CASAS eTests brings together two types of computer-delivered applications — computer-based tests (CBTs) and computer-adaptive tests (CATs) — into one flexible system. It combines reading, math and listening progress assessments (CBTs) from several widely used CASAS series with associated short locator tests. This format lets you spend less time administering tests and more time helping students achieve educational goals.

Paper-and-pen tests take you from point A to point B. CASAS eTests get you to point B and beyond much faster and with greater confidence by providing:
- Greater accuracy and reduced test time
- Basic reports — group, student, and learning gains
- Export capability to common database applications
- Option to combine locator and pretests into one test event
- Immediate access to test results; no hand scoring or scanning
- Automatic selection of next appropriate test based on test scores

WIA Title II programs confidently use CASAS eTests for appraisal and progress testing because the CBTs are electronic versions of standard CASAS test forms (validated by the U.S. Departments of Education and Labor). Programs not required to administer parallel fixed form tests often prefer CAT assessments. A CAT provides maximum accuracy and speed because it draws from an extensive CASAS item bank to customize assessments to the unique ability of each examinee.

Assessment Options Available in CASAS eTests:

<table>
<thead>
<tr>
<th>CAT and CBT Locator Tests</th>
<th>• Reading, Math, and Listening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employability Competency System</td>
<td>• Appraisal Form 130 for Reading and Math Placement</td>
</tr>
<tr>
<td></td>
<td>• Progress Test Forms for Reading and Math (Levels A, B, C, D)</td>
</tr>
<tr>
<td>Life and Work Series</td>
<td>• Progress Test Forms for Reading (Levels A, B, C, D)</td>
</tr>
<tr>
<td></td>
<td>• Progress Test Forms for Listening (Levels A, B, C)</td>
</tr>
<tr>
<td>Secondary Assessment</td>
<td>• Progress Test Forms for Reading for Language Arts</td>
</tr>
<tr>
<td>Workforce Learning Systems</td>
<td>• Appraisal Form 230 for Reading and Math Placement</td>
</tr>
<tr>
<td></td>
<td>• Progress Test Forms for Reading and Math (Levels A, B, C)</td>
</tr>
</tbody>
</table>
A Research Organization Providing Assessment Systems

CASAS develops reading, math, listening, and writing assessments authorized for use in all National Reporting System (NRS) programs including ABE, ASE, and ESL.

The nonprofit organization CASAS is backed by decades of research and development in assessment, instruction, and evaluation. The organization provides a framework for implementing quality programs with a built-in standardized accountability system for reporting results.

The CASAS National Consortium identifies priority needs based on extensive feedback from adult education providers, employment and training professionals, and business and industry representatives. Assessment, instruction, and evaluation are based on the critical competencies and skill areas required for success in the workplace, community, and family.

CASAS – Comprehensive Adult Student Assessment Systems – are standards-based systems that correlate to a variety of national and state-level standards. They are approved and validated by the U.S. Department of Education and the U.S. Department of Labor for reporting required learning outcome data to these two federal agencies.

Practical and cost-effective

- Group administration
- Assess one or more skills: reading, listening, writing, math or speaking
- Reuse test booklets (paper-and-pencil option) or administer electronic forms with CASAS eTests
- Score at local level

Effective Data Collection and Accountability Reporting using TOPSpro Software

- Scores and tracks test results
- Meets all NRS reporting requirements
- Generates easy-to-read reports for students, administrators, teachers, and state decision makers

Train-the-trainer approach

- Affordable initial training costs
- Certified state trainers supported by CASAS staff

Teacher support materials

- Practice items — sample test items for classroom practice
- Reports — class and student test item data by competency and content standards
- QuickSearch — links test results to instructional resources
Computer-Adaptive Tests (CAT) and Computer-Based Tests (CBT) in math, reading, and listening delivered in one flexible system.

