



# USER GUIDE

*CASAS*  
*Technical*  
*Support*  
**800.255.1036**

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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*

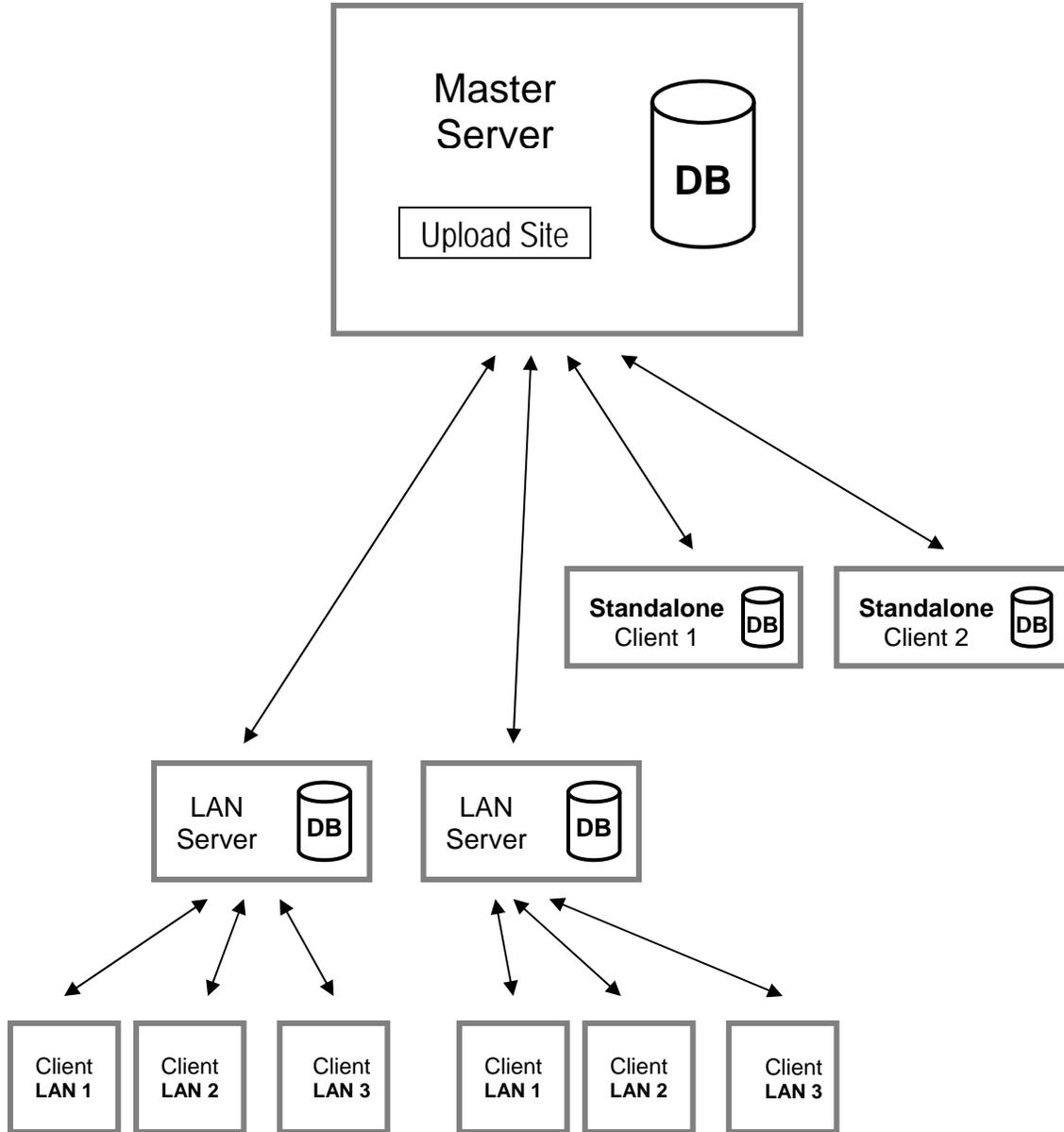
	HARDWARE				SOFTWARE	
	<i>Processor</i>	<i>RAM</i>	<i>Disk Space</i>	<i>Monitor</i>	<i>Windows</i> †	<i>Browser</i>
<b>Server</b>	Pentium IV*	1.5 GB	5-80 GB	1024 x 768	XP / Vista / Server 2003	Explorer 7.0
<b>Client</b>	Pentium IV*	512 MB	2 GB	1024 x 768	XP / Vista	Explorer 6.0+
<b>Standalone</b>	Pentium IV*	1 GB	5-30 GB	1024 x 768	XP / Vista	Explorer 6.0+

\* or equivalent

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

**Note:** CASAS is unable to confirm support of systems other than those that meet the requirements above. 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 (LG), examinees with no tests, nat/onat and dongle report)
- Data Exchange (synchronize, upload/download files)
- Security /Counter (monitoring and acquiring test administrations)

Updating and adding to these settings grows the application over time. CASAS will continue to add test series and forms released through periodic software updates. CASAS will email announcements about these and other topics to customers with current CASAS eTests licenses.

### 1.3.2 Purchasing and Activating CASAS eTests Units

With CASAS eTests software 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, any client machine on the network can access CTUs. Standalone and Server installations of CASAS eTests must have a security dongle inserted in the machine where the software resides 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 suited to meet assessment needs.

Common Test Administration Use			No. CTUs Required
Appraisal / Locator	Pretest	Post-Test	
CAT Locator	CBT		1
CBT Appraisal			1
	CBT		1
		CBT	1

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 CASAS 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 3.1).

**Note:** You must supervise the test environment, just as for paper-based tests.

### 1.3.4 Scoring and Reporting

The application scores tests automatically. From the Test Module, scale scores display on a Personal Score Report that gives 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 six basic reports (see Section 2.6):

- (i) Group Test Results
- (ii) Student Test Summary
- (iii) Learning Gains (LG)
- (iv) Examinees with No Tests
- (v) NAT/ONAT
- (vi) Dongle – Test Administrations

### 1.3.5 Managing Data

The application automatically generates export files that contain the data listed in the five basic reports above. You can export these files to an upload/download site for access by other applications, including the CASAS database management system - TOPSpro® - for “Tracking of Programs and Students” (see Section 2.7).

## 1.4 General Operations

The Admin Module provides a set of **general operations** for each page that contains a list:

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

Results per page:  ▼

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 to sort list.

