What is CASAS eTests?

- Computer-Based Tests (CBT) and Computer-Adaptive Tests (CAT) in one flexible delivery system.
- Includes locators and appraisals, pretests, and post-tests from widely used CASAS series.
CASAS eTests – CAT & CBT

- Locators and Appraisals
  - CAT Forms 102R/M
  - CBT Form 50L
  - Employability Competency System: 130 R/M
  - Workforce Learning System: 230 R/M

- Pre- and Post-tests
  - Employability Competency System: 11 – 18 R/M
  - Life and Work: 81 -188 R
  - Life Skills: 51-56L
  - Secondary Assessment: English/LA 513, 514
  - Workforce Learning System: 213 -216 R/M
CASAS eTests – CAT Methodology

- Administrations are *customized for each examinee* by adapting to the examinee’s answers.
  - **Correct** – next question is *similar or more difficult*
  - **Incorrect** – next question is *similar or easier*

<table>
<thead>
<tr>
<th></th>
<th>3 -</th>
<th>5 -</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2+</td>
<td>4+</td>
</tr>
<tr>
<td>1+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appraisal / Locator</td>
<td>Pretest</td>
<td>Post-test</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>---------</td>
<td>-----------</td>
</tr>
<tr>
<td>CAT Locator 102 R/M CBT Locator 50L</td>
<td>CBT</td>
<td>CBT</td>
</tr>
<tr>
<td>ECS Form 130 or WLS Form 230</td>
<td>CBT</td>
<td>CBT</td>
</tr>
</tbody>
</table>
CASAS eTests – Benefits

- Place learners into their programs with highest precision and least amount of time
- Devote more time to helping learners achieve their goals
CASAS eTests – Benefits

- Increases test security – requires administrator log on and security dongle

- Generates learner’s score and recommends next suggested test

- Eliminates bubbling and scanning of tests
CASAS eTests – Benefits

- Provides immediate results
- Automatically selects next appropriate test based on test scores
- Tracks learner progress
CASAS eTests – Benefits

- Retains learner demographics across all learner tests
- Data exchange with TOPSpro
- Real-life practice on computer skills
CASAS eTests – Functions

- Scores CASAS eTests
- Reports learner’s test form and scale score
- Calculates and reports learning gains
- Reports Group Results
- Reports Student Test Summary

TOPSpro Database
CASAS eTests – Installations

Stand-alone or Server-based
CASAS eTests – LAN Architecture
CASAS eTests – Test Module

- Learner Logs on
- Learner selects predefined locator or appraisal test
- Learner presented appropriate CBT pretest based on score
- Learner returns to take appropriate CBT post-test based on score
CASAS eTests – General Operations

- Password protected
- Initial information
  - State
  - Agency type (WIA Title II?)
  - Agency ID and name
  - Site ID and name
  - Class ID and name (default is 9999)
  - Instructional program
  - Workstation name
  - Synchronization information
CASAS eTests – Security Features

- Insert Security Dongle into USB port of computer or server
- Log on to Administrator Module to configure the testing process
- Have learner log on to Test Module to enter demographics and begin testing
CASAS eTests – Administration Module

- Admin Settings
- Agency Settings
- Assessment Settings
- Examinee Records
- Reports
- Data Exchange
- Security / Counter
- Help
- Logout
Administrator defines testing options
- Locator or appraisal
- Appropriate test series

Learner enters demographic information (optional)
- Student ID
- Name

Learner chooses practice test, appraisal or progress test as presented in Test Module
CASAS eTests – Scoring & Reporting

- Automatically scores test
- Immediately displays learners test score (optional)
- Generates detailed test records accessed via Admin Module

- Learning Gains
  - First to Last
  - First to High
  - Last to First
  - First to Second

- Group Test Report
- Student Test Summary
- Individual Test Result
CASAS eTests – Sample Score Report

CASAS eTest Personal Score Report

Test Tester
1

Your reading score on form 83R is 205.
Feb 13 2007

Please see your CASAS facilitator to help understand your score.
CASAS eTests – Records Export

- Generates reports for students, teachers, administrators
- Calculates learning gains
- Identifies missing information
- Identifies inaccurate scores
- Displays raw score and scale score
- Scores CASAS tests
- CASAS eTests Records Export
For more information on CASAS eTests
- Carol Farrell
- 800 – 255 – 1036 X123
- cfarrell@casas.org

User Site Reference
- Dawn Montgomery, Redlands Adult School
- (909) 748-6930 X 29302
- dawn_montgomery@redlands.k12.ca.us
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1. OVERVIEW

1.1 General Information

Application name: CASAS eTests
Database: SQL Server Express
User Interface: C#

1.1.1 Hardware and Software Requirements

Minimum System Configuration Requirements

<table>
<thead>
<tr>
<th>HARDWARE</th>
<th>SOFTWARE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor</td>
<td>RAM</td>
</tr>
<tr>
<td>Server</td>
<td>Pentium IV*</td>
</tr>
<tr>
<td>Client</td>
<td>Pentium IV*</td>
</tr>
<tr>
<td>Standalone</td>
<td>Pentium IV*</td>
</tr>
</tbody>
</table>

* or equivalent

† Call CASAS Tech Support (800.255.1036 ext.4) for assistance with Vista installations if necessary.

Note: CASAS eTests does not currently support implementation on a Novell network.
1.2 General Architecture

Note: Communication between LAN Servers and Standalone clients requires an Internet connection. The synchronization service will upload and download data on a daily basis.
1.3 Getting Started

Each installation consists of two modules: Admin and Test. Both modules are now installed on the same machine.

1.3.1 Defining Settings

Users must define several groups of settings within the Admin Module to adapt the application to their own program(s). These settings include:

- Administrative (authorize users)
- Agency (sites, classes, tests)
- Assessment (edit options)
- Examinee Records (students, tests)
- Reports (group, student, learning gains)
- Data Exchange (upload/download files)
- Security /Counter (acquiring test administrations)

Updating and adding to these settings grows the application over time. CASAS will continue to expand the number of test series and forms available through periodic software updates. CASAS will issue these automatically to customers with current eTests licenses.

1.3.2 Purchasing and Activating CASAS eTests Units

Once the CASAS eTests software is installed, you can administer tests by purchasing and activating CASAS eTests Units (CTUs). These are available in increments of 50, 100, 500 or 1,000.

**Note:** Standard implementation training requirements apply to CASAS eTests users.

Where CASAS eTests operates in a LAN environment, CTUs are accessible from any client machine on the network. Standalone and Server installations of CASAS eTests must have a security dongle inserted in the machine where the software resides in order to access CTUs.

**Calculating Required CTUs**

One CBT (computer-based test) administration requires one CASAS eTests Unit. One CAT (computer adaptive test) administration requires one unit. A CAT Locator + CBT pretest administered in one sitting requires one unit. Apply CTUs to appraisals, pretests, and post-tests as best suit your needs.

