CASAS On-Site eTesting Instructions

Created by Jenna Weyer - SW ABE, Marshall Region

1. From the proctors computer, go to https://etestonline.org/html5/
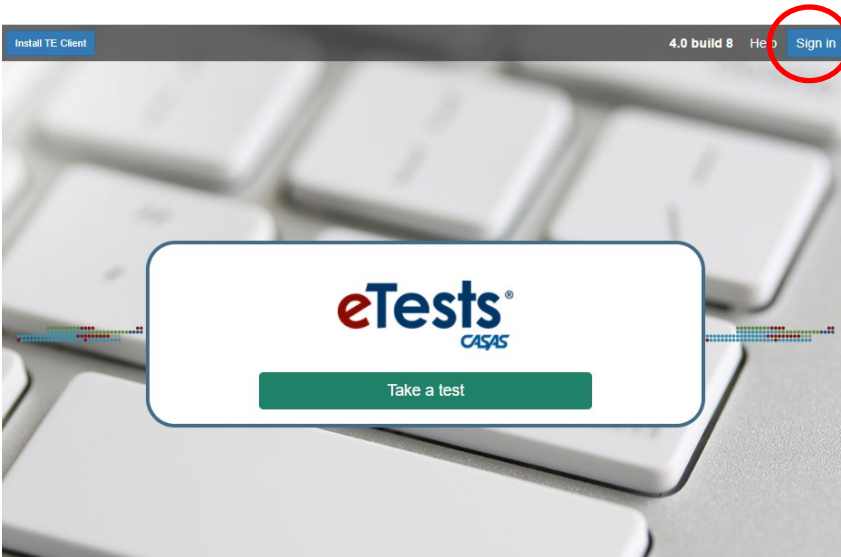
2. Click *sign In* located on the top right.
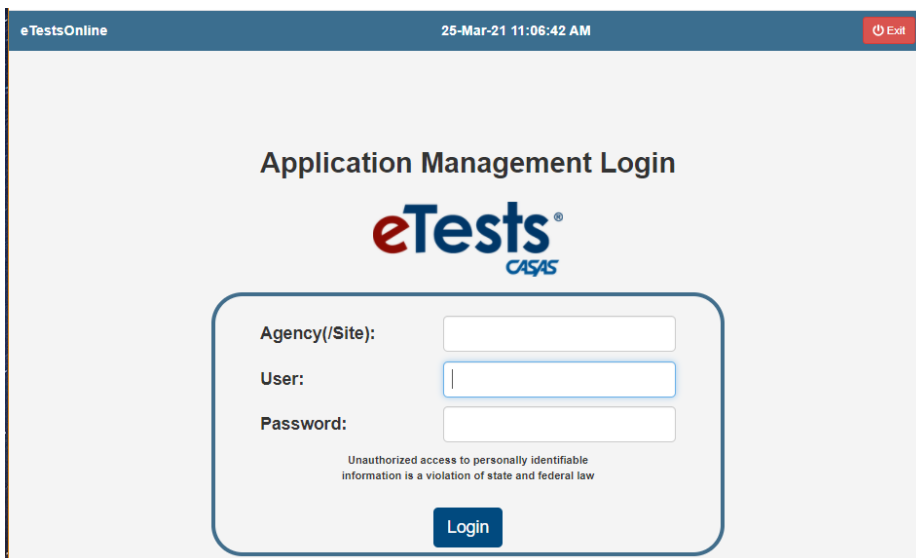
3. Enter login credentials

4. Click *Login*

5. Use the *Filter* feature to narrow down which testing session to start.

(Site and Template Name are the most commonly used filters)

Session Name Column lists each specific test session form.

6. Click the *Start* button found on the far left for the session you choose.

7. Click Start on-site Session.

Test Session Management

I am Jenna Weyer (jenna.weyer@marshall.k12.mn.us)

I acknowledge full responsibility for the proper conduct of managing this testing session.

I will supervise each examinee at each testing station throughout the duration of the testing session.

I will faithfully execute all of my duties as a proctor for which I have been trained.

I agree to uphold the testing code of ethics and will abide by all test security procedures.

Select maximum hours you are assigned to proctor   4   ▾

[**Start on-site session**]   [**Start remote session**]   [Cancel]

8. The *session activity* page appears. Click *Add Stations* found on the lower left.

Session activity

Session full name: **ABE/ASE (913M GOALS)**

Site: **Marshall**

Supervisor: **Jenna Weyer**

Status: **Active**

Session Type: **On-site Session**

[Manage]

Supervise end: **04.11.2023 / 17:41**

Session Start: **07.01.2022 / 00:00**

Session End: **07.01.2023 / 00:00**

Station Registration Code: **4528091**

[Show configuration]

[Refresh]

Station Full Name	Student	Status	Test Form	Test Start	Time Left	Questions	Last Activity	Class ID
filter	filter	filter	filter	filter	filter	filter	filter	filter

[+ Add stations]   0 stations listed   ● Show all stations   ○ Show only used stations   ○ Show only not used stations

9. Select the testing station that will be used to administer the eTest. Click *Select*

The *Session Activity* page will reappear with the testing station listed in the blue column. Write down the Station Registration Code.