[Column name/](#)

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

[First](#) | [Previous](#) | [Next](#) | [Last](#)

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.

Each page contains the following information:

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

Table name 1 - 8 of 8

- **Site Path** (in upper left corner) — Return to any previous accessed menu by clicking on a corresponding link from the 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. To access this module, you must be identified as administrators in your CASAS eTests application.

### 2.1 Login Page

The Admin Module displays a login page when it first opens. The login page connects you to the application.

Welcome to the Admin Module

Enter your Account Name:

Enter your Password:

**Note:** The default login account name is “Admin.” No password is required. If person logging in provides an incorrect user name and/or password, this warning messages displays — “Specified test administrator was not found in the database”/ “Incorrect test administrator password.”

During initial installation of CASAS eTests (or during upgrades of a version older than 2.4), an initial wizard will appear when the installer first launches the Admin Module. This initial wizard requires the following information:

- 1 **State** Select appropriate state
- 2 **Agency Type** WIA Title II Agencies or others
- 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 a CASAS eTests version older than 2.4., all **existing Sites** will automatically be assigned with an ID. You can change the default Site ID from *Admin panel – Agency Settings – Sites – Edit/View Site*. All **existing**

**Students and Test records** without a Site are assigned to the 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** a CASAS 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*. 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.

<i>(eTests version 2.3 or older)</i>		<i>(Current eTests version)</i>	
<i>Assigned in Class?</i>		<i>What happens with existing Students and Test records?</i>	
Student	Test	Student Placement	Test Placement
Yes	Yes	Class' site	Existing Site/Class
Yes	No	Class' site	9999 — no class
No	Yes	Default site*	Existing Site/Class
No	No	Default site*	Default Class*

\* 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** a CASAS eTests version older than 2.4, all existing Test records will be assigned in the 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.

Finish the wizard. The Main Menu displays.

- Admin Settings
  - Agency Settings
  - Assessment Settings
  - Examinee Records
  - Reports
  - Data Exchange
  - Security / Counter
  - Help
- 
- The image shows a grid of buttons for the main menu. The buttons are arranged in four rows. The first row contains 'Admin Settings', 'Agency Settings', and 'Assessment Settings'. The second row contains 'Examinee Records', 'Reports', and 'Data Exchange'. The third row contains 'Security / Counter' and 'Help'. The fourth row contains '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

Results per page: 20

Administrators 1 - 1 of 1

First | Previous | Next | Last

<a href="#">Account name</a>	<a href="#">First name</a>	<a href="#">Last name</a>	<a href="#">Account state</a>		
			all		
Admin			enabled	<a href="#">Edit/View</a>	<a href="#">Delete</a>

[Add administrator](#)

Results per page: 20

Administrators 1 - 1 of 1

First | Previous | Next | Last

Description of items:

- *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*
- *Allowed to change configuration* – unchecked by default; when checked, users will be allowed to access the top three admin menus (Admin Settings, Agency Settings, Assessment Settings).

**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*

Account name:	Test
First name:	Jane
Last name:	Doe
Old password:	<input type="text"/>
Password:	<input type="text"/>
Password retyped:	<input type="text"/>
Default page size:	20 <input type="button" value="v"/>

An administrator can:

- Change current password
- Set default page size: number of records per page; takes effect in all lists.

## 2.3 Agency Settings

### 2.3.1 Settings

Displays general settings for current Agency.

*Access: Main Menu – Agency Settings – Settings*

Agency Id:	<input type="text" value="2004"/>
Agency name:	<input type="text" value="USA"/>
State code:	<input type="text" value="California"/>
Is WIA Title II:	<input checked="" type="checkbox"/>
Database machine name (used only for replication):	<input type="text" value="Computer Lab"/>
Collect demographic information:	<input type="checkbox"/>
Display student end-of-test result page:	<input checked="" type="checkbox"/>
Turn off access to Test Module	<input type="checkbox"/>
Lock the creation of new student accounts in Test Module	<input checked="" type="checkbox"/>
Enable alphanumeric student IDs	<input type="checkbox"/>
Password for the <b>I Don't Know</b> button	<input type="text"/>
Enable the <b>I Don't Know</b> button	<input type="checkbox"/>
Include Raw Score in Student's personal score report at end of test	<input type="checkbox"/>
Show Only Active Classes	<input checked="" type="checkbox"/>
Sort Active Classes On Top	<input checked="" type="checkbox"/>

[Update](#) [Back](#)

- *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, application does not collect student demographic details. When checked, the Test Module requires students logging in **for the first time** to provide demographic details. After the first time, the application should not require students to provide demographic details during login (even when this option is checked).
 

**Note:** If the application does require demographic details during subsequent logins, proctors should check to make sure students are entering their ID numbers consistently.
- *Display student end-of-test result page* – when unchecked, the application no longer displays Student Personal Score Report at the end of a test (in the Test module).
- *Turn off access to Test Module* — restricts access to the Test Module without having to remove the security dongle.
- *Lock the creation of new student accounts in Test Module* — application will not allow students whose ID numbers are not in the database to access the Test Module.
- *Enable alphanumeric student IDs* – when checked, student IDs can accept alphanumeric characters.

**Note:** Do not use this option if you also use TOPSpro. TOPSpro does not support alphanumeric student IDs.

- *Enable the **I Don't know** button* – check this option if you want an ‘I don't know’ button on the short CAT locator for reading and math to allow students to skip questions that are too difficult. You must enter a password in “*Password for the I Don't Know button*” field to enable this feature.  
**Note:** Please contact Richard Ackermann ([rackermann@casas.org](mailto:rackermann@casas.org), 800.255.1036 X114) if you would like to field-test the ‘I don't know’ button feature.
- *Include Raw Score in Student's personal score report at the end of the test* – when checked, the number of correct answers will be displayed on Student's personal score report at the end of the test.
- *Show only Active Classes* – when checked, only active classes will be displayed in Test module under Class drop down list;
- *Sort Active Classes On Top* – when checked, active classes will be displayed on top of inactive classes;

### 2.3.2 Name Capitalization Options

Displays options for changing name capitalization for both new and existing students.

*Access: Main Menu – Agency Settings – Name Capitalization options*

- Proper case (e.g. John Doe)
- All Uppercase (e.g. JOHN DOE)
- Unchanged (e.g. john Doe)

[Apply to existing student names](#)

[Update](#) [Back](#)

This page contains the following information:

- *Proper case (e.g. John Doe)*
- *All Uppercase (e.g. JOHN DOE)*
- *Unchanged (e.g. john Doe)*
- *Apply for existing student names* – the option selected will apply to both new and existing students
- *Update* – the option selected will only apply for the new students;
- *Back* – changes made are not saved.

