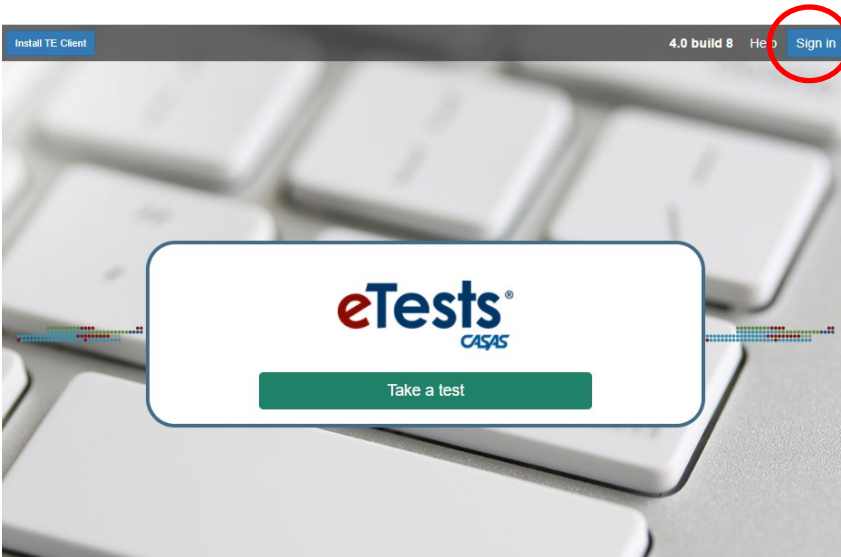


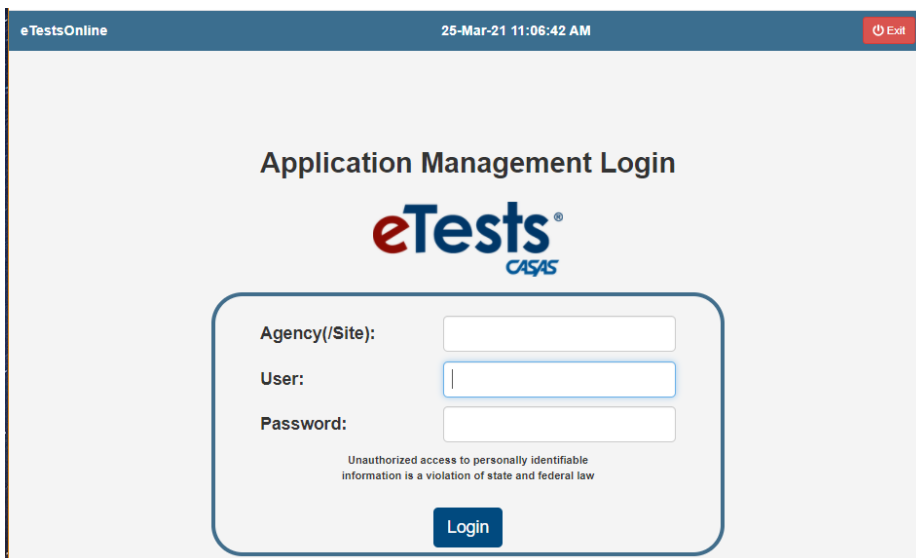
CASAS On-Site eTesting Instructions



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)

The screenshot shows the 'Testing Sessions' page in the eTests Online system. The page header includes the user name 'Jenna Weyer' and the date '24-Oct-22 1:12:44 PM'. The left sidebar contains navigation options: Testing Sessions, Testing Session Templates, Test Results, Students, Testing Stations, and Change Password. The main content area has a 'Filter by:' section with fields for 'Start Date between' and 'End Date between', and checkboxes for 'Status' (Inactive, Pending, Active, Suspended, Expired) and 'In Current Program Year'. Below the filters is a table with columns: Site, Lab Name, Template Name, Session Name, Start Date, End Date, Proctor, and Start. The table contains several rows of testing sessions, with the 'Session Name' column listing specific test forms like 'LAB:??? - Accommodations: Double Time', '901R GOALS', '902R GOALS', '903R GOALS', and '904R GOALS'. The 'Start' button in the table is highlighted with a yellow circle.