<table>
<thead>
<tr>
<th>Common Test Administration Use</th>
<th>No. CTUs Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appraisal / Locator</td>
<td></td>
</tr>
<tr>
<td>Pretest</td>
<td></td>
</tr>
<tr>
<td>Post-Test</td>
<td></td>
</tr>
<tr>
<td>CAT Locator</td>
<td>CBT</td>
</tr>
<tr>
<td>CBT Appraisal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CBT</td>
</tr>
</tbody>
</table>

As you administer tests, the security dongle (see Section 2.8) tracks the number of CTUs applied. You can check your remaining number of CTUs via the Admin Module, Security/Counter option.
1.3.3 Administering Tests

Before students sit down at a computer to take a test, you must define the test scenario (test series, type, and sequence). Do this via the Admin Module, Assessment Settings (see Section 2.4). Prior to eTests installation at your site, CASAS will work with you to determine your best use of CBT and CAT as appraisals and pretests or post tests. During installation, your optimal combination will become your defined test administration type.

Students select a test via the Test Module based on the options you have predefined (see Section 3.2).

Note: Supervision of the test environment is required, just as it is for paper and pencil tests.

1.3.4 Scoring and Reporting

The application scores tests automatically. From the Test Module, scale scores display on a certification page to give students immediate feedback after completing a test (see Section 3.1.2). You can access detailed test records via the Admin Module, Examinee Records (see Section 2.5). The application displays raw and scale scores for CBTs and scale scores for CATs. Results also show individual right and wrong answers for each question.

CASAS eTests also provides three basic reports (see Section 2.6):

(i) Group Test Results
(ii) Student Test Summary
(iii) Learning Gains

1.3.5 Managing Data

The application automatically generates export files that contain the data listed in the three basic reports above. You can export these files to an upload/download site for access by other applications, including TOPSpro (see Section 2.7).
1.4 General Operations

Within the Admin Module, a set of general operations is available for each page that contains a list:

- **Results per Page** — allows changing the number of results displayed in current page.

  Results per page: 10

  - 5
  - 10
  - 20
  - 30
  - 50
  - 100
  - 200
  - all

- **Sort** — Sort the corresponding list, in ascending/descending order, based on the specified column. Press the column name in order to sort list.

  Column name /

- **Navigation** — Navigate backward and forward in each list when the total number of records exceeds the maximum number of records that can be displayed in one page.

  Use the following buttons for navigation:
  - **First** — displays the results starting with the first record. This button is available only when first record is not visible.
  - **Last** — displays last record from the list. This button is available only when last record is not visible.
  - **Previous** — displays the previous list of records from the current position. This button is available only when first record is not visible.
  - **Next** — displays the next list of records from the current position. This button is available only when last record is not visible.

Also, each page contains following information:

- **Number of Results** — displays total number of results for current page

  Table name 1 - 8 of 8

- **Site Path** (in upper left corner) — Return to any previous accessed menu by clicking corresponding link from site path.

  Agency admin » Agency settings » Edit sites » View site tests » View test details
- **Logged Administrator** — Name of the logged in administrator in the upper right corner.

  Logged administrator: (Admin)  [logout]

- `<Logout>` (in upper right corner) — Exit application from any page.

  Logged administrator: (Admin)  [logout]

- `<Back>` — Return to previous page.
2. ADMIN MODULE

The Admin Module allows an administrator to manage students and tests records. Only agency administrators can access this module.

2.1 Login Page

When opening Admin Module, a login page displays. The login page connects you to the application.

Welcome to the Admin Module

Enter your Account Name: 

Enter your Password:

Continue

Note: The default login account name is Admin. No password is required. If provided user name and/or password are not correct, warning messages displays — “Specified test administrator was not found in the database” / “Incorrect test administrator password”

When eTests is installed for first time, or upgrades a version older than 2.4, an initial wizard will appear when Admin Module is launched for the first time. The initial wizard requires the following information:

1. State
   Select appropriate state

2. Agency Type
   WIA Title II Agencies or others (only for CA)

3. Agency ID and Name
   Name and ID of the default agency
   a. Agency ID should be noted on a card included with CASAS eTests package materials (if not, please contact CASAS Tech Support). If you intend to export CASAS eTests data to TOPSpro, Agency ID number must be the same in both applications.
   b. If upgrading a CASAS eTests version older than 2.4, all existing Sites, Classes, Students and Test records will be assigned in this default Agency.

4. Site ID and Name
   Name and ID of the default site.
   a. Select one of the existing Sites (if any), or add a new Site by choosing New site from drop down list.
   b. All new students and test records are assigned to this default Site.
   c. If upgrading an eTests version older than 2.4., all existing Sites will automatically be assigned with an ID. You can change default Site ID from Admin panel – Agency Settings – Sites – Edit/View Site. Also, all existing Students and Test records without a Site are assigned to default site. All existing Students and Test records already assigned in a Site will be kept in that...
Site. See Upgrade table in Item 5 (Class ID and Name) below.

d. The link between a Test record and a Site is permanent and cannot be changed.

5 **Class ID and Name**

Name and ID of the default class.

a. Select one of the existing Classes (if any) or add a new Class by choosing New Class from the drop down list.
b. All new test records are assigned to this default Class.
c. If upgrading an eTests version older than 2.4, all **existing Classes** will automatically be assigned with an ID. You can change this ID from Admin panel – Agency Settings – Sites – View Classes – Edit/View Class. Also, all **existing Test records** without a Class are assigned to this default Class. All existing Students and Test records already assigned in a Class will be kept in that Class. See Upgrade table below.
d. Choose 9999 — No class when existing Test records are coming from different classes.

<table>
<thead>
<tr>
<th>(eTests version 2.3 or older) Assigned in Class?</th>
<th>(Current eTests version) What happens with existing Students and Test records?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Test</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

* Defined in the wizard.

6 **Instructional Program**

Name of instructional program.

a. Select one of the existing Instructional Programs or choose No Program.
b. All new Test records will be assigned in this Instructional Program.
c. If upgrading an eTests version older than 2.4, all existing Test records will be assigned in default Instructional Program.
d. Choose No program when existing Test records are coming from different programs.

7 **Workstation Name**

Name of your computer. This information is useful during data synchronization.

8 **Synchronization Information**

8a **Upload/Download URL**

URL of the site where export files are uploaded/downloaded. **Note:** The URL should look like:

http://ipaddress/default.aspx or
https://ipaddress/default.aspx (if Server Certificate is
where ipaddress is the IP address of the server where data is uploaded and downloaded.

8b User Name  Username used to authenticate to the upload/download site (issued by CASAS)

8c Password:  Username’s password

8d Retype password:  Username’s retyped password

**Note:** To verify that the URL, user name, and password are correct, open an Internet Explorer window and type the URL in the Address bar. Enter the provided user name and password and click OK. If “Synchronize” displays, the data provided is correct.

Choose **Skip** if this information is not yet available. Add it later from the Admin Module; see section 2.7.1 for more details.

Finish the wizard. The Main Menu displays.