### 2.3.3 Sites

Displays the list of sites from corresponding agency.

*Access: Main Menu – Agency Settings – Sites*

Agency: 100 - USA

Results per page:

Sites 1 - 4 of 4

[First](#) | [Previous](#) | [Next](#) | [Last](#)

<a href="#">Site</a>	<a href="#">Classes Count</a>				
1 - Site 1	3	<a href="#">View classes</a>	<a href="#">View tests</a>	<a href="#">Edit/View</a>	<a href="#">Delete</a>
2 - Site 2	1	<a href="#">View classes</a>	<a href="#">View tests</a>	<a href="#">Edit/View</a>	<a href="#">Delete</a>
3 - Site 3	1	<a href="#">View classes</a>	<a href="#">View tests</a>	<a href="#">Edit/View</a>	<a href="#">Delete</a>
4 - Site 4	1	<a href="#">View classes</a>	<a href="#">View tests</a>	<a href="#">Edit/View</a>	<a href="#">Delete</a>

[Add Site](#)

Results per page:

Sites 1 - 4 of 4

[First](#) | [Previous](#) | [Next](#) | [Last](#)

This page contains the following information:

- *Agency ID and name*
- *Site list*
- *Classes count* — number of classes from each site
- *[Add site](#); [View classes](#); [View tests](#); [Edit/view](#); [Delete](#)*

**[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 \(within sites\)](#)** — Displays the list of classes from corresponding site.

**Access:** [Main Menu](#) – [Agency Settings](#) – [Sites](#) – [View Classes](#)

Agency: 100 - USA  
Site: 2 - Site 2

Results per page:

Classes 1 - 20 of 243

[First](#) | [Previous](#) | [Next](#) | [Last](#)

<a href="#">Class</a>	<a href="#">Status</a>			
10102000 - FY-09 - ABE INT. LOW	Active		<a href="#">View tests</a>	<a href="#">Edit/View</a>
10102001 - FY-09 - ABE INT. LOW	Active		<a href="#">View tests</a>	<a href="#">Delete</a>
10102002 - FY-09 - ABE INT. LOW	Active		<a href="#">View tests</a>	<a href="#">Delete</a>
10102003 - FY-09 - ABE INT. LOW	Active		<a href="#">View tests</a>	<a href="#">Delete</a>
10102004 - FY-09 - ABE INT. LOW	Active		<a href="#">View tests</a>	<a href="#">Delete</a>
10102005 - FY-09 - ABE INT. LOW	Active		<a href="#">View tests</a>	<a href="#">Delete</a>

This page contains the following information:

- *Agency*
- *Site ID and name*
- *List of Classes, filtered by Status (Active, Inactive, All)*
- *[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** — Edit/view class information; See **[Add Class](#)** (immediately below) for more details.

- **Delete** — Delete selected class. A confirmation message displays on deletion. Only empty classes can be deleted. Default class and classes with examinee records cannot be deleted.

**Add Class (classes)** — Add a new class in corresponding agency and site.

*Access: Main Menu – Agency Settings – Sites – View Classes – Add Class*

Following information is required:

- *Class ID*
- *Class name*
- *Extended code – optional*
- *Active – by default, unchecked;*

**Note:** CASAS eTests does not allow duplicate class IDs.

If you use an extended code is used, CASAS eTests considers two classes with the same Class ID but different extended codes as two separate classes.

**View Tests (sites)** — Display list of tests from corresponding class.

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

Agency: 99999 - Test School  
 Site: 100 - Site A  
 Class: 10102000 - ABE INT. LOW

[Scored Tests](#)   [Unscored Tests](#)

Results per page: 20      Tests 1 - 20 of 361      [First](#) | [Previous](#) | [Next](#) | [Last](#)

Test Form	Test Type	Test Series	First Name	Last name	Test date	Program	
all	all	all			all time	all	
116R	Reading	ECS	KRYSTAL	POTHIER	09/03/2009	Basic Skills (ABE)	<a href="#">View details</a>
15R	Reading	ECS	SOUA	YANG	09/03/2009	Basic Skills (ABE)	<a href="#">View details</a>
102R	Reading	ECS	JESSICA	COOPER	09/03/2009	Basic Skills (ABE)	<a href="#">View details</a>
102R	Reading	ECS	VANESSA	PENA	09/03/2009	Basic Skills (ABE)	<a href="#">View details</a>
15R	Reading	ECS	ISAAC	WALLACE	09/03/2009	Basic Skills (ABE)	<a href="#">View details</a>
102R	Reading	ECS	JONATHAN	RUIZ	09/03/2009	Basic Skills (ABE)	<a href="#">View details</a>
12R	Reading	ECS	LATRINNA	OBRYANT	09/03/2009	Basic Skills (ABE)	<a href="#">View details</a>
102R	Reading	ECS	VERONICA	LENGER	09/03/2009	Basic Skills (ABE)	<a href="#">View details</a>

Two types of test records exist in CASAS eTests: *Scored Tests* and *Unscored Tests*. By default, the tests list points to the Scored Tests section. CASAS eTests automatically places all Reading, Math, Listening and Critical Thinking tests in the Scored Tests section.

CASAS eTests automatically places Functional Writing Assessment (FWA) and Performance tests in the Unscored Tests section, then moves them into the Scored Tests section after a remote eScoring system provides a scale score (see note below).

**Note:** Unscored tests and eScoring pertain only to users who are either field testing the FWA function or the WSCS series of CASAS eTests (See Section 2.4 - Assessment Settings screen shot and Bullet 6 — *Show test menu buttons*— in Section 2.4). Field testers use the *Unscored Tests* link to see unscored writing and performance tests.

The following information is available:

- *Test Form* — Name of tests: 101M, 101R, 11R, 12R, etc.; you can filter the list using the filtering combo from this column.
- *Test Type*— Reading, Math, Listening, Writing, Critical Thinking and Performance; you can filter the list using the filtering combo from this column.
- *Test Series*— Employability Competency (ECS), Life and Work (L&W), Workforce Learning (WLS), Listening – 50 series, Secondary Level Assessment (SLA), Functional Writing Assessment (FWA), Workforce Skills Certification (WSCS) and Citizenship series.