Session Name Column lists each specific test session form.

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

This is a close-up view of the 'Testing Sessions' table. The 'Session Name' column header is highlighted with a red box. The table has columns for 'Site', 'Lab Name', 'Template Name', and 'Session Name'. Below the table, there are filter dropdowns for each column. The 'Start' button in the first column of the table is circled in red. The table contains several rows of testing sessions, with the 'Session Name' column listing specific test forms like '901R GOALS', '902R GOALS', '903R GOALS', '904R GOALS', '905R GOALS', '906R GOALS', and '907R GOALS'.

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.

The screenshot shows the 'Session activity' page. At the top, the title 'Session activity' is centered. Below it, session details are listed on the left: 'Session full name: ABE/ASE (913M GOALS)', 'Site: Marshall', 'Supervisor: Jenna Weyer', 'Status: Active', and 'Session Type: On-site Session'. On the right, there are dates: 'Supervise end: 04.11.2023 / 17:41', 'Session Start: 07.01.2022 / 00:00', and 'Session End: 07.01.2023 / 00:00'. A 'Manage' button is next to the session name. In the center, the 'Station Registration Code: 4528091' is displayed in red. Below this, there are 'Show configuration' and 'Refresh' buttons. A table with columns for 'Station Full Name', 'Student', 'Status', 'Test Form', 'Test Start', 'Time Left', 'Questions', 'Last Activity', and 'Class ID' is shown, with each column having a 'filter' input. At the bottom left, a green '+ Add stations' button is circled in red. To its right, it says '0 stations listed' and there are three radio button options: 'Show all stations' (selected), 'Show only used stations', and 'Show only not used stations'. A black arrow points from the top left towards the '+ Add stations' button.

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

Select	Station Name	Laboratory Name
<input type="checkbox"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>
<input type="checkbox"/>	01	Computer Lab
<input type="checkbox"/>	02	Computer Lab
<input type="checkbox"/>	03	Computer Lab
<input checked="" type="checkbox"/>	04	Computer Lab
<input type="checkbox"/>	05	Computer Lab

1 selected

The *Session Activity* page will reappear with the testing station listed in the blue column.

Write down the Station Registration Code.

Session activity

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

Site: Marshall Supervise end: 04.11.2023 / 17:41

Supervisor: Jenna Weyer Session Start: 07.01.2022 / 00:00

Status: Active Session End: 07.01.2023 / 00:00

Session Type: On-site Session

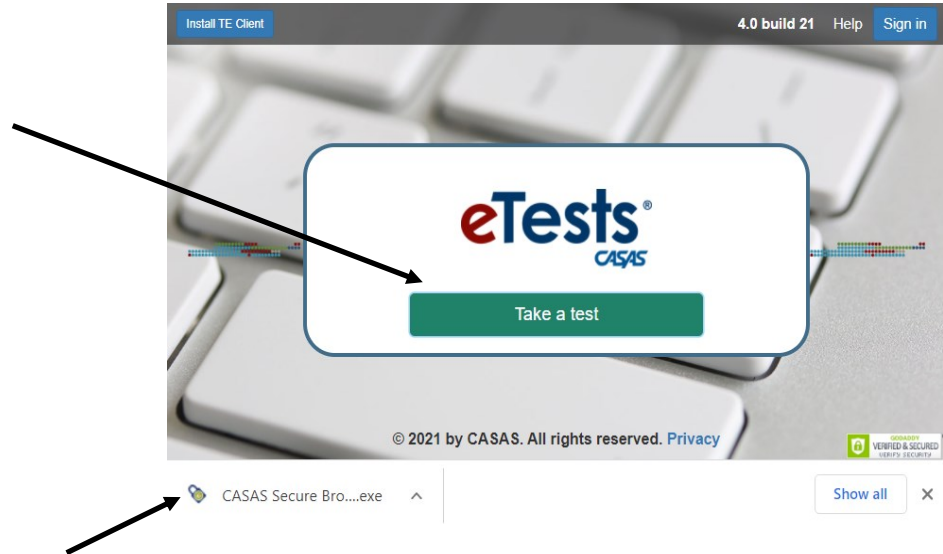
Station Registration Code: **4528091**

Station Full Name	Student	Status	Test Form	Test Start	Time Left	Questions	Last Activity	Class ID
<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>
<input type="button" value="Remove"/> 05 (Computer Lab) <input type="button" value="Intervene"/>								