** Every step up to this point is completed on the proctors computer.

10. On the Students computer go to https://etestsonline.org/html5/#/

11. Double-click *Take a Test*.
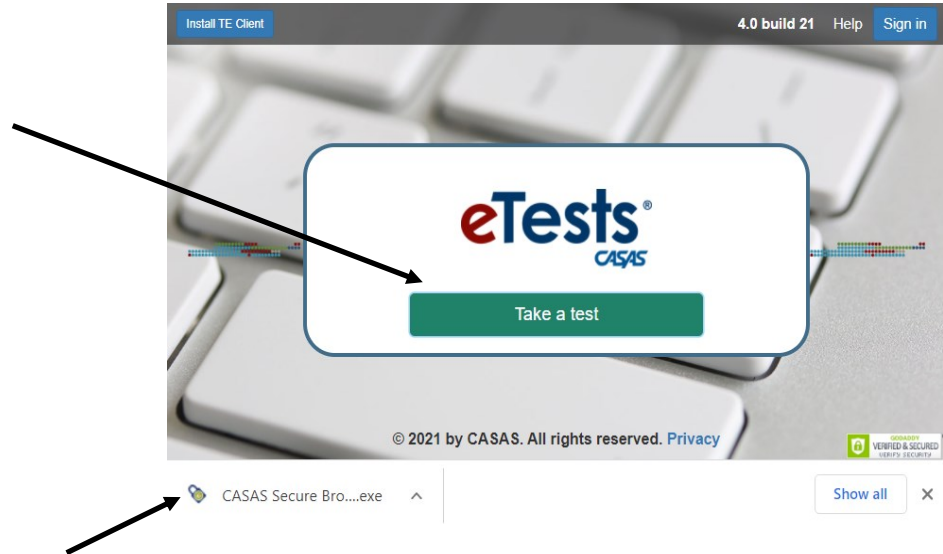
12. A pop-up will appear on the bottom left. Double–click to open.

13. Enter the Student's ID number and click the green arrow to continue.

*If the student is already in SID, enter their 4-digit SiD ID number. If you are testing a new student who is not in Sid, use their birth month and birth date with no dashes as their eTesting ID number. For example if the student's birthday is March 8th, you would enter 0308.

After testing is complete and the student is entered into SiD, proctors can update the eTesting ID number in TopsPro Enterprise.
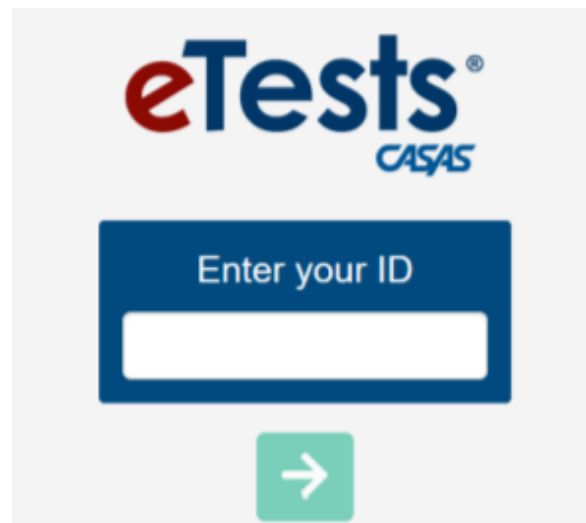
14. If the student is eTesting for the first time, enter the requested information.

Click the blue button on the right to continue to each section.

(If the student has taken an eTest before, a pop-up will confirm their name. Skip to the next page)

After student information is entered, an information review page will appear.

15. Press the *Save* Button

16. The predetermined testing session will appear*. Instruct the student to click on the test to continue.

Reading
Form 104R
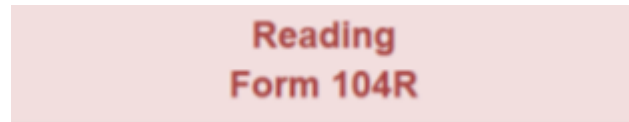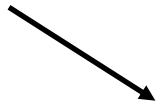
The form # will be different than the image shown above.

*The test form was pre-determined in Step 6.