- *First Name, Last Name* — Student's name
- *Test date* — Date of tests; you can filter the list using the filtering combo from this column.
- *Class* — Class ID and name where test was taken;
- *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*

You can delete only empty sites. You cannot delete the default site or sites containing examinee records.

### **2.3.4 Programs**

Displays the list of available programs from corresponding agency.

*Access: Main Menu – Agency Settings – Programs*

All programs are active by default. Only active programs will appear in student's drop down list. Inactive programs will not appear anymore on student's drop down selection list. Click <Activate>/<Inactivate> link to activate or inactivate a program.

## **2.4 Assessment Settings**

Permits editing all options related to assessments: default Site, Class and Program, default series and tests, Test Administration Type (TAT), Test menu association.

*Access: Main Menu – Assessment Settings*

	Default value	Allow student to select	
Select default values for site, class and instructional program:	Site	101 - Site 1	Yes <input checked="" type="radio"/> No <input type="radio"/>
	Class	123 - Class E	Yes <input checked="" type="radio"/> No <input type="radio"/>
	Instructional Program	Basic Skills (ABE)	Yes <input checked="" type="radio"/> No <input type="radio"/>

Select a default series:  
 (If more than one default series is desired use Ctrl-mouse click to select multiple entries. This has the effect in the Test Module that the student or proctor will choose among the series you selected here.)

Life and Work Options

- 1) Level C = 85R, 86R (work oriented)
- 2) Level C = 185R, 186R (life skills oriented)
- 3) Level C = 85R, 86R, 185R, 186R (both)

- ECS
- WLS
- Life and Work (1) + ECS Math 11-18 series
- Life and Work (2) + ECS Math 11-18 series
- Life and Work (3) + ECS Math 11-18 series
- Life and Work (1) + LS Math 30 series
- Life and Work (2) + LS Math 30 series
- Life and Work (3) + LS Math 30 series
- Listening - 50 series
- SLA - Language Arts
- SLA - American Government
- SLA - United States History
- SLA - Biological Science
- SLA - World History
- SLA - Physical Science
- SLA - Math
- NEDP
- Citizenship

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

Note: Changing the Test Administration Type (TAT) will apply to new students only. If you want to change TAT for existing students it has to be done on an individual basis.

[Edit default tests](#)

[Edit LAN workstations](#)

[Edit program series](#)

Show test menu buttons: <table border="0" style="margin-left: 20px;"> <tr><td>Reading</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Math</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Listening</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Writing</td><td><input type="checkbox"/></td></tr> </table>	Reading	<input checked="" type="checkbox"/>	Math	<input checked="" type="checkbox"/>	Listening	<input checked="" type="checkbox"/>	Writing	<input type="checkbox"/>	Test timer (minutes): <input checked="" type="checkbox"/> <input style="width: 40px; text-align: center;" type="text" value="60"/>
Reading	<input checked="" type="checkbox"/>								
Math	<input checked="" type="checkbox"/>								
Listening	<input checked="" type="checkbox"/>								
Writing	<input type="checkbox"/>								
Allow same test in the same day: <input checked="" type="checkbox"/> Allow same modality in the same day: <input checked="" type="checkbox"/> WSCS activation password: <input style="width: 100px;" type="text"/>	Minutes of inactivity before a test is automatically suspended: <input style="width: 40px; text-align: center;" type="text" value="20"/>								

[Update](#) [Back](#)

The following information/options display:

- *Default values for Site, Class and Instructional Program.*

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 on the following page.

Influence of Value on Test Module

SITE/CLASS	Class Editable	Class Not Editable
<b>Site Editable</b>	Site required on Login and before Test Menu Class required before Test Menu	Site required on Login <sup>1</sup> Class not required before Test Menu *
<b>Site Not Editable</b>	Site not required on Login & Test Menu Class required before Test Menu	Site not required on Login & Test Menu Class not required before Test Menu

<sup>1</sup> Site is required before Test Menu only if Instructional Program is editable.

**Notes:** When Site is not editable — all students are logged in the default Site  
When Class is not editable — all students are tested in the default Class, except \*

\* All students from a site other than the default are tested in “9999-no class.”

! If Program is not editable, CASAS eTests presents all tests identified in the default selected Program; otherwise, students must select a program before viewing the Test Menu.

➤ *Default series* — CASAS eTests automatically assigns the default series to new students as you add them. You can select multiple series holding down CTRL key and selecting series. **Note:** Workforce Skills Certification (WSCS) series requires a password to enable it (WSCS activation password); once the series is enabled, it will appear in the default series list. Please contact Richard Ackermann ([rackermann@casas.org](mailto:rackermann@casas.org), 800.255.1036 X114) if you wish to use this series.

➤ *WSCS Subject* – appears only when WSCS series is enabled and selected as default series; required when WSCS is selected as a default series.

➤ *Test administration type* — four test administration types are available:

- Short CAT as locator, CBT as pretest and posttest
- CAT as pretest and CAT as post-test
- CBT as appraisal, pretest and post-test
- CAT and CBT in one test event (field-study purposes only)

➤ *Show test menu buttons* — selected modalities appear in the Test Module. You should check at least one modality. By default, all modalities are checked. (See section 2.4.1 for more details.)

**Notes:**

a. The Writing modality option (Functional Writing Assessment) applies to NEDP (National External Diploma Program) sites and requires a password to enable. Please contact Andrew Evans ([aevens@casas.org](mailto:aevens@casas.org), 800.255.1036 X184) if you wish to enable this modality.

b. Critical Thinking and Performance modalities are shown only when WSCS series is enabled.

➤ *Allow same test in the same day* — if checked, students may take the same test in the same day; by default, this option is unchecked.

➤ *Allow same modality in the same day* – if checked, students may take the same modality test in the same day; by default, this option is unchecked.

➤ *WSCS activation password* – when provided, WSCS series and all related information will become available. Once WSCS is enabled, the activation password won’t be displayed anymore.

➤ *Test timer (minutes)* – if checked, students have a limited time to finish the test (default time is 60 minutes). A warning pops-up 10 minutes before the end of the test session; another

warning message pops-up 1 minute before the end of the test session. When time has elapsed, test is finished and scored. You cannot set the test timer for less than 60 minutes. By default, this option is unchecked.