### Features and Benefits

*Serve all programs*

- Places students into programs quickly and precisely in two ways:
  - Traditional CBT appraisal followed by CBT progress test
  - Short CAT locator paired with CBT progress test
- Delivers maximum accuracy and speed by using CAT if not required to administer fixed forms. **Note:** Must administer CBT for group diagnostic information.
- Retains demographic data across all tests; students enter information just once
- Generates test results immediately; no hand scoring or scanning
- Selects next appropriate test automatically based on test scores
- Exports to TOPSpro and TOPSpro Enterprise

### Includes Test Forms

- **CBT Appraisals**
  - *Employability Competency System*: Forms 130R and 130M
  - *Workforce Learning Systems*: Forms 230R and 230M
- **CAT Progress Tests**
  - Forms 101R, 101M
- **CBT Progress Tests**
  - *Employability Competency System*: Forms 11-18R, 11-18M
  - *Life and Work*: Forms: 81-188R, 81-86L
  - *Life Skills*: Forms 51-56L
  - *Secondary Assessment*: English/Language Arts Forms 513, 514
  - *Workforce Learning Systems*: Forms 213-216R and 213-216M

### Test Administrations

- **CASAS eTests Units (CTUs)**
  - One test administration requires one CTU; purchase in increments of 50, 100, 500 or 1000

### Database Installations

*Configuration options*

- **Standalone Computer** (CASAS eTests available on one machine only)
- **Local Area Network** (LAN) server (CASAS eTests available at each network client machine)
- **Master Server** (CASAS eTests available across multiple LANs)

### Annual Support

- Telephone technical support and software upgrades included with database through June 30 following initial installation.
- Support renewed annually on July 1

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**CASAS**

Comprehensive Adult Student Assessment Systems • 800.255.1036 • www.casas.org

V031709
Computer-Adaptive Tests (CAT) and Computer-Based Tests (CBT) in math, reading, and listening delivered in one flexible system.

Minimum System Configuration Requirements

<table>
<thead>
<tr>
<th>HARDWARE</th>
<th>Processor</th>
<th>RAM</th>
<th>Disk Space</th>
<th>Monitor</th>
<th>Software</th>
<th>Browser</th>
</tr>
</thead>
<tbody>
<tr>
<td>Server</td>
<td>Pentium IV*</td>
<td>1.5 GB</td>
<td>5 - 80 GB</td>
<td>1024 x 768</td>
<td>Windows 2000 Prof/ XP/ Server 2003/ Vista</td>
<td>Explorer 6.0+</td>
</tr>
<tr>
<td>Client</td>
<td>Pentium IV*</td>
<td>512 MB</td>
<td>2 GB</td>
<td>1024 x 768</td>
<td>Windows 2000 Prof/ XP/ Vista</td>
<td>Explorer 6.0+</td>
</tr>
<tr>
<td>Standalone</td>
<td>Pentium IV*</td>
<td>1 GB</td>
<td>5-30 GB</td>
<td>1024 x 768</td>
<td>Windows 2000 Prof/ XP</td>
<td>Explorer 6.0+</td>
</tr>
</tbody>
</table>

* or equivalent

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

Database Installation (includes technical support and software upgrades through June 30 following installation)

<table>
<thead>
<tr>
<th>CASAS eTests</th>
<th>Master Database Server</th>
<th>ETES-MAS</th>
<th>$495</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LAN Installation (Primary)</td>
<td>ETES-LAN</td>
<td>$495</td>
</tr>
<tr>
<td></td>
<td>LAN Installation (Additional)</td>
<td>ETES-LAD</td>
<td>$95</td>
</tr>
<tr>
<td></td>
<td>Standalone Installation (Primary)</td>
<td>ETES-SPR</td>
<td>$295</td>
</tr>
<tr>
<td></td>
<td>Standalone Installation (Additional)</td>
<td>ETES-SAD</td>
<td>$45</td>
</tr>
</tbody>
</table>

Test Administrations

<table>
<thead>
<tr>
<th>CASAS eTests Units</th>
<th>Increments of 50</th>
<th>CTU-0050</th>
<th>$85</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Increments of 100</td>
<td>CTU-0100</td>
<td>$135</td>
</tr>
<tr>
<td></td>
<td>Increments of 500</td>
<td>CTU-0500</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td>Increments of 1000</td>
<td>CTU-1000</td>
<td>$750</td>
</tr>
</tbody>
</table>

Annual Support (effective July 1 following installation)