- Admin Settings
- Agency Settings
- Assessment Settings
- Examinee Records
- Reports
- Data Exchange
- Security / Counter
- Help
- Logout
2.2 Admin Settings

2.2.1 Administrators

Displays list of administrators from corresponding agency. Use these administrator accounts to access the Admin Module.

Access: Main Menu – Admin Settings – Administrators

Agency: 100 – USA

<table>
<thead>
<tr>
<th>Account name</th>
<th>First name</th>
<th>Last name</th>
<th>Account state</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td></td>
<td></td>
<td>enabled</td>
</tr>
</tbody>
</table>

Add administrator

The following information is required:

- Agency ID and name — ID and name of agency
- Administrators list
  - Account Name — account login name
  - First name — administrator’s first name
  - Last name — administrator’s last name
  - Account state — state of account;
    - Enabled — able to login and perform actions;
    - Disabled — not able to login.
- Add administrator; Edit/view; Delete

Add Administrator — Add a new administrator in corresponding agency.

Access: Main Menu – Admin Settings – Administrators – Add administrator

The following information is required:

- Agency ID and name — already selected.
- Account name
- First name
- Last name
- Password
- Password retyped

Notes:
- Duplicate account names are not allowed.
- All information is required. All fields must have entries.
**Edit/View (administrators)** — Edit or view administrator information.

*Access: Main Menu – Admin Settings – Administrators – Edit/View*

- **Agency ID and name, Account name, First name, Last name, Password, Password retyped** — see Add Administrator section for more details.
- **Account state** — state of the account:
  - **Enabled** — administrator is allowed to login
  - **Disabled** — administrator is not allowed to login
- **Last login** — the date and time when administrator last accessed the application

**Delete (administrators)** — Delete selected administrator. Confirmation message displays.

*Access: Main Menu – Admin Settings – Administrators – Delete*

Agency administrator account (admin) cannot be deleted.

### 2.2.2 Settings

Displays general settings for the logged in administrator.

*Access: Main Menu – Admin Settings – Settings*

<table>
<thead>
<tr>
<th>Account name:</th>
<th>Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name:</td>
<td>Jane</td>
</tr>
<tr>
<td>Last name:</td>
<td>Doe</td>
</tr>
<tr>
<td>Old password:</td>
<td></td>
</tr>
<tr>
<td>Password:</td>
<td></td>
</tr>
<tr>
<td>Password retyped:</td>
<td></td>
</tr>
<tr>
<td>Default page size:</td>
<td>20</td>
</tr>
</tbody>
</table>

An administrator can:

- Change current password
- Set default page size: number of records per page; takes effect in all listers.
2.3 Agency Settings

2.3.1 Settings
Displays general settings for current Agency.

*Access: Main Menu – Agency Settings – Settings*

<table>
<thead>
<tr>
<th>Agency Id:</th>
<th>0100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency name:</td>
<td></td>
</tr>
<tr>
<td>State code:</td>
<td>California</td>
</tr>
<tr>
<td>Is WIA Title II:</td>
<td></td>
</tr>
<tr>
<td>Workstation name:</td>
<td></td>
</tr>
</tbody>
</table>

- Collect demographic information: ✓
- Display student end-of-test result page: ✓

- **Agency ID** — not editable
- **Agency name**
- **State code**
- **Is WIA Title II**
- **Workstation name** — computer name — useful for identification and synchronization
- **Collect demographic information** option — when unchecked, student demographic details are not collected
- **Display student end-of-test result page** — when unchecked, Student Personal Score report is no longer shown at the end of a test, in Test module.

2.3.2 Sites
Displays the list of sites from corresponding agency.

*Access: Main Menu – Agency Settings – Sites*

<table>
<thead>
<tr>
<th>Agency: 100 - USA</th>
</tr>
</thead>
</table>

Results per page: 20

Sites 1 - 4 of 4

<table>
<thead>
<tr>
<th>Site</th>
<th>Classes Count</th>
<th>View classes</th>
<th>View tests</th>
<th>Edit/View</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Site 1</td>
<td>3</td>
<td></td>
<td>View tests</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 - Site 2</td>
<td>1</td>
<td>View classes</td>
<td>View tests</td>
<td>Edit/View</td>
<td>Delete</td>
</tr>
<tr>
<td>3 - Site 3</td>
<td>1</td>
<td>View classes</td>
<td>View tests</td>
<td>Edit/View</td>
<td>Delete</td>
</tr>
<tr>
<td>4 - Site 4</td>
<td>1</td>
<td>View classes</td>
<td>View tests</td>
<td>Edit/View</td>
<td>Delete</td>
</tr>
</tbody>
</table>

Add Site

Results per page: 20

Sites 1 - 4 of 4

This page contains the following information:

- **Agency ID and name**
- **Site list**
- **Classes count** — number of classes from each site
Add Site (sites) — Add a new site in corresponding agency.

Access: Main Menu – Agency Settings – Sites – Add Site

Following information is required:
- Site ID
- Site name

Note: Duplicate site IDs are not allowed.

View Classes (sites) — Displays the list of classes from corresponding site.

Access: Main Menu – Agency Settings – Sites – View Classes

This page contains the following information:
- Agency
- Site ID and name
- List of Classes
- Add class; View tests; Edit/View; Delete

Actions in View Classes:
- Add Class — Add a new class in corresponding agency and site. Duplicate class IDs are not allowed.
- View Tests — Display the list of tests from corresponding class;
- Edit/View — allows editing/viewing class information;
- Delete — Delete selected class. A confirmation message displays on deletion. Only empty classes can be deleted. Default class and classes with examinee records in it cannot be deleted.
**View Tests** *(sites)* — Display list of tests from corresponding class.

**Access: Main Menu – Agency Settings – Sites – View Tests**

Agency: 100 - USA  
Site: 1 - Site 1

Results per page: 20

<table>
<thead>
<tr>
<th>Test name</th>
<th>Type name</th>
<th>Series name</th>
<th>First name</th>
<th>Last name</th>
<th>Test date</th>
<th>Class</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>101M</td>
<td>Math</td>
<td>ECS</td>
<td>Joe</td>
<td>Doe</td>
<td>09/22/2006</td>
<td>1 - Class 1</td>
<td>ESL</td>
</tr>
<tr>
<td>101R</td>
<td>Reading</td>
<td>ECS</td>
<td>Joe</td>
<td>Doe</td>
<td>09/22/2006</td>
<td>1 - Class 1</td>
<td>ESL</td>
</tr>
<tr>
<td>103R</td>
<td>Reading</td>
<td>Life and Work</td>
<td>Student</td>
<td>Test</td>
<td>09/29/2006</td>
<td>3 - Class 3</td>
<td>ESL</td>
</tr>
<tr>
<td>105R</td>
<td>Reading</td>
<td>Life and Work</td>
<td>Student</td>
<td>Test</td>
<td>09/29/2006</td>
<td>3 - Class 3</td>
<td>ESL</td>
</tr>
</tbody>
</table>

Results per page: 20

The following information is available:

- **Test name** — Name of tests: 101M, 101R, 11R, 12R, etc.; the list can be filtered using the filtering combo from this column.
- **Type name** — Reading, Math and Listening; the list can be filtered using the filtering combo from this column.
- **Series name** — Employability Competency (ECS), Life and Work, Workforce Learning (WLS)
- **First Name, Last Name** — Student’s name
- **Test date** — Date of tests; filter the list by using the filtering combo from this column.
- **Class** — Test’s class ID and name
- **Program** — Instructional program

**Edit/View (sites)** — Edit/view class information. See **Add Site** section for more details.

**Access: Main Menu – Agency Settings – Sites – Edit/View**

**Delete** *(sites)* — Delete selected site. Confirmation message displays.

**Access: Main Menu – Agency Settings – Sites – Delete**

Only empty sites can be deleted. Default site and sites containing examinee records cannot be deleted.
2.4 Assessment Settings

Permits editing all options related to assessments: default Site and Class, default tests.