- *Minutes of inactivity before automatic suspension of a test* – specifies the number of minutes before CASAS eTests automatically suspends a test. This happens if CASAS eTests perceives no keyboard or mouse response for a minimum of 45 minutes (default value). After a suspension, students can resume taking the test at a later date.
- *WSCS lockout period (days)* – this option is available only when WSCS series is enabled and specify the number of days before a student can retake any of the WSCS tests. By default, this option is unchecked.
- *Override WSCS pre-qualification* – this option is available only when WSCS series is enabled; if checked, WSCS prequalification rules are not taken into account. By default, this option is unchecked.
- *Edit default tests* — permits setting the first default test presented when students log into the Test Module. (See section 2.4.2 for more details.)
- *Edit LAN Workstations* — permits assigning a test menu and TAT to each workstation in the LAN. (See section 2.4.3 for more details.)
- *Edit program series* — permits assigning a test menu and TAT to each instructional program. (See section 2.4.3 for more details.)

## 2.4.1 Test Menu Buttons

You can hide any of the six possible test menu buttons (Reading, Listening, Math, Writing, Critical Thinking, Performance). The table below shows the defaults associated with the various buttons.

DEFAULT SERIES	TEST MENU	SERIES	TEST ADMINISTRATION TYPE
Employability Competency System	Reading	ECS	Short CAT locator, CBT pretest and post-test
	Listening	L&W	
	Math	ECS	
Life & Work Series	Reading	L&W	Short CAT locator, CBT pretest and post-test
	Listening	L&W	
	Math	L&W or ECS	
Listening 50 Series	Listening	50 series	Short CAT locator, CBT pretest and post-test
Secondary Level Assessment	Reading	SLA	CBT appraisal, CBT pretest and post-test
Workforce Learning System	Reading	WLS	CBT appraisal, CBT pretest and post-test
	Math	WLS	
Functional Writing Assessment	Reading	L&W	
	Math	ECS	
	Writing	FWA	
Workforce Skills Certification	Reading	WSCS	
	Math	WSCS	

	Critical Thinking	WSCS	
	Performance	WSCS	
Citizenship	Reading	CIT	
	Listening	CIT	

**Default Series:** Select in Assessment Settings.

**Test Menu:** Buttons presented to the student in the Test Menu.

**Series:** Actual test series associated with the Test Menu button

**Test Administration Type:** Select in Assessment Settings.

## 2.4.2 Edit Default Tests

The administrator can change first test administered for each series and modality.

Agency: 99999 - Test School

Test Type:	all	Test Series:	all	Test Form
Reading		ECS		<a href="#">Change</a>
Reading		LW 185R,186R		<a href="#">Change</a>
Reading		LW 85R,86R		<a href="#">Change</a>
Reading		LW 85R,86R,185R,186R		<a href="#">Change</a>
Reading		SLA - Language Arts		<a href="#">Change</a>
Reading		WLS		<a href="#">Change</a>
Reading		LW 85R,86R,185R,186R and LS Math		<a href="#">Change</a>
Reading		LW 85R,86R and LS Math		<a href="#">Change</a>
Reading		LW 185R,186R and LS Math		<a href="#">Change</a>
Reading		SLA - American Government		<a href="#">Change</a>
Reading		SLA - United States History		<a href="#">Change</a>
Reading		SLA - Biological Science		<a href="#">Change</a>
Reading		SLA - World History		<a href="#">Change</a>

Use the pull-down menus to select for:

- Modality (*Test Type*: reading, math, listening, writing, performance and critical thinking)
- Assessment (*Test Series*: ECS, Life and Work, Secondary Level Assessment, WLS, Listening-50 series, NEDP, WSCS or Citizenship)
- Specific test (*Test Form*: CBT level within a modality or a CAT: 101M/102M or 101R/102R)

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

Test Type: Reading

Test Series: LW 85R,86R,185R,186R and LS Math

Default Test Form:  [back](#)

- not selected
- 101R
- 102R
- 130R
- 185R
- 186R
- 187R
- 188R
- 230R
- 80R
- 81R
- 81RX
- 82R
- 82RX
- 83R
- 84R
- 85R
- 86R

A first default test depends on selected TAT as follows.

- *Short CAT as locator, CBT as pretest and post-test*
  - 102R for Reading,
  - 102M for Math
  - 89L for Listening
- *CAT as pretest and CAT as post-test*
  - 101R for Reading
  - 101M for Math
  - 965C for Listening Citizenship
- *CBT as appraisal, pretest and post-test*
  - 130R for Reading ECS, WLS
  - 80R for Reading LW, Reading Citizenship
  - 130M for Math ECS, LW and WLS
  - 80L for Listening 80 series
  - 50L for Listening 50 series
  - 965C for Listening Citizenship
- *CAT and CBT in one test event (field-study purposes only)*
  - 101R for Reading
  - 101M for Math

### 2.4.3 Edit Program Series/ LAN Workstations

Administrators have the option to assign test menus and TAT to instructional programs or LAN workstations, or both, as shown in screenshots immediately following.

CASAS eTests associates a *current program* with a student's demographic section, apart from the instructional program CASAS eTests collects for tests. Administrators can assign this *current program* in the page with student details (see Edit/View Student details section below).

CASAS eTests also assigns the *instructional program* to student test records. This instructional program may or may not be editable before students take a test (see default instructional program under Assessment settings).

New master options:

- *Disregard test menu associations with individual workstations* (designed for large LAN users). Administrators can drop particular changes simultaneously at all workstations instead of changing one at a time. Default value is unchecked.
- *Use the test instructional program to assign a test menu where there is no current program assigned to the student*. Controls the test menu given based on the instructional program selected by the student. Default value is checked.