Directions

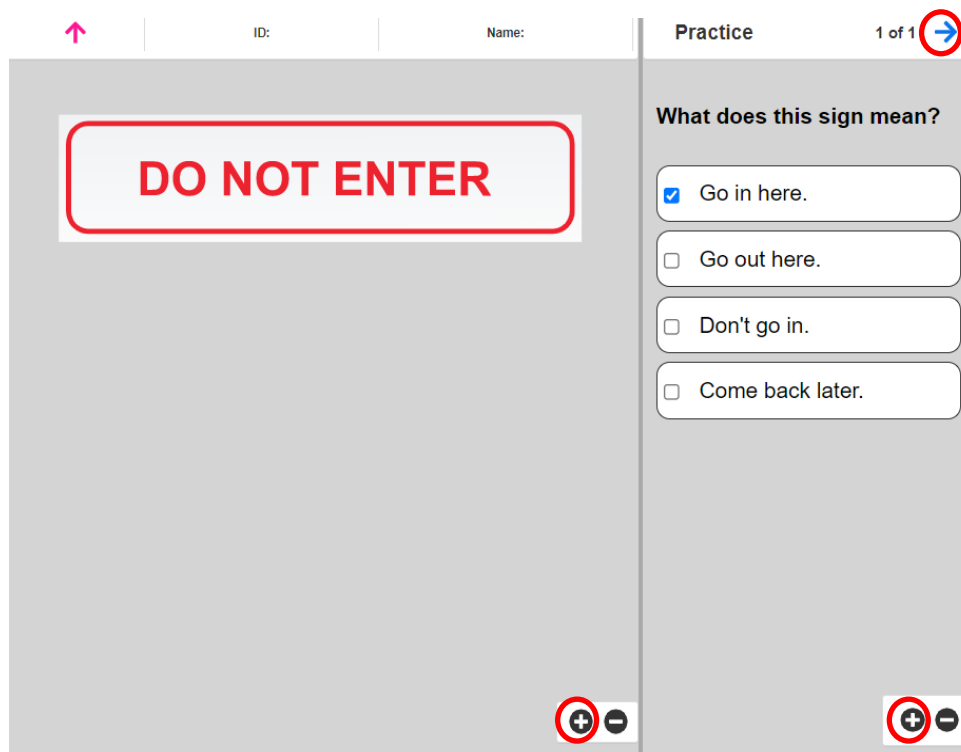Click on your answer.

    1. To skip an item, click ➜ before answering.

    2. You may review all items when you finish.

Click the ➜ to begin.

➜

17. Student clicks the blue arrow after reading directions.

Students are given two practice questions before the test starts.

Tell students:

* Use the information on the left to answer the question on the right.
* If text is too small, click the plus sign to Zoom in.
* Click the blue arrow on the top right to continue to the next question.
* Remind your student that the test is timed.

18. After completing practice questions, the student will click *Begin the Test.*

The proctors computer will now show student and test information under the session activity page.

Session activity

Session full name: **ABE/ASE (913M GOALS)**

Site: **Marshall**

Supervisor: **Jenna Weyer**

Status: **Active**

Session Type: **On-site Session**

Supervise end: **04.11.2023 / 17:41**

Session Start: **07.01.2022 / 00:00**

Session End: **07.01.2023 / 00:00**

Manage

Station Registration Code: 4528091

Show configuration

Refresh

Station Full Name				Student	Status	Test Form	Test Start	Time Left	Questions	Last Activity	Class ID
filter				filter	filter	filter	filter	filter	filter	filter	filter
Remove	TS79938968511 (Remote)	Intervene	Enable Tests	0210 - ▓▓▓▓▓▓	Logged In	083R	11/09/2021 / 12:38	00:48:48	8	11/09/2021 / 12:52	

Click the *Testing Sessions* tab to view *active* under the status column.


Proctor	Status
filter	filter
	Active
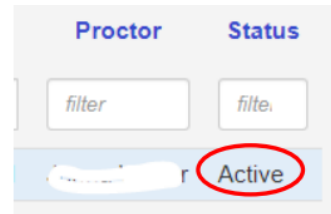
Testing Sessions