Access: Main Menu – Assessment Settings

Select default values for Site, Class and Instructional Program:

<table>
<thead>
<tr>
<th>Default value</th>
<th>Allow student to select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site</td>
<td></td>
</tr>
<tr>
<td>1 - 1</td>
<td>Yes ☑ No ☐</td>
</tr>
<tr>
<td>Class</td>
<td></td>
</tr>
<tr>
<td>9999 - no class</td>
<td>Yes ☑ No ☐</td>
</tr>
<tr>
<td>Instructional Program</td>
<td></td>
</tr>
<tr>
<td>no program</td>
<td>Yes ☑ No ☐</td>
</tr>
</tbody>
</table>

Allow same test in the same day: ☐
Allow same modality in the same day: ☐

Default series:

ECS
Secondary Assessment System
WLS
Life and Work (Level C = 15R, 15R) and ECS Math
Life and Work (Level C = 15R, 15R)
Life and Work (Level C = 85R, 85R) and ECS Math
Life and Work (Level C = 85R, 85R)
Life and Work (Level C = 85R, 85R, 15R, 15R) and ECS Math
Life and Work (Level C = 85R, 85R, 15R, 15R)

Note: Changing the Default series will apply to new students only.
If you want to change Current series for existing students it has to be done on an individual basis.

Test administration type:

Short CAT as locator, CBT as pretest and posttest
CAT as pretest and CAT as posttest
CBT as appraisal, pretest and posttest
CAT & CBT in one test event

Update  Back

The following information/options are displayed:

- Default values for Site and Class. All students and their tests are assigned to these default values. These values may or may not be editable by students. Editable values influence the Test Module as shown in the table below.

### Influence of Value on Test Module

<table>
<thead>
<tr>
<th>SITE/CLASS</th>
<th>Class Editable</th>
<th>Class Not Editable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Editable</td>
<td>Site required on Login</td>
<td>Site required on Login</td>
</tr>
<tr>
<td></td>
<td>Class required on Test</td>
<td>Class not required when choosing a Test*</td>
</tr>
<tr>
<td>Site Not</td>
<td>Site not required on Login</td>
<td>Site not required on Login</td>
</tr>
<tr>
<td>Not Editable</td>
<td>Class required when choosing a Test</td>
<td>Class not required when choosing a Test</td>
</tr>
</tbody>
</table>

Notes:
- When Site is not editable — all students are logged in default Site;
- When Class is not editable — all students are tested in default Class, except *
All students from a site other than the default are tested in 9999-no class.

In case Program is not editable, all student will be tested in default selected Program; otherwise, students will have to select a program after choosing a Test.

- **Allow same test in the same day** — if checked, a student is allowed to take same test in same day; by default, this option is unchecked.
- **Allow same modality in the same day** — if checked, a student is allowed to take same modality test in same day; by default, this option is unchecked.
- **Default series** — default series automatically selected when adding a new student.
- **Test administration type** — four test administration types are available:
  - Short CAT as locator, CBT as pretest and posttest
  - CAT as pretest and CAT as posttest
  - CBT as appraisal, pretest and posttest
  - CAT and CBT in one test event (testing purposes)

- **Edit default tests** — permits setting first default test a student will take when logged in Test Module. First default tests are a short CAT locator (Form 102R for reading, Form 102M for Math) or a short CBT locator (Form 50L for listening).

The administrator has the option to change first test administered for each series and modality.

The pull-down menus to select for:
- **Modality (Type):** reading, math or listening
- **Assessment (Series):** ECS, Life and Work, Secondary Assessment, or WLS
- **Specific test (Test name):** CBT level within a modality or a CAT: 101M/102M or 101R/102R

Change first test administered for each series and modality within the defined test administration type. The CAT for each modality is always the first option (after “not selected”) on the pull-down menu.
2.5 Examinee Records

2.5.1 Students

Displays the list of students from corresponding agency.

*Access: Main Menu – Examinee Records - Students*

Agency: 0100 - Ag name

<table>
<thead>
<tr>
<th>SSN/ID</th>
<th>IdSSN</th>
<th>First name</th>
<th>Last name</th>
<th>Date of birth</th>
<th>Tests given</th>
<th>Last test date</th>
<th>Site</th>
<th>No skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>111111111</td>
<td>Joe</td>
<td>Doe</td>
<td></td>
<td>01/01/1950</td>
<td>2</td>
<td>06/17/2007</td>
<td>0100 - SiteDef</td>
<td></td>
</tr>
<tr>
<td>2222222222</td>
<td>Alice</td>
<td>Silvers</td>
<td></td>
<td>01/25/1987</td>
<td>1</td>
<td>06/17/2007</td>
<td>0100 - SiteDef</td>
<td></td>
</tr>
<tr>
<td>33333</td>
<td>Michael</td>
<td>Bloom</td>
<td></td>
<td>06/07/1987</td>
<td>2</td>
<td>06/17/2007</td>
<td>0100 - SiteDef</td>
<td></td>
</tr>
</tbody>
</table>

This page contains the following information:

- Agency ID and name
- Student list
  - SSN/ID — student’s ID or SSN
  - IsSSN — checked if Student’s ID is SSN
  - First name, Last name — student’s name;

Note: you can search for specific student names (first/last name) using Filter function from the right side of the lister.

- Date of birth — student date of birth; the list can be filtered using specified age ranges;
  - All — default - all students are displayed in the list
  - <14 — if selected, only students with age below 14 years are displayed
  - 14-21 — if selected, only students with age between 14 and 20 are displayed
  - 21-35 — if selected, only student with age from 21 to 34 are displayed
  - 35-60 — if selected, only students with age from 35 to 60 are displayed
• >60 — if selected, only student with age above 60 years are displayed
  • Tests given — number of tests taken by corresponding student
  • Last test date — date of last taken test; the list of students can be filtered using specified values:

<table>
<thead>
<tr>
<th>Last test date</th>
</tr>
</thead>
<tbody>
<tr>
<td>all time</td>
</tr>
<tr>
<td>since last week</td>
</tr>
<tr>
<td>since last month</td>
</tr>
<tr>
<td>since last year</td>
</tr>
<tr>
<td>since last 3 years</td>
</tr>
</tbody>
</table>

• All time — all test records are displayed
  • Since last week — if selected, only test records not older than beginning of last week are displayed
  • Since last month — if selected, only test records not older than beginning of last month are displayed
  • Since last year — if selected, only test records not older than beginning of last year are displayed
  • Since last 3 years — if selected, only test records not older than beginning of last 3 years are displayed

• Site — student’s site
• No skills – checked for students without skills to be tested.