## Assigning Test Menu and Test Administration Type to Instructional program

Available Test Menus

	Reading	Math	Listening	Writing	Performance	Critical Thinking
Menu 1	L&W (Level C=85/86)	ECS	L&W			
Menu 2	L&W (Level C=185/186)	ECS	L&W			
Menu 3	L&W (Level C=85/86/185/186)	ECS	L&W			
Menu 4	ECS	ECS	L&W			
Menu 5	WLS	WLS				
Menu 6			Listening 50			
Menu 7	SLA - Language Arts	SLA				
Menu 8	SLA - American Government	SLA				
Menu 9	SLA - United States History	SLA				
Menu 10	SLA - Biological Science	SLA				
Menu 11	SLA - World History	SLA				
Menu 12	SLA - Physical Science	SLA				
Menu 13		SLA				
Menu 14	L&W (Level D=187/188)	ECS		NEDP		
Menu 15	L&W (Level C=85/86)	LS	L&W			
Menu 16	L&W (Level C=185/186)	LS	L&W			
Menu 17	L&W (Level C=85/86/185/186)	LS	L&W			
Menu 18	WSCS	WSCS			WSCS	WSCS
Menu 19	Citizenship		Citizenship			

Use the test program to assign a menu when no current program was assigned to the student

Program Associations

Instructional Program	Test Menu	Administration Type	Display Test Buttons					Critical Thinking	
			Reading	Math	Listening	Writing	Performance		
Basic Skills (ABE)	Menu 4	Short CAT as locator, CBT as pretest and posttest	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Change</a>
ESL	Menu 3	Short CAT as locator, CBT as pretest and posttest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Change</a>
ESL/Citizenship	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Change</a>
Citizenship	N/A	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Change</a>
High School Diploma	Menu 7	Short CAT as locator, CBT as pretest and posttest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Change</a>
GED	Menu 4	Short CAT as locator, CBT as pretest and posttest	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Change</a>
Spanish GED	Menu 4	Short CAT as locator, CBT as pretest and posttest	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Change</a>
Career/Tech Ed	Menu 4	Short CAT as locator, CBT as pretest and posttest	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Change</a>
Workforce Readiness	Menu 4	Short CAT as locator, CBT as pretest and posttest	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Change</a>

Note: Click on Change button corresponding to each Instructional Program and select the test menu, administration type and available modalities to appear for this program.

## Assigning Test Menu and Test Administration Type to LAN Workstation

Available Test Menus

	Reading	Math	Listening	Writing	Performance	Critical Thinking
Menu 1	L&W (Level C=85/86)	ECS	L&W			
Menu 2	L&W (Level C=185/186)	ECS	L&W			
Menu 3	L&W (Level C=85/86/185/186)	ECS	L&W			
Menu 4	ECS	ECS	L&W			
Menu 5	WLS	WLS				
Menu 6			Listening 50			
Menu 7	SLA - Language Arts	SLA				
Menu 8	SLA - American Government	SLA				
Menu 9	SLA - United States History	SLA				
Menu 10	SLA - Biological Science	SLA				
Menu 11	SLA - World History	SLA				
Menu 12	SLA - Physical Science	SLA				
Menu 13		SLA				
Menu 14	L&W (Level D=187/188)	ECS		NEDP		
Menu 15	L&W (Level C=85/86)	LS	L&W			
Menu 16	L&W (Level C=185/186)	LS	L&W			
Menu 17	L&W (Level C=85/86/185/186)	LS	L&W			
Menu 18	WSCS	WSCS			WSCS	WSCS
Menu 19	Citizenship		Citizenship			

Disregard test menus associations with individual workstations

[Add workstation](#)

Results per page:

Workstations 1 - 20 of 320

First | Previous | Next | Last

Machine name/	Enabled	Test menu	Administration Type	Timer	Display test buttons						Change	Delete
					R	M	L	W	P	CT		
ANNEXA-TD	<input checked="" type="checkbox"/>	N/A	N/A	N/A	<input type="checkbox"/>	Change	Delete					
ANNEX-FD-02	<input checked="" type="checkbox"/>	N/A	N/A	N/A	<input type="checkbox"/>	Change	Delete					
ASSEEMENT-3	<input checked="" type="checkbox"/>	N/A	N/A	N/A	<input type="checkbox"/>	Change	Delete					
CALWA-02	<input checked="" type="checkbox"/>	N/A	N/A	N/A	<input type="checkbox"/>	Change	Delete					
F&S-1102-01	<input checked="" type="checkbox"/>	N/A	N/A	N/A	<input type="checkbox"/>	Change	Delete					

**Note:** click on Change button to select test menu, administration type, available modalities to be displayed for selected workstation. Administrators have also the option to Enable/Disable workstations or set individual Test timers per each workstation. When a workstation is disabled, students don't have access to Test module anymore.

- If the administrator assigns a *current program* to a student and that program has an associated test menu or test series or both; CASAS eTests will present the student with tests from that series according to the recorded TAT.
- If the student does not have a *current program* or the *current program* does not have an associated test menu, but the workstation has an assigned test menu and the master option “Disregard test menus associations with individual workstations” is unchecked; CASAS eTests will present tests from the workstation series according to the recorded TAT.
- If the administrator does not assign a current program or workstation association, CASAS eTests defaults to “Use the test menu program to assign a menu when no current program was assigned to the student.” This default associates a test menu/test series with that instructional program; CASAS eTests will present tests from the workstation series according to the recorded TAT.
- If none of the above conditions apply, CASAS eTests behaves in the same manner as the prior version (presents TAT and series as defined under student details).



- *Since last month* — if selected, displays only test records not older than beginning of last month
- *Since last year* — if selected, displays only test records not older than beginning of last year
- *Since last 3 years* — if selected, displays only test records not older than beginning of last 3 years
- *Site* — student’s site
- *No skills* – checked for students to be tested that have no skills
- Add student; View tests; Edit/view; Delete;
- Filter – filters student’s list by Student ID, Student First Name and/or Student Last Name.

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

*Access: Main Menu – Examinee Records – Students – Add student*

Agency:	0100 - Ag name
SSN/ID:	<input type="text"/>
Click here if this is your Social Security Number:	<input type="checkbox"/>
First name:	<input type="text"/>
Last name:	<input type="text"/>
Middle name:	<input type="text"/>

Ignore details

Gender:	<input type="text" value="not selected"/>
Date of Birth:	<input type="text"/> 
Highest Grade Level Completed:	<input type="text" value="not selected"/>
Highest Diploma/Degree Earned:	<input type="text" value="not selected"/>
Native Language:	<input type="text" value="not selected"/>
Ethnicity:	<input type="text" value="not selected"/>
Race:	<input type="text" value="not selected"/>

[Add](#) [Back](#)

- *SSN/ID:* — student ID No; Empty, duplicate or non-numeric SSN IDs are not allowed.
- *Click here if this is your Social Security Number* — check this option if the ID and Social Security Number are the same
- *First name* — student’s first name (required)

- *Last name* — student’s last name(required)
- *Middle name* – student’s middle name (optional)
- *Ignore details* — if checked, CASAS eTests does not require the information below. Checkbox is not available when *Collect demographic information* under Agency Settings is unchecked.
- *Gender* — student’s gender; required if *ignore details* is not checked. If not provided, warning message displays.
- *Date of birth* — 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.
- *Highest Grade Level Completed* — highest grade the student completed; required if *ignore details* is not checked. If not provided, warning message displays.
- *Highest Diploma / Degree Earned* — highest diploma or degree a student earned; required if *ignore details* is not checked. If not provided, warning message displays.
- *Native Language* — student’s native language; required if *ignore details* is not checked. If not provided, warning message displays.
- *Ethnicity* — student’s ethnicity; required if *ignore details* is not checked and *Race* is not selected.
- *Race* — student’s race; required if *ignore details* is not checked and *Ethnicity* is not selected. If both *Ethnicity* and *Race* are empty, warning message displays.