** 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*.

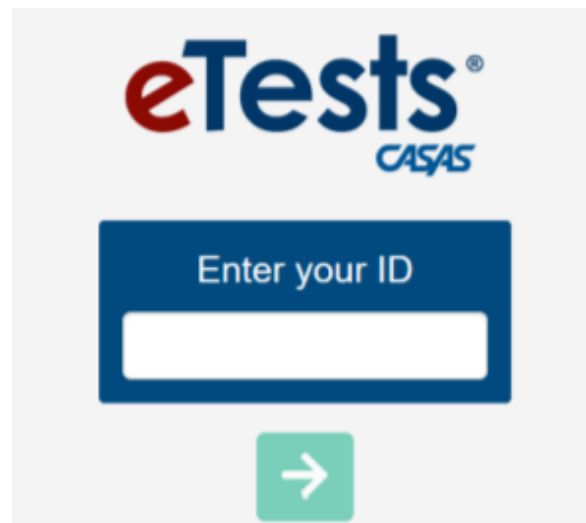


12. A pop-up will appear on the bottom left. Double-click to open.

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)



ID = 005141987

Name 

First Name:

Middle Name:

Last Name:



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

15. Press the *Save* Button



Review Page

Id: 005141987

First Name: Susie

Last Name: Student

Address: Street: 123 Anywhere Street

Address: City: Anywhere Town

Address: State: California

Phone Number: (123) 456-7890

Email: 005141987@gmail.com

SSN: 123456789

Zip Code: 12345-6789

Gender: Female

Date of Birth: May 14, 1967

Highest Grade Level Completed: 9

Majority of my schooling was outside of US: -

Highest Diploma/ Degree Earned: Technical/Certificate

Earned outside of US: -

Native Language: English

Ethnicity: Not Hispanic or Latino

Race: White

Personal Status: TANF

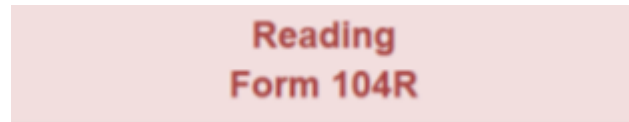
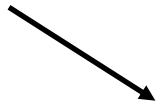
Labor Force Status: Unemployed

Primary Goals: Improve basic skills; H.S. Dipl./HSE;

Secondary Goals: Get a Job; Enter college or training.

Barriers to Employment: Needs Parent

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



The form # will be different than the image shown above.

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

Directions

Click on your answer.

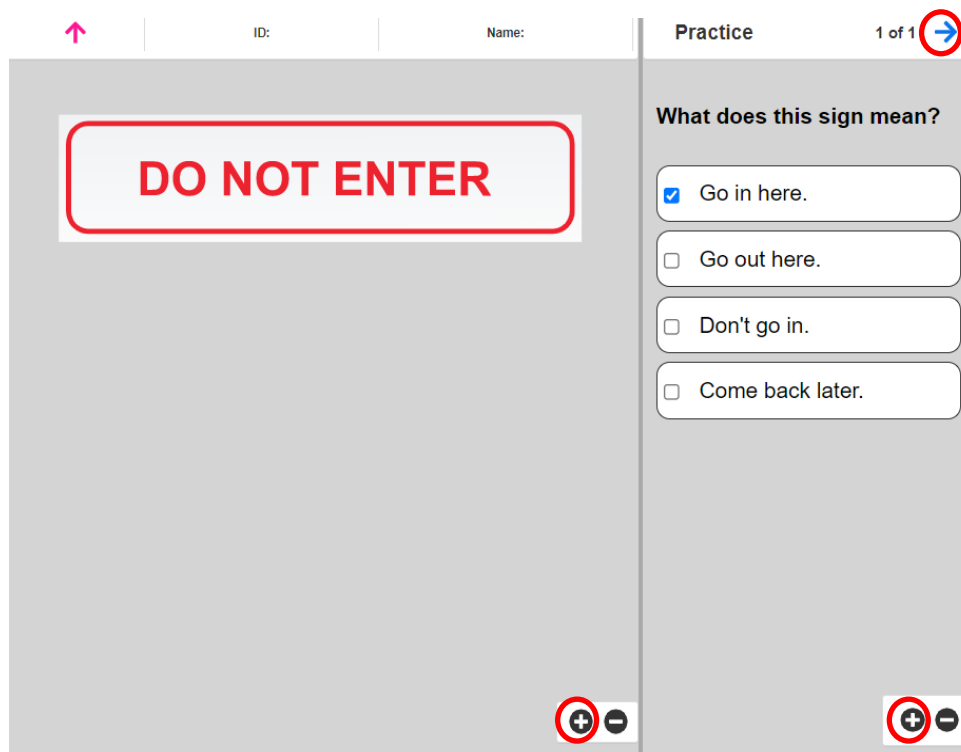
1. To skip an item, click → before answering.
2. You may review all items when you finish.