(7 records) Refresh

Filter by: Status

						Site	Lab Name	Template Name	Session Name	Start Date	End Date	Proctor	Status
	✓ Save table filters					filter ▾	filter ▾	ABE/ASE ✕ ▾	filter ▾	filter	filter	filter	filter
Edit	View	Manage	Tests	Delete	Copy	Marshall	ABE/ASE	LAB:??? - Accommodations: Time + One Half	07/01/2020	07/01/2021	Jenna Weyer	Active
Edit	View	Start	Tests	Delete	Copy	Marshall	ABE/ASE	LAB:??? - Appraisal	07/01/2020	07/01/2021		Stopped
Edit	View	Start	Tests	Delete	Copy	Marshall	ABE/ASE	LAB:??? - Intake: Pretest	07/01/2020	07/01/2021		Stopped
Edit	View	Start	Tests	Delete	Copy	Marshall	ABE/ASE	LAB:??? - Progress: Post-test	07/01/2020	07/01/2021		Stopped
Edit	View	Start	Tests	Delete	Copy	Marshall	ABE/ASE	LAB:??? - Retest: Scores Outside Accurate Range (Not Same Day)	07/01/2020	07/01/2021		Stopped
Edit	View	Start	Tests	Delete	Copy	Marshall	ABE/ASE	LAB:??? - Retest: Scores Outside Accurate Range (Same Day Only)	07/01/2020	07/01/2021		Stopped
Edit	View	Start	Tests	Delete	Copy	Marshall	ABE/ASE	LAB:??? - Returning Students: Pretest	07/01/2020	07/01/2021		Stopped

Create new Session

19. After all questions are answered a review page will appear. Click *End Test.*
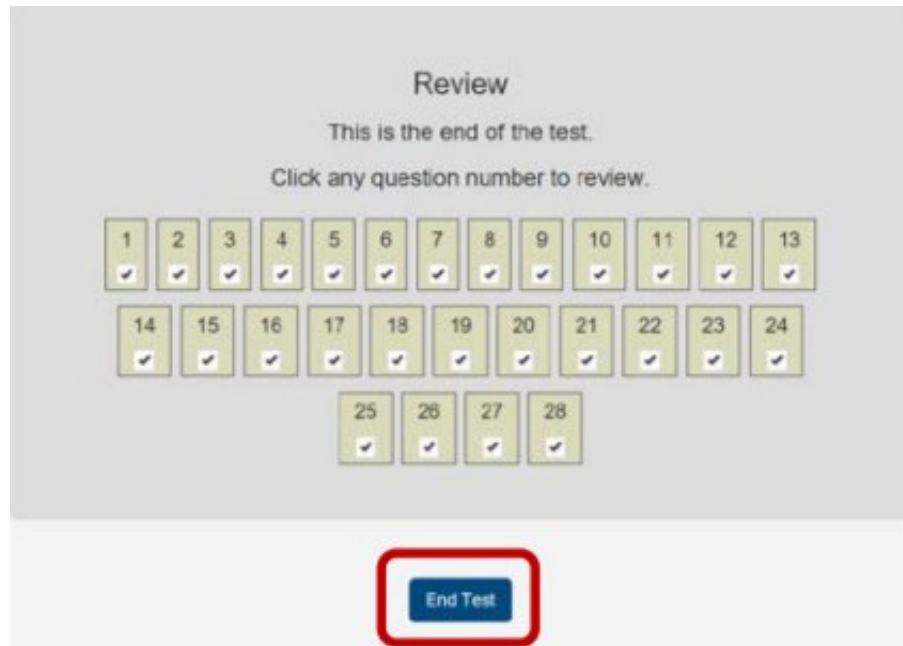
20. Click *Print* to print the Score Report or the blue arrow to exit.
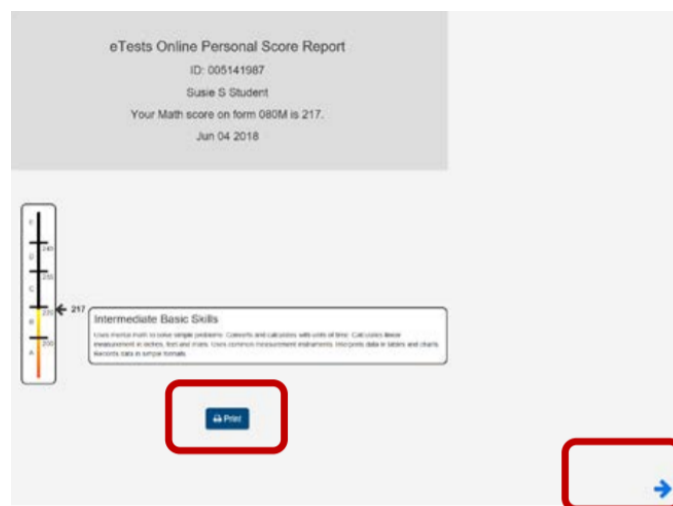
21. Click *Logout.*

22. Click *Exit* located on the top right.

23. From the <u>proctors computer</u>, click *Manage* under the testing session tab.

24. Click *Stop*

The status will change from *Active* to *Stopped.*

Locating Test Results

1. Click *Test Results* tab. Tests taken on the current day will appear.

Test Scores

2. If the student tested on a previous day, click *Filter by.*

3. Click the white box. A calendar will appear. Enter the date your student tested.

   (Or manually type in the test date)

4. Click on the second white box and chose todays date.

5. Click the *Refresh* button.

6. Now you can see results from tests taken on previous days (dates highlighted).