**Edit/View (student’s details)** — Allows administrator to edit student 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, WLS, Listening-50 series, SLA – subject type, FWA, WSCS (if enabled) and Citizenship.  
Note: if WSCS series is selected, WSCS Subject field becomes enabled and must be selected.
- *Test administration type* – the four available test administration types; administrators can change test administration type for each student.
- *Current site* — displays student’s site; administrators can change a student’s site only when no test records exist for the corresponding student.
- *Current program (option)* – student’s current program. If a test menu is associated with this current program, the student will receive a corresponding test menu and associated TAT.
- *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 series and test type. Use this option if you do not agree with the automatically suggested next test.
- *Merge* – allows an administrator to merge two students having different Student IDs. (See section 2.5.2 for more details)

**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*

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

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

Agency: 99999 - Test School  
Site: 100 - Site A

SSN/ID: 0001852  
First name: MANUEL  
Last name: SALMORAN

Results per page: 20

Tests 1 - 19 of 19 First | Previous | Next | Last

Test Form	Test Type	Test Series	Test date	Class	Program	NAT	ONAT
all	all	all	all time		all		
116R	Reading	ECS	07/23/2009	10102002 - FY-09 - ABE INT. LOW	Basic Skills (ABE)	15R	<a href="#">View details</a>
13M	Math	ECS	07/23/2009	70001016 - FY-09 - ABE/ASSESSMENT	Basic Skills (ABE)	15M	<a href="#">View details</a>
15R	Reading	ECS	09/09/2009	10102002 - FY-09 - ABE INT. LOW	Basic Skills (ABE)	16R	<a href="#">View details</a>
15M	Math	ECS	09/09/2009	10102002 - FY-09 - ABE INT. LOW	Basic Skills (ABE)	16M	<a href="#">View details</a>
16R	Reading	ECS	10/07/2009	10102002 - FY-09 - ABE INT. LOW	Basic Skills (ABE)	116R	<a href="#">View details</a>
16M	Math	ECS	10/07/2009	10102002 - FY-09 - ABE INT. LOW	Basic Skills (ABE)	15M	<a href="#">View details</a>
15M	Math	ECS	11/04/2009	10102002 - FY-09 - ABE INT. LOW	Basic Skills (ABE)	16M	<a href="#">View details</a>
116R	Reading	ECS	11/04/2009	10102002 - FY-09 - ABE INT. LOW	Basic Skills (ABE)	15R	<a href="#">View details</a>
16M	Math	ECS	12/03/2009	10102003 - FY-09 - ABE INT. LOW	Basic Skills (ABE)	15M	<a href="#">View details</a>

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** — Student’s name
- **Scored/Unscored tests** – Two types of test records exist in CASAS eTests: *Scored Tests* and *Unscored Tests*. By default, the tests list points to the Scored Tests section. CASAS eTests automatically places all Reading, Math, Listening and Critical Thinking tests in the Scored Tests section.

CASAS eTests automatically places Functional Writing Assessment (NEDP) and Performance tests in the Unscored Tests section, then moves them into the Scored Tests section after a remote eScoring system provides a scale score (see note below).

**Note:** Unscored tests and eScoring pertain only to users who are field testing the FWA and/or WSCS functions of CASAS eTests (See Section 2.4 - Assessment Settings screen shot and Section 2.4.1— Show test menu buttons). Field testers use the *Unscored Tests* link to see unscored writing and/or performance tests.

- **Test Form** — name of tests: 101R, 101M, 11R, etc.; you can filter the list using the filtering combo from this column.
- **Test Type**— Reading, Math, Listening, Writing, Critical Thinking or Performance; you can filter the list using the filtering combo from this column.
- **Test Series**— ECS, L&W, SLA, WLS, Listening-50 series, NEDP, WSCS or Citizenship
- **Test date** — date of tests; you can filter the list using the filtering combo from this column.
- **Class** — test’s class ID and name
- **Program** — test’s instructional program
- **NAT** – students’ next assigned test automatically determined by eTests;
- **ONAT** – students’ override next assigned test, determined by any change in the student’s administration menu (e.g. changing current program, changing series, manually changing next suggested test, etc.)
- **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*

.....

Student information

Agency:	2004 - USA
Site:	4 - Anaheim Campus
First name:	Martha
Last name:	Rivera Camp
SSN/ID:	011050

Test information

Test site:	4 - Anaheim Campus ▾
Test class:	12020 - Int. High - Dago 5pm ▾
Instructional program:	ESL ▾
Workstation:	Liliana
Test form:	102R
Place in sequence:	Appraisal
Test type:	Reading
Test series:	Life and Work (Level C = 85R,86R,185R,186R)
Level:	

Result information

Test date:	01/15/2008
Raw score:	N/A
Scale score:	192
Questions count:	7
Test time:	00:05:38

[Print Student Report](#)

Detailed results information

1	2	3	4	5	6	7
-	-	+	-	+	+	+
D	B	C	D	A	C	D

The following information is available:

- Student Information
  - Agency — ID and name of agency
  - Site — ID and name of site associated with the test
  - First name, Last name — Name of student associated with the test
  - SSN/ID — ID of student associated with the test
- Test Information
  - Test Site — Site associated with the test (can be changed)

- Test Class — Class associated with the test (can be changed)
- Instructional Program — Program assigned to student associated with the test (can be changed)
- Workstation – name of the computer where test was taken;
- Test form — Name of test
- Place in sequence:
  - Appraisal or Locator: first test presented
  - Pretest: second test presented
  - Post-test: all following tests
- Test type — Type of test: Reading, Math, Listening, Writing, Critical Thinking or Performance
- Test series — ECS, L&W, SLA, WLS, Listening-50 series, NEDP, WSCS or Citizenship
- Level — Available only for CBT tests (A, B, C or D)
- Result Information
  - Test date: date associated with the test
  - Raw score: number of correct answers (only for CBT tests)
  - Scale scores
  - Questions count: number of questions
  - Test time: total time spent on answering the test (hh:mm:ss)
  - Print Student Report: Student end-of-test report, displayed in same manner as in the 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
    - “X” answer was skipped (for short locators only, 102R, 102M)

### 2.5.2 Merge students

The merge function allows an administrator to merge student records with different Student IDs.

