with all alpha, all numeric, or a combination of alpha-numeric characteristics. An ID code may also contain symbols such as dashes, slashes, or periods, and spaces.</p> <p><i>*Note: This field is critical and links all student information by their unique ID code. Students must use one unique ID code for all testing to accurately track the student's test history, learning results and progress within the program year.</i></p>	
Student Name	<p>Enter first name, middle name or initial (optional), and then last name. Test-takers with two last names should choose one name and use this name consistently on all subsequent forms.</p>	
Gender	<p>Indicate male or female.</p>	
Date of Birth	<p>Enter date of birth. Mark a leading zero for days less than 10. Mark 19 or 20 for birth years during the 1900 or 2000.</p>	
Highest Grade Level Completed	<p>Indicate the number of years of formal schooling completed. Schooling in the United States or abroad is included.</p>	
	I earned the above outside of the U.S.	<p>Indicate if formal schooling was completed outside the United States.</p> <p>If some schooling was completed in the U.S., and some outside the U.S., then mark this only if more than 50% was completed outside the U.S.</p>
Highest Diploma / Degree Earned	<p>Mark one. Indicate the highest credential or degree achieved. Schooling in the United States or abroad is included.</p>	
	<p>None = Has no high school level diploma or GED certificate.</p> <p>GED Certificate = Received an official GED certificate issued by the state GED office.</p> <p>High School Diploma = Received a high school diploma, adult high school diploma, or a modified high school diploma.</p> <p>Technical/Certificate = Received a certificate of completion in a professional/technical program. (Examples: welding, cosmetology, phlebotomy, nurse's assistant)</p> <p>Some College, No Degree = Has enrolled in an accredited institution but has not earned a degree.</p> <p>A.A. / A.S. Degree = Has a two-year degree from an accredited institution.</p>	

Demographic Field		Demographic Details	
	4-yr. College Graduate	=	Has a four-year degree from an accredited institution; i.e., bachelor of arts or science degree.
	Graduate Studies	=	Has completed accredited course work beyond a four-year degree.
	Other Diploma/Degree	=	Was awarded some type of diploma not included above.
	I earned the above outside of the U.S.		Please indicate whether the diploma or degree was earned outside the United States.
Native Language		Mark one. Indicate the prevalent language spoken in the home as a child.	
Ethnicity	Mark one. Indicate the group with which you primarily identify:		
	Hispanic or Latino	=	Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
	Not Hispanic or Latino	=	Not included in the above definition.
Race	Mark one or more, according to your origins:		
	White	=	A person who has origins in any of the original peoples of Europe, North Africa, or the Middle East but not of Hispanic culture or origin.
	Asian	=	A person who has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (e.g., China, India, Japan, and Korea).
	Black or African American	=	A person who has origins in any of the Black racial groups of Africa.
	Native Hawaiian / Pacific Islander	=	A person who has origins as a native of the Hawaiian Islands or the other islands of the Pacific, such as the Philippine Islands and Samoa.
	Filipino	=	A native or inhabitant of the Philippines.
	American Indian or Alaska Native	=	A member of any of the indigenous peoples of North, Central, or South America, esp those of North America. Also called: Native American.

Program Information Details

Program Info	Program Details
Mark the instructional program(s) of current or anticipated enrollment.	
Basic Skills (ABE)	= For adults who lack competence in reading, writing, speaking, problem solving, or computation at a level necessary to function in society, on a job, or in a family.
ESL	= Helps adults who are limited English proficient achieve competence in the English language.
ESL / Citizenship (231 Program)	= Helps adults who are limited English proficient achieve competence in English with focus on language skills necessary to obtain citizenship.
Citizenship	= Class to obtain U.S. citizenship.
High School Diploma	= Traditional high school diploma or alternative high school or adult high school diploma.
GED	= Preparation for the GED test. Includes learners working on a GED in languages other than English (i.e. Spanish GED).
Spanish GED	= Leave blank.
Career / Tech Ed.	= Sequence of courses that relate directly to the preparation of individuals in paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree.
Workforce Readiness	= Helps participants identify occupational goals and acquire skills necessary to obtain and keep jobs. This may include: <ul style="list-style-type: none"> • Job seeking and job-keeping skills • Work habits training • Career decision-making • Career assessment • Job placement
Adults w/Disabilities	= Persons with physical or mental impairments who, because of their limitations, cannot succeed without special education assistance, or who require a modified program. Includes persons with the following impairments: <ul style="list-style-type: none"> • Developmental disability • Deafness or hearing impairments • Blindness or visual impairments • Emotional/mental disability • Physical disabilities • Traumatic brain injury • Neurological disability
Health & Safety	= Prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in maintaining job-related health and safety standards.