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)** [Manage](#)

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

Supervisor: **Jenna Weyer** Session Start: **07.01.2022 / 00:00**

Status: **Active** Session End: **07.01.2023 / 00:00**

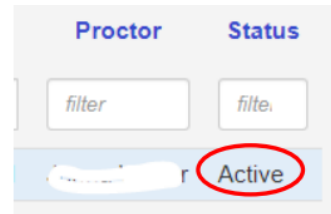
Session Type: **On-site Session**

Station Registration Code: **4528091**

[Show configuration](#) [Refresh](#)

Station Full Name	Student	Status	Test Form	Test Start	Time Left	Questions	Last Activity	Class ID
<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="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.



Testing Sessions

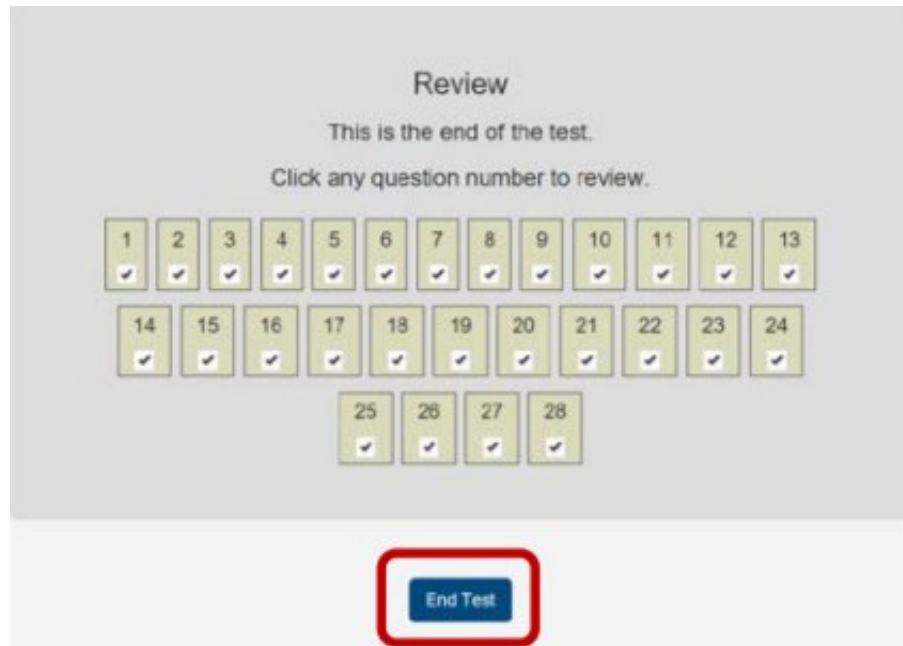
(7 records) [Refresh](#)