➢ Add student; View tests; Edit/view; Delete

**Add Student** — Add a new student in corresponding agency.

Access: Main Menu – Examinee Records – Students – Add student
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN/ID:</td>
<td>Student ID No; Empty, duplicate or non-numeric SSN IDs are not allowed.</td>
</tr>
<tr>
<td>Click here if this is your Social Security Number:</td>
<td>Check this option if your ID is the same as your Social Security Number;</td>
</tr>
<tr>
<td>First name:</td>
<td>Student's first name; required field, empty fields are not allowed.</td>
</tr>
<tr>
<td>Last name:</td>
<td>Student's last name; required field, empty fields are not allowed</td>
</tr>
<tr>
<td>Middle name:</td>
<td>Student's middle name; optional field.</td>
</tr>
<tr>
<td>Ignore details</td>
<td>If checked, the rest of the information below is not required. Checkbox is not available when Collect demographic information under Agency Settings is unchecked;</td>
</tr>
<tr>
<td>Gender</td>
<td>Student's gender; required if ignore details is not checked. If not provided, warning message displays.</td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>Student’s date of birth; required if ignore details is not checked. Empty or invalid (below 13 or above 110) dates of birth are not allowed.</td>
</tr>
<tr>
<td>Highest Grade Level Completed:</td>
<td>Highest grade the student completed; required if ignore details is not checked. If not provided, warning message is displayed.</td>
</tr>
<tr>
<td>Highest Diploma/Degree Earned:</td>
<td>Highest diploma or degree a student earned; required if ignore details is not checked. If not provided, warning message is displayed.</td>
</tr>
<tr>
<td>Native Language:</td>
<td>Student’s native language; required if ignore details is not checked. If not provided, warning message will be displayed.</td>
</tr>
<tr>
<td>Ethnicity:</td>
<td>Student’s ethnicity; required if ignore details is not checked and Race not selected.</td>
</tr>
</tbody>
</table>

Add  Back
- Race — student’s race; required if ignore details is not checked and Ethnicity not selected. If both Ethnicity and Race are empty, warning message is displayed.

**View Tests** (students) — Display list of tests taken by selected student in corresponding agency.

*Access: Main Menu – Examinee Records – Students – View tests*

- **Agency**: 100 - USA
- **Site**: 4 - Site 4

**SSN/ID**: 111111111
- **First name**: Student
- **Last name**: 1

Results per page: 20  
Tests 1 - 2 of 2  

<table>
<thead>
<tr>
<th>Test name</th>
<th>Type name</th>
<th>Series name</th>
<th>Test date</th>
<th>Class</th>
<th>Program</th>
<th>View details</th>
</tr>
</thead>
<tbody>
<tr>
<td>101M</td>
<td>Math</td>
<td>ECS</td>
<td>all time</td>
<td>100 - ClassD</td>
<td>ESL</td>
<td>view details</td>
</tr>
<tr>
<td>101R</td>
<td>Reading</td>
<td>ECS</td>
<td>all time</td>
<td>100 - ClassD</td>
<td>ESL</td>
<td>view details</td>
</tr>
</tbody>
</table>

Results per page: 20  
Tests 1 - 2 of 2  

The following information is available:

- **Agency** — ID and Name of the agency
- **Site** — ID and Name of student’s site
- **SSN/ID** — Student’s ID
- **First Name, Last Name** — name of corresponding student
- **Tests List**
  - **Test Name** — name of tests: 101R, 101M, 11R, etc.; the list can be filtered using the filtering combo from this column.
  - **Type Name** — Reading, Math, Listening; the list can be filtered using the filtering combo from this column.
  - **Series Name** — ECS, Life and Work or WLS
  - **Test date** — date of tests; the list can be filtered using the filtering combo from this column.
  - **Class** — test’s class ID and name
  - **Program** — test’s program
- **View details**

**View Details** (test details) — Permits viewing all test details;

*Access: Main Menu – Agency settings – Sites – View tests – View details*

Main Menu – Agency settings – Sites – View classes – View tests – View details

Main Menu – Examinee Records – Students – View tests – View details

Main Menu – Examinee Records – Tests – View details
The following information is available:

- **Student Information**
  - Agency — ID and name of agency
  - Site — ID and name of site where test was taken
  - First name, Last name — Name of student who took the test
  - SSN/ID — ID of student who took the test

- **Test Information**
  - Test Class: class where test was taken (can be changed)
  - Instructional Program: program where test was taken (can be changed)
  - Test name: name of test taken
  - Place in sequence:
    - Appraisal or Locator: first test taken
    - Pretest: second test taken
    - Post test: all following tests
  - Test type: type of test: Reading, Math or Listening
  - Test series: ECS, Life and Work or WLS
  - Level: available only for CBT tests (A, B, C)
Result information
- Test date: date when test was taken
- Raw score: number of correct answers (only for CBT tests)
- Scale scores
- Questions count: number of questions
- Print Student Report: Student end-of-test report, displayed in same manner as in Test module

Detailed result Information:
- Answers for each question (A, B, C, D)
- Correctness of the answer
  - “+” answer is correct
  - “−” answer is incorrect
  - “ ” no answer

*Edit/View (student’s details)* — Allows editing student’s information.

Access: **Main Menu** – **Examinee Records** – **Students** – **Edit/View**

In addition to the information displayed in *Add Student*, the following information is available only in *Edit/View* mode.

- **Current series** — ECS, Life and Work or WLS.
- **Test administration type** – the 4 available test administration types; administrators can change test administration type for each student;
- **Current site** — displays student’s site; administrators can change student’s site only when there are no test records for corresponding student;
- **Tests given in this agency** — number of tests taken in corresponding agency.
- **Last test date** — date of last test taken.
- **Change next tests** — allows an administrator to change the next test a student will take for each test type. Use this option if you don’t agree with the automatically suggested next test.

*Delete (students)* — Deletes selected student. A confirmation message displays before deletion.

**Note:** Deleting a student also deletes all corresponding test records.

Access: **Main Menu** – **Examinee Records** – **Students** – **Delete**
2.5.2 Tests

Displays the list of tests from corresponding agency.