Program Info	Program Details
Home Economics	= Family and consumer education instruction including: <ul style="list-style-type: none"> • Development of positive self-concept • Understanding personal growth • Development and relationships with peers and family members in the home, school, and community (including men, women, minorities and persons with disabilities)
Parent Education	= Program of services that are of sufficient intensity in terms of hours, and of sufficient duration, to make sustainable changes in a family, and that integrate all of the following activities: <ol style="list-style-type: none"> a. Interactive literacy activities between parents and their children b. Training for parents regarding how to be the primary teacher for their children and full partners in the education of their children c. Parenting skills
Older Adults	= Services for older adults as determined by their agency.
Other Program	= Test-taker is enrolled in a program not listed.
ROCP	Regional Occupational Centers and Programs (ROCP) are designed to provide quality career preparation and technical education.

Personal and Labor Force Statuses Details

Personal Status	Personal Status Details
Mark all that apply.	
TANF =	Individual receives funds through, or are eligible for Temporary Assistance to Needy Families (TANF), California Work Opportunity Responsibility to Kids (CalWORKs), or welfare. <i>Note: The California Department of Education (CDE) requires that CalWORKs test-takers mark TANF. Refer to Supplemental Instructions for CalWORKs test-takers in the Administration Manual for California.</i>
Other Public Assistance =	Test-taker receives federal, state or local financial assistance including: <ul style="list-style-type: none"> • Food stamps • Refugee cash assistance • General assistance • Aid to the blind or totally disabled • Definition does not include: <ul style="list-style-type: none"> ○ Social Security benefits ○ Unemployment insurance ○ Employment-funded disability
WIA Title I =	Test-taker receives employment training or assistance through WIA Title I for: <ul style="list-style-type: none"> • Youth and adult employment activities • Dislocated workers • Displaced homemakers • Low income individuals • Non-traditional employment • Older individuals or youths with significant barriers to employment • Individuals with disabilities Test-taker receives employment or assistance through WIA Title I Subtitle C Job Corps program, or WIA Title I Subtitle D National Programs for: <ul style="list-style-type: none"> • Native Americans • Migrant and Seasonal Farm Workers • Veterans Workforce Investment • Youth Opportunity Grants • Demonstration • Pilot • Multi-service Research or Multi-state Projects • National Emergency Grants
Rehabilitation =	Physical restoration of a sick or disabled person by therapeutic measures and re-education to participate in the activities of a normal life within the limitations of a physical disability.
Enrolled in High School /K12 =	Test-taker enrolled in high school and adult school classes at the same time.

Personal Status	Personal Status Details
Dislocated Worker	= Test-taker received an individual notice of pending or actual layoff from a job, or an individual who received a publicly announced notice of pending or actual layoff.
Veteran	= Test-taker has served in the active military and was discharged or released from such service under conditions other than dishonorable.
Physically Disabled	= Test-taker has a record of, or is regarded as having any type of physical impairment that substantially limits or restricts one or more major life activities, including walking, seeing, hearing, speaking, learning, and working.
Learning Disabled	= Test-taker has a record of, or is regarded as having any type of mental impairment that substantially limits communication or restricts learning and understanding in one or more of the areas of reading, writing, and numeracy.
Displaced Homemaker	= Test-taker has been providing unpaid services to family members in the home and has been dependent on the income of another family member but is no longer supported by that income. Test-taker is unemployed, underemployed, and is experiencing difficulty in obtaining or upgrading employment.
Single Parent	= Test-taker has custodial support of one or more dependent children.
Other	= Any other personal status not listed above.