Filter by: Status

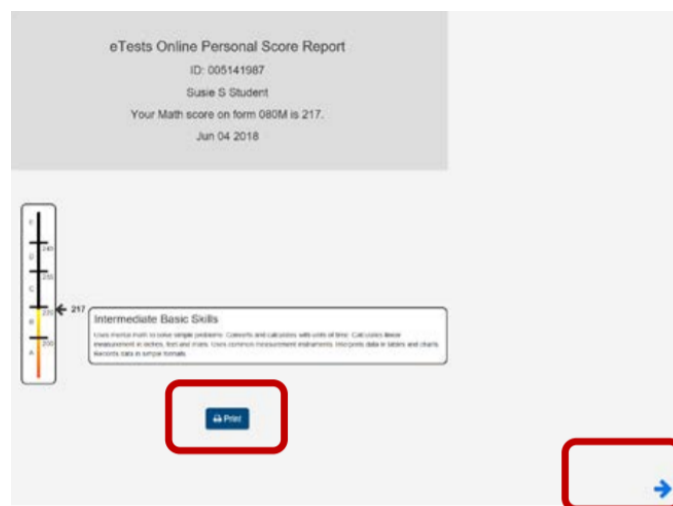
	Site	Lab Name	Template Name	Session Name	Start Date	End Date	Proctor	Status
<input checked="" type="checkbox"/> Save table filters	<input type="text" value="filter"/>	<input type="text" value="filter"/>	ABE/ASE <input checked="" type="checkbox"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="filter"/>	<input type="text" value="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 proctors computer, click *Manage* under the testing session tab.

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

24. Click *Stop*

Test Session Management

I am Jenna Weyer (jennaweyer@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

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

End Date	Proctor	Status
filter	filter	filter
07/01/2021		Stopped
07/01/2021		Stopped

Locating Test Results

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

The screenshot shows the 'eTests Online - Southwest Minnesota' interface. The sidebar on the left has 'Test Results' selected and circled in red. The main area is titled 'Test results' and shows a table with 3 records. The 'Filter by:' dropdown is circled in red. The table has columns for Student ID, Student Name, Site, Form, Score, Raw Score, and Date. The 'Score' column is highlighted in yellow for each row. A red circle highlights the 'Score' values: 189, 206, and 215. A red arrow points from the 'Test Results' tab to the 'Filter by:' dropdown. The text 'Test Scores' is written in red below the table.

Student ID	Student Name	Site	Form	Score	Raw Score	Date
1230	Randy Spoden	Montevideo	901R	189	19	03/09/2022 12:45
1229	Ronald McDonald	Montevideo	185R	206	8	03/09/2022 12:12
5490	Cesar Augusto Rivera Ramirez	Worthington	983L	215	30	03/09/2022 10:40

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)

The screenshot shows the 'eTests Online - Southwest Minnesota Adult Basic Education' interface. The 'Filter by:' dropdown is circled in red. A calendar overlay is visible, showing the date 03/09/2022 selected. The table of test results is visible below the calendar.

Student ID	Student Name	Site	Form	Score	Raw Score	Date
1230	Randy Spoden	Montevideo	901R	189	19	03/09/2022 12:45
1229	Ronald McDonald	Montevideo	185R	206	8	03/09/2022 12:12
5490	Cesar Augusto Rivera Ramirez	Worthington	983L	215	30	03/09/2022 10:40

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

The screenshot shows the 'Test results' page with a filter by date range. The first date is '03/02/2022' and the second date is '03/09/2022'. A calendar for March 2022 is open, with the date '09' highlighted. The table below shows test results for three students:

Student ID	Student Name	Score	Raw Score	Date
1230	Randy Spoden	189	19	03/09/2022 12:00
1229	Ronald McDonald	206	8	03/09/2022 12:00
5490	Cesar Augusto Rivera Ramirez	215	30	03/09/2022 10:00

5. Click the *Refresh* button.

The screenshot shows the 'Test results' page with the 'Refresh' button circled in red. The table below shows test results for five students, with dates highlighted in yellow:

Student ID	Student Name	Site	Form	Score	Raw Score	Date
8878	Yoana Mendoza	Marshall	913M	192	13	03/08/2022 10:54
8878	Yoana Mendoza	Marshall	903R	201	15	03/08/2022 10:16
5140	Ashenafi Kebede Worku	Worthington	083R	194	7	03/04/2022 14:06
4124	Mu Ku Gay	Marshall	187R	222	8	03/04/2022 10:05
4658	Diana Karen Cruz Zorillo	Marshall	186R	232	27	03/02/2022 16:32

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