Access: Main Menu – Examinee Records – Tests

Agency: 100 - USA

<table>
<thead>
<tr>
<th>Test name</th>
<th>Test type</th>
<th>Series name</th>
<th>First name</th>
<th>Last name</th>
<th>Test date</th>
<th>Class</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>101M</td>
<td>Math</td>
<td>ECS</td>
<td>Joe</td>
<td>Doe</td>
<td>09/22/2006</td>
<td>1 - Class 1</td>
<td>ESL</td>
</tr>
<tr>
<td>110R</td>
<td>Reading</td>
<td>ECS</td>
<td>Joe</td>
<td>Doe</td>
<td>09/22/2006</td>
<td>1 - Class 1</td>
<td>ESL</td>
</tr>
<tr>
<td>111M</td>
<td>Math</td>
<td>ECS</td>
<td>Joe</td>
<td>Doe</td>
<td>09/22/2006</td>
<td>4 - ClassD</td>
<td>ESL</td>
</tr>
</tbody>
</table>

Tests List

- **Test Name** — Name of test (101M, 101R, 11R, 12R, etc); the list can be filtered using the filtering combo from this column.
- **Test Type** — Type of test (Reading, Math, Listening); the list can be filtered using the filtering combo from this column.
- **Series Name** — Name of the series (ECS, Life and Work or WLS); the list can be filtered using the filtering combo from this column.
- **First Name, Last name** — Student’s first and last name;
- **Test Date** — Date of corresponding test. The list can be filtered using the filtering combo from this column;
  - **All time** — All test records are displayed (default selection)
  - **Since last week** — If selected, only test records not older than beginning of last week are displayed
  - **Since last month** — If selected, only test records not older than beginning of last month are displayed
  - **Since last year** — If selected, only test records not older than beginning of last year are displayed
  - **Since last 3 years** — If selected, only test records not older than beginning of last 3 years are displayed
- **Class** — Class ID and name where corresponding test was taken;
- **Program** — Instructional Program where corresponding test was taken;
- **View details** — displays test’s detail including correct/wrong answers. Only Class and Instructional program can be modified.
2.6 Reports

CASAS eTests provides three reports — Group Test Results, Student Test Summary, and Learning Gains. Before viewing any of these reports, use the fields below to define parameters. Start and end dates are required; designating particular sites, classes, tests or sorts is optional.

Agency admin > Reports » Group test results

Start date: 01/01/2007
End date: 12/31/2007
Sites: all
Classes: all
Tests: all
Sorted by: not sorted

2.6.1 Group Test Results

Displays all test records for the specified date range.

Access: Main Menu – Reports – Group Test Results

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Form</th>
<th>Test Date</th>
<th>Scale Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234</td>
<td>Testcase, Test</td>
<td>101R</td>
<td>07/11/2007</td>
<td>183</td>
</tr>
<tr>
<td>123456789</td>
<td>One, Number</td>
<td>101R</td>
<td>07/12/2007</td>
<td>191</td>
</tr>
<tr>
<td>224265748</td>
<td>Afa, Elisa Maria</td>
<td>13R</td>
<td>03/07/2007</td>
<td>230</td>
</tr>
<tr>
<td>224265748</td>
<td>Afa, Elisa Maria</td>
<td>15M</td>
<td>03/07/2007</td>
<td>230</td>
</tr>
<tr>
<td>5547580984</td>
<td>Aguon, Paul M.</td>
<td>101R</td>
<td>02/12/2007</td>
<td>219</td>
</tr>
<tr>
<td>5547580984</td>
<td>Aguon, Paul M.</td>
<td>101M</td>
<td>02/12/2007</td>
<td>217</td>
</tr>
</tbody>
</table>

In order to be included in the report, a student must have at least one Test Record in the specified date range.

If Site and/or Test Form are selected, a student must have at least one test record in the specified date range, Site and/or Test Form in order to be included in the report.
2.6.2 Student Test Summary
Displays all test records for the specified date range.

Access: Main Menu – Reports – Student Test Summary

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name</th>
<th>Test Date</th>
<th>Form</th>
<th>Score</th>
<th>Site</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234</td>
<td>Testcase, Test</td>
<td>07/11/2007</td>
<td>101R</td>
<td>183</td>
<td>1 – North Campus</td>
<td>9999 - no class</td>
</tr>
<tr>
<td>123456789</td>
<td>One, Number</td>
<td>07/12/2007</td>
<td>101R</td>
<td>191</td>
<td>1 – North Campus</td>
<td>9999 - no class</td>
</tr>
<tr>
<td>224255548</td>
<td>Anf, Elisa Marie</td>
<td>03/07/2007</td>
<td>1</td>
<td>230</td>
<td>1 – North Campus</td>
<td>9999 - no class</td>
</tr>
</tbody>
</table>

2.6.3 Learning Gains
Displays First to Last, Last to First, First to High, Highest to First, First to Second test records for the specified date range.

Access: Main Menu – Reports – Learning Gains

General Requirements
For each report an anchor and match are defined.

1. The anchor and the match are within the test date range specified in RG
2. Neither the anchor nor the match should be an appraisal/locator.
3. The report should break on modality.
4. The anchor and the match must be in the same modality.
5. Even if the anchor has no match it is included in the report.

Learning Gains First to Last
The First to Last Learning Gains report computes progress from the first test to the last test given in ANY class at ANY site for a particular learner (not just within the same class).

The First test is considered the anchor test.

The Last test, dated after the first test, is considered the match test.

If two different tests of the same modality were given on the same day take the lower form number as the anchor. If two different tests of the same modality were given on the same day and the form number is the same, take the one with the lower score as the anchor (this is in order to have a positive gain).

Learning Gains Last to First
The Last to First Learning Gains report computes progress from the last test to the first test given (in ANY class at ANY site) for a particular learner.

The Last test from which progress is measured is considered the anchor test.

The First test, dated before the last test, is considered the match test.

If two different tests of the same modality were given on the same day take the higher form number as the anchor. If two different tests of the same modality were given on the same day
and the form number is the same, take the one with the higher score as the anchor (this is in order to have a positive gain).

**Learning Gains First to High**

The First to High Learning Gains report computes progress from the first test to the highest test given in ANY class at ANY site for a particular learner.

The First test from which progress is measured is considered the **anchor test**.

The Highest test, dated after the first test, is considered the **match test**.

If two different tests of the same modality were given on the same day take the lower form number as the anchor. If two different tests of the same modality were given on the same day and the form number is the same, take the one with the lower score as the anchor (this is in order to have a positive gain).

**Learning Gains First to Second**

The First to Second Learning Gains report computes progress from the first test to the immediate next test given in ANY class at ANY site for a particular learner (not just within the same class).

The First test is considered the **anchor test**.

The immediate next test, dated after the anchor is considered the **match test**.

If two different tests of the same modality were given on the same day take the lower form number as the anchor. If two different tests of the same modality were given on the same day and the form number is the same, take the one with the lower score as the anchor (this is in order to have a positive gain).

**Learning Gains Highest to First**

The Highest to First Learning Gains report computes progress from the highest test given in ANY class at ANY site for a particular learner.

The Highest test (the test with highest score) from which progress is measured is considered the **anchor test**.

The First test, dated before the highest test, is considered the **match test**.