Labor Force Status	Labor Force Status Details
Please mark one.	
Employed	= Work as paid employees, work in their own business or farm, or work 15 hours or more a week as unpaid workers on a farm or in a business operated by a member of the family. Includes test-takers not currently working but who have jobs or businesses from which they are temporarily absent.
Unemployed	= Not working, but are seeking employment, have made specific efforts to find a job, and are available for work. Includes unemployed who have not looked for work in the last four weeks.
Not Employed / Not Seeking Work	= Not employed, are not seeking employment, and are not retired.
Retired	= Retired and not seeking employment.

Primary and Secondary Goals Details

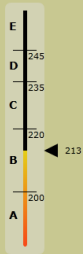
Goals	Goals Details
Attainable Goal Within Current Program Year	Select one primary goal and one secondary goal. Ensure the student indicates a goal he or she hopes to attain within the current program year.
Improve Basic Skills	= Improve overall basic literacy skills.
Improve English Skills	= Improve English literacy skills (e.g. speaking, listening or writing) to enable better communication with others.
High School Diploma / GED	= Achieve sufficient skills and credit hours to earn a state accredited secondary diploma or pass the GED exam.
Get a Job	= Obtain full or part-time paid employment.
Retain Job	= Upgrade skills to enable retention of current job, increase opportunities for promotion, or get a better job.
Enter College or Training	= Achieve skills to enable enrollment in a postsecondary education program or job training program.
Work-Based Project	= Obtain the skills needed to complete a project student activity (i.e. a course of 12-30 hours duration designed to teach specific workplace skills).
Family Goal	= Meet a defined family goal related to instruction with a clearly definable outcome (such as increased involvement in children’s education, reading more to child, or similar goal.)
U.S. Citizenship	= Obtain skills to pass U.S. citizenship test.
Military	= Obtain requirements for entry into the military service.
Personal Goal	= Meet a defined personal goal related to a clearly definable outcome (such as pass a driver’s test or improve reading ability).
None	= No secondary reason for enrollment.
Other Attainable Goal	= Any other goal related to instruction with a clearly definable outcome.

Personal Score Report (PSR) – CASAS eTests Online

eTests Training Personal Score Report
for Thomas Weaver


Your Reading scaled score on form 083R is 213. Your raw score is 20.
Jun 7 2012

Please see your CASAS facilitator to help understand your score.



Intermediate Basic Skills
Can handle basic reading, writing, and computational tasks related to life roles. Can read and interpret simplified and some authentic materials on familiar topics. Can interpret simple charts, graphs, and labels; interpret a basic payroll stub; follow basic written instructions and diagrams. Can complete a simple order form and do calculations; fill out basic medical information forms and basic job applications; follow basic oral and written instructions and diagrams. Can handle jobs and/or job training that involve following basic oral or written instructions and diagrams if they can be clarified orally.

Personal Score Report (PSR) – TOPSpro Enterprise Online

 **Personal Score Report**

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PSR

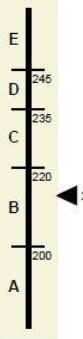
Agency:	126 - Dawn's Training	Class:	003 - ESL - Intermediate High
Site:	6 - 6		

eTests Online Personal Score Report

for 658472356 Avila, Margarita

Your Reading score on form 083R is 213.
Jul 01 2012

Please see your CASAS facilitator to help understand your score.



Intermediate Basic Skills
Can handle basic reading, writing, and computational tasks related to life roles. Can read and interpret simplified and some authentic materials on familiar topics. Can interpret simple charts, graphs, and labels; interpret a basic payroll stub; follow basic written instructions and diagrams. Can complete a simple order form and do calculations; fill out basic medical information forms and basic job applications; follow basic oral and written instructions and diagrams. Can handle jobs and/or job training that involve following basic oral or written instructions and diagrams if they can be clarified orally.

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Shipping and Payment Questions:	orders@casas.org
CASAS Technology Support Team:	techsupport@casas.org

Training Support

For training support or additional information regarding implementation or settings and features of

- [CASAS eTests \(ET\) Online](#), contact Dawn Montgomery (ext. 126, dmontgomery@casas.org)
- [TOPSpro Enterprise \(TE\) Online](#), contact Jay Wright (ext. 141, jwright@casas.org)

Ordering Information

For questions regarding ordering [CASAS eTests \(ET\) Online](#) together with [TOPSpro Enterprise \(TE\) Online](#), please contact Carol Farrell (ext. 123, cfarrell@casas.org).