<table>
<thead>
<tr>
<th>CASAS eTests</th>
<th>Master Database or LAN Server</th>
<th>ETAN-NET</th>
<th>$295</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Standalone (per site)</td>
<td>ETAN-SIN</td>
<td>$145</td>
</tr>
</tbody>
</table>
# Software Implementation Guidelines

**Phase I: Pre-implementation**

**Preparation, Registration, Ordering**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Order CASAS eTests software from CASAS.</td>
</tr>
<tr>
<td>Step 2</td>
<td>Order network connectivity equipment and lines from technical support division.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Order installation services from technical support division.</td>
</tr>
<tr>
<td>Step 4</td>
<td>Appoint a strong coordinator with overall responsibility and authority to carry out and monitor implementation of software.</td>
</tr>
<tr>
<td>Step 5</td>
<td>Order any necessary hardware, such as PCs, printers, or servers. Install operating systems.</td>
</tr>
<tr>
<td>Step 6</td>
<td>Agree on an implementation date and ensure that all key personnel (IT admin, security, and operators) are available.</td>
</tr>
</tbody>
</table>
| Step 7 | Perform site readiness confirmations:  
\> Network connectivity in place with all required hardware and software readily available.  
\> Operating system installed on computer hardware.  
\> CASAS eTests software and security dongle are on site. |

**Phase II: Implementation**

**Setup, Installation, Configuration**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>
| Step 8 | Perform setup verifications:  
\> Network connectivity and software pass check test.  
\> Passwords are correct.  
\> Security dongle is in place. |
| Step 9 | Install CASAS eTests interface software:  
\> Verify all required software and passwords are available.  
\> Install CASAS eTests software.  
\> Take a practice test to confirm installation. |
| Step 10 | Perform post-installation activities:  
\> Do checks specific to the student environment on an ad hoc basis.  
\> Do product-specific steps as described in the application installation guide. |
| Step 11 | Getting Started:  
\> Conduct training of key personnel to ensure that each has the minimum knowledge necessary to operate and manage the newly installed system.  
\> Contact CASAS Technical Support for help with the basic functionality of the system if necessary. |

**Phase III: Post-implementation**

**Testing, Live, Future Enhancements**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>
| Step 12 | Testing:  
\> Use the test and training network to familiarize staff with the software.  
\> Test back-office integration (data transfer to TOPSpro if applicable).  
\> Configure CASAS eTests software to in-house requirements. |
| Step 13 | In-House Training:  
\> Continue with the training process in-house to develop new procedures and expertise. |
| Step 14 | Go Live!  
\> Initiate only when:  
\> Integration and configuration are complete.  
\> Staff are fully trained.  
\> Connect CASAS eTests software to the live network. |
| Step 15 | Further Enhancements:  
\> Contact CASAS Technical Support for the latest software enhancements.  
\> Create a mobile assessment lab.  
\> Set-up off-sites with standalone or network installations that will synchronize with a master CASAS eTests database. |
PHASE I: Pre-Implementation  
1. Setup Checks (Pre-implementation)  
   - Verify installation readiness of the client  
   - Verify correct hardware and operating system configuration  
   - Verify Successful network connectivity to CASAS eTests  
2. Software Installation  
   - Confirm pre-installation checks are successful  
   - Confirm connection to CASAS eTests server  
3. Getting Started Assistance  
   - Assist with system set-up  
   - Familiarize client with "CASAS eTests User Guide" and other documentation

**NOTE:** Installation steps should be carefully documented to facilitate effective troubleshooting in the event of a problem. For all but the smallest scale projects, consider committing to a multiple-stage implementation. This allows for remedy of inevitable start-up issues in the first stage, with improved results.

**CASAS Tech Support (800-255-1036 X4) works with customers throughout the implementation process.**
This chart presents an overview of scale score ranges for CASAS ECS and WLS assessment. For information on score interpretation and precise ranges, please refer to the CASAS Test Administration Manual for each series.
This chart presents an overview of scale score ranges for CASAS Life and Work and Life Skills assessment. For information on score interpretation and precise ranges, please refer to the CASAS Test Administration Manual for each series.

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