If two different tests of the same modality have the same high score take the higher form number as the anchor. If two different tests of the same modality have the same score and the form number is the same, take the one with the latest date as the anchor.
2.7 Data Exchange

2.7.1 Data Synchronization

**Settings** — Displays data synchronization settings for upload/download.

*Access: Main Menu – Data exchange – Data Synchronization – Settings*

The following information is required:

- **Upload/Download URL**: the URL of the site where export files are uploaded/downloaded.
- **User Name**: the username used to authenticate to the upload/download site
- **Password**: user’s password
- **Retype Password**: user’s retyped password
- **Upload Time**: the time when the application will automatically upload the data. It is recommended that this value to be different for each location in order to not overload the server.
- **Download Time**: the time when the application will automatically download the data. It is recommended that this value to be different for each location in order to not overload the server.

**Note**: Clicking on *Synchronize Now* will automatically replicate data to the server.

For LAN Clients, synchronization information is not available; the synchronization will be made from the server LAN.

**Status** — Display information about last replication.

*Access: Main Menu – Data exchange – Data Synchronization – Status*

**Import** — Import data files (.dat).

*Access: Main Menu – Data exchange – Data Synchronization – Import*

```
Data File: [Enter path]  [Browse...]

```

There are two import file options:

1. Type the path in the Data File section
2. Browse for it.

Click Import to import the file or Cancel otherwise.

**Note**: Only valid .dat files are imported. Invalid file format will trigger a warning message.
**Export** — Export data (.dat).

*Access: Main Menu – Data exchange – Data Synchronization – Export*

- **Start date:** 01/01/2008
- **End date:** 03/31/2008
- **Site:** not selected
- **Class:** not selected

**Notes:**
- Only students with test record dated or updated in specified interval will be exported.
- The application prompts to save or open the exported file. The default exported file name is CATexport[CurrentDateandHour].dat (you can change this name at any time).
- By clicking save button, the file will be saved in the specified folder.

### 2.7.2 Export CASAS eTests Data to TOPSpro

Permits exporting CASAS eTests data in .zip format to TOPSpro application.

*Access: Main Menu – Data exchange – TOPS Data Export*

- **Start date:** 01/01/2008
- **End date:** 03/31/2008
- **Site:** not selected
- **Class:** not selected

**Notes:**
- Only students with test record dated or updated in specified interval will be exported.
- The application prompts to save or open the exported file. The default exported file name is TOPSexport[CurrentDateandHour].zip (you can change this name at any time).
- By clicking save button, the file will be saved in the specified folder.
Notes:
- Agency ID Numbers defined in CASAS eTests and TOPSpro applications must be identical.
- Only student test records in the specified interval will be exported.
- The following demographic details are exported.

**Demographic Details**
- Agency_CD — Agency ID
- Site_CD — Site ID
- TDate — date when student was added in the database
- Fname — Student’s first name
- Lname — Student’s last name
- Mname — Student’s middle name
- Sex — Student’s gender
  - 1 — male
  - 2 — female
  - 0, 3 — unknown
- Student_CD — Student’s ID
- SSNFlag
  - True — if Student ID is Social Security Number
  - False — if Student ID is not Social Security Number
- DOB — Student’s date of birth
- Language — Student’s language
  - 0054 — English
  - 0055 — Spanish
  - 0056 — Vietnamese
  - 0057 — Chinese
  - 0058 — Hmong
  - 0059 — Cambodian
  - 0060 — Tagalog
  - 0061 — Korean
  - 0062 — Lao
  - 0063 — Russian
  - 0064 — Farsi
  - 0065 — Other
- Race — Student’s race
- Ethnic_cd — Student’s ethnicity
  - 1 — Hispanic or Latino
  - 2 — Not Hispanic or Latino
  - 0,3 — Unknown
➢ Grade — Student’s highest grade level completed
  • Empty — not selected
  • 0 — No formal education (0)
  • 1 — 1
  ……
  • 19 — 19 or more

➢ Earned_ID — Student’s highest diploma/degree earned
  • 0001 — blank
  • 0002 — None
  • 0003 — GED Certificate
  • 0004 — High School Diploma
  • 0005 — Technical/Certificate
  • 0006 — A.A./A.S. Degree
  • 0007 — 4 year College Graduate
  • 0008 — Graduate Studies
  • 0009 — Other Diploma/Degree

Test Information
  ➢ Agency_CD — Agency ID;
  ➢ Site CD — Student ID
  ➢ Class_CD — Class ID
  ➢ Program_ID — Instructional program
    • 0100 — Basic Skills ABE
    • 0101 — ESL
    • 0102 — ESL/Citizenship
    • 0103 — Citizenship
    • 0104 — High School Diploma
    • 0105 — GED
    • 0106 — Career/Tech Ed
    • 0107 — Workforce Readiness
    • 0108 — Adults w/Disabilities
    • 0109 — Health & Safety
    • 0110 — Home Economics
    • 0111 — Parent Education
    • 0112 — Older Adults
    • 0113 — Other Program
    • 0212 — ROCP
  ➢ Student_CD — Student ID
  ➢ Form_CD — Form number
  ➢ TestDate — Date of test
  ➢ RAWSCR — Raw score
  ➢ SCALESCR — Scale score
  ➢ Item01R….Item50R — Item responses
2.7.3 Import TOPSpro Data into CASAS eTests

Permits retrieving TOPSpro data in .zip format into CASAS eTests application.

Access: Main Menu – Data exchange – TOPS Data Import

There are two import file options:

1. Type the path in the Data File section
2. Browse for it.

Click Import to import the file or Cancel otherwise.

Note: Only valid .zip files are imported. Invalid file format will trigger a warning message.
2.8 Security / Counter

2.8.1 Security Dongle


Displays dongle information:

- **Current expiration date**: dongle expiration date
- **CASAS eTests Units (CTUs) left**: number of remaining units that can be administered. The counter is decremented once each time a full-length CBT or CAT is administered. No units are required to administer a short locator test (Forms 102R, 102M and 50L) in the same sitting with a CBT or CAT pretest.
- **Current system date**: date of your current system.

**Extend Expiration Date**

Use this option when you want to extend expiration date. Provide activation key to CASAS to receive new passcode. Enter new passcode. Expiration date will modify accordingly.

**Add CASAS eTests Units**

Use this option when you want to add CTUs. Provide activation key to CASAS to receive new passcode. Enter new passcode. Test administration will increase accordingly.

**NOTE:** The application generates a unique activation key each time you choose either the “extend” or “add” option. Keep corresponding screens open until CASAS provides a passcode. If you close the screen and return, you will generate a new activation key.

2.8.2 Database Backup

Access: Main Menu – Security/Counter – Database Backup

<table>
<thead>
<tr>
<th>Backup folder:</th>
<th>C:\Program Files\CASAS\eTests\Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Backup file name:</td>
<td>eTest200712301645.bak</td>
</tr>
</tbody>
</table>

**Save current folder as default**

Displays entry fields to define/select Backup Folder and Backup File Name. Use the first field to rename the Backup folder if desired, then select “save current folder as default.”

The default Backup File Name denotes date and time of the backup. You can change this name if you wish, but the default will always revert to the same format each time you access the backup function.

2.8.3 Database Restore

This feature will be available in Version 2.7. In the interim, backup files created using Version 2.6 can be restored if necessary. Contact CASAS Tech Support for more information.
2.9 Help

2.9.1 Release Notes

List of requirements displays for each released version.

2.10 Logout

Logs user out from the application; login page appears.
3. TEST MODULE

Before opening CASAS eTests – Test module, you must insert the dongle in the LAN Server. See Sections 1.3.4 and 1.3.5 for a complete description of this process.

All students should be able to access the Test Module. Its function is to add new students and facilitate test taking. Each student can login with his or her unique ID number in corresponding site.

3.1 Login Page

When opening Test Module, a login page displays. The login page connects you to the application.

![Login Page](image)

Description of items:

- **Site** – drop down list containing all Sites from Admin Module; default Site is selected; Site selection box appears only if default Site under *Admin Module – Assessment settings* is **Allow student to select = Yes**. Otherwise, the selection box does not appear and all students will be placed in default site.
- **Enter Social Security or ID number**: student’s Social Security or ID number
If this is your first login in the Test Module application, demographic details are required. Otherwise, a confirmation window displays: “Are you <Student First name Last name>?"

- Yes → Test selection module displays
  Note: in case multiple series are selected for a student, he/she will be required to choose a series before getting to Test module;
- No → Login page displays

### 3.1.1 Entering Demographic Details

Choose a Site and enter a new SSN/ID number for this site. Click Continue. A wizard displays asking for following demographic details:

- **Personal Information**
  - First Name, Middle name, Last name: student’s first and last name cannot be empty; middle name is not required.
  - Click here if this is your Social Security Number: should be checked if ID is social security number.
- **Gender**: student’s gender (male or female)
- **Date of birth**: student’s date of birth;
- **Highest Grade Level Completed**: highest grade student completed;
- **Highest Diploma/Degree Earned**: highest diploma/degree student earned;
- **Native Language**: select one that applies
- **Ethnicity**: select one that applies
- **Race**: select one that applies

When complete, the wizard displays a Review page. Change any of the information provided by clicking corresponding *Change* link.
Click the right arrow button to go to Test Module.

**Examinee does not yet have the skills to be tested**

Click the right arrow button to go to Test Module.

In case multiple series are selected, student will be asked to select one series for testing.

**Please select the current series:**

```
Series:  
ECS
ECS
Life and Work
WLS
OK
```
3.1.2 Taking a Test

After login to Test Module, Test selection page displays.

Test Menu

<table>
<thead>
<tr>
<th>I want to practice taking a test.</th>
<th>READING TEST Practice</th>
<th>MATH TEST Practice</th>
</tr>
</thead>
</table>

Current Series: ECS

<table>
<thead>
<tr>
<th>I want to take a reading test</th>
<th>READING TEST Form 102R</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>I want to take a math test.</th>
<th>MATH TEST Form 102M</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>I want to quit.</th>
<th>QUIT</th>
</tr>
</thead>
</table>

Choose any of the tests you want to take:

- Reading or Math for ECS (Employability Competency System) series
- Reading or Listening for Life and Work series
- Reading or Math for WLS (Workforce Learning System) series

If default class and/or Instructional program under Admin Module – Assessment Settings are editable, students will have to choose a Class and/or Program in which to take the test.

**Please select the class and the program for this test:**

Class: 102 - DClass
Program: Career/Tech Ed

OK

If default class under Admin module – Assessment settings is not editable, students will be tested in:

- Default class – if student is placed in default Site
- Class 9999-no class – if student is placed in a site other than the default Site
If Instructional program is not editable, all students will be tested in default Instructional program defined in Admin Module – Assessment Settings.

When student finishes the test, a certification page displays:

**CASAS eTest Personal Score Report**

Student Test
222222222222

Your math score on form 101M is 229.
Dec 04 2006

Please see your CASAS facilitator to help understand your score.

The following information is available:
- Student name *(e.g. Student Test)*
- Student ID/SSN *(e.g. 22222222222)*
- Test name *(e.g. 101M)*
- Test score *(e.g. 229)*
- Test date *(e.g. Dec 04 2006)*

Other situations that may appear in Test Module:

**On Login:**
- If dongle is not connected or has expired, a warning message displays.
- If a LAN Client connects to a newer or older version of Server LAN, a message warns about the problem.

**When taking tests:**
- If number of available tests is 0, a warning message displays and student is not allowed to take any test; only practice tests can be taken.
- If a student tries to take the same CBT test twice in one day, a warning message displays.
4. FAQS AND TROUBLESHOOTING

4.1 Installation
My anti-virus software seems to be causing problems during installation. What’s happening?
Some anti-virus applications may create barriers to installation. Contact CASAS Technical Support at 1-800-255-1036 for assistance.

4.2 Admin Module

4.2.1 Admin Settings
How can I deny an administrator account access to login?
Access Admin Settings – Administrators. Either delete the administrator account or set the account disabled (Edit/View – Account state=Disabled).

Can an administrator change a student’s site?
Yes and No. Student’s site can only be changed if student has no tests. In case corresponding student has tests, Site cannot be changed.

Can an administrator change Test’s class?
Yes. Test’s class can be changed from View Details section of one test.

We forgot our Admin module password, what do we do?
Call CASAS Tech Support 1-800-255-1036 ext. 4.

4.2.2 Agency Settings
I don’t want my students to see their score after taking a test, is there anything I can do?
Yes. Go to Agency Settings – Settings. Uncheck the box for Display student end-of-test result page.

4.2.3 Assessment Settings
I have a student enrolled in a site other than the default. How do I login to test module with this student?
Make sure Default site is editable under Assessment settings (Allow students to select = Yes for Site). Login to test module — you should have a Site drop down list. Choose the Site corresponding to your student; enter Student’s ID number and login.

Assessment Settings – Default Site is editable and Default Class is not editable. I have a student enrolled in a site other than the default. In what class will this student will take tests?
All student’s test will be placed in 9999-no class from student’s site.

4.2.4 Examinee Records
What happens if a student doesn’t finish the test he/she is taking? Is the test counter decremented? Is the test recorded in the database?
It depends on the type of test student is taking. CAT tests are deleted unless the student returns within 30 minutes and finishes the test. CBT tests are scored if at least one question is answered. However, examinees have the option to delete the test if he/she chooses. The test counter is not changed any time a test is deleted.
Can I stop a student’s test before he/she finishes and still get a score?
Yes. Use Ctrl-E to exit the test and have it scored automatically.

A student does not have any tests, and still cannot change the site. What’s happening?
Student might have a test in progress. Wait 30 minutes. The system should allow you to change the site.

I have 2 students with the same ID, enrolled in the same site. What happens when data is synchronized on the server?
The 2 students will merge into one student. That one student is assigned the most recently updated demographic details and combined test records.