*Access: Main menu – Examinee Records – Students – Edit/View – Merge*

Here are the steps to perform when merging two students:

- (i) **Select first student for merging:** View first student details and click Merge from the bottom of the screen.

Date of Birth: 07/13/1935 

Highest Grade Level Completed: 10

Highest Diploma/Degree Earned: A.A. / A.S. Degree

Native Language: Korean

Ethnicity: not selected

Race: Native Hawaiian or Other Pacific Islander

Tests given in this agency: 7

Last test date: 08/25/2009

[Change next tests](#)

[Update](#) [Merge](#) [Back](#)

(ii) **Select second student for merging:** From the list of students displayed, select the student you want to merge with first one selected.

**Note:** You may filter the students list after SSN/ID, First Name, Last Name, Date of Birth, Last test date or Site.

Agency: 003 - Rolling Adult High

Results per page: 20 Students 1 - 4 of 4 First | Previous | Next | Last

SSN/ID/	First name	Last name	Date of birth	Tests given	Last test date	Site	
			age: all		all time	not selected	<a href="#">Filter</a>
002	George	Bonetti		4	08/25/2009	1 - North Site	<a href="#">Select</a>
111223	Mia	Kara	07/13/1935	7	08/25/2009	1 - North Site	<a href="#">Select</a>
123	John	Doe	01/01/1978	0		1 - North Site	<a href="#">Select</a>
12345	Andrea	Visli	07/13/1935	4	08/25/2009	2 - South Site	<a href="#">Select</a>

Results per page: 20 Students 1 - 4 of 4 First | Previous | Next | Last

(iii) **Merging Options:** select the available merging option:

- a. *Take each field value from the non-empty field or newest record:* CASAS eTests selects the newest demographic information or non-empty one for the final student;
- b. *Take all demographics from the selected student:* CASAS eTests selects all demographics from selected student for the final student;

First student  
 Name: **George Bonetti**  
 Site: **North Site**  
 ID: **002**  
 Gender:  
 Date of birth:

Second student  
 Name: **Mia Kara**  
 Site: **North Site**  
 ID: **111223**  
 Gender: **female**  
 Date of birth: **Jul 13 1935**

**Merging options**

- Take each field value from non-empty field or newest record
- Take all demographics from the selected student

[Continue](#) [Back](#)

(iv) **Edit merge students:** CASAS eTests presents the information from both selected students. This allows administrators to select the information for the final student.

**Note:** CASAS eTests will not merge the test records. It will show all available test records under the resulting student.

Field name	First student	Second student
ID:	002	<input type="radio"/> 111223 <input checked="" type="radio"/>
Social Security Number:	no	no
First name:	George	<input type="radio"/> Mia <input checked="" type="radio"/>
Middle name:	1	<input type="radio"/> I. <input checked="" type="radio"/>
Last name:	Bonetti	<input checked="" type="radio"/> Kara <input type="radio"/>
Test administration type:	CBT as appraisal, pretest and posttest	<input type="radio"/> Short CAT as locator, CBT as pretest and posttest <input checked="" type="radio"/>
Current site:	North Site	<input checked="" type="radio"/> North Site <input type="radio"/>
Current program:		<input type="radio"/> Home Economics <input checked="" type="radio"/>
Gender:		<input type="radio"/> female <input checked="" type="radio"/>
Date of birth:		<input type="radio"/> Jul 13 1935 <input checked="" type="radio"/>
Highest grade level completed:		<input type="radio"/> 10 <input checked="" type="radio"/>
Highest diploma/degree earned:		<input type="radio"/> A.A. / A.S. Degree <input checked="" type="radio"/>
Native language:		<input type="radio"/> Korean <input checked="" type="radio"/>
Ethnicity:		<input checked="" type="radio"/> <input type="radio"/>
Race:		<input type="radio"/> Native Hawaiian or Other Pacific Islander <input checked="" type="radio"/>
Last updated:	Aug 25 2009	Aug 26 2009

**Test history**

First student			
Test date	Test name	Site	Class
Aug 25 2009	506M	North Site	Math
Aug 25 2009	12R	North Site	Math
Aug 25 2009	11R	North Site	Math
Aug 25 2009	101R	North Site	Math

Second student			
Test date	Test name	Site	Class
Aug 25 2009	530R	North Site	Math
Aug 25 2009	529R	North Site	Math
Aug 25 2009	533R	North Site	Math
Aug 25 2009	11R	North Site	Math
Aug 25 2009	102R	North Site	Math
Aug 25 2009	11M	North Site	Math
Aug 25 2009	102M	North Site	Math

[Continue](#) [Back](#)

After selecting all fields for the final student, press the Continue button.

(v) **Confirm merging**: shows the resulting demographic fields and test history retained after the merge.

ID:	111223
Social Security Number:	no
First name:	Mia
Middle name:	I.
Last name:	Bonetti
Test administration type:	Short CAT as locator, CBT as pretest and posttest
Current site:	North Site
Current program:	Home Economics
Gender:	female
Date of birth:	Jul 13 1935
Highest grade level completed:	10
Highest diploma/degree earned:	A.A. / A.S. Degree
Native language:	Korean
Ethnicity:	
Race:	Native Hawaiian or Other Pacific Islander

Test history			
Test date	Test name	Site	Class
Aug 25 2009	530R	North Site	Math
Aug 25 2009	529R	North Site	Math
Aug 25 2009	533R	North Site	Math
Aug 25 2009	11R	North Site	Math
Aug 25 2009	102R	North Site	Math
Aug 25 2009	11M	North Site	Math
Aug 25 2009	102M	North Site	Math
Aug 25 2009	506M	North Site	Math
Aug 25 2009	12R	North Site	Math
Aug 25 2009	11R	North Site	Math
Aug 25 2009	101R	North Site	Math

[Merge](#) [Back](#)

To finish merging students, press the [Merge](#) link. A confirmation message displays: “*eTests will apply the demographic information you entered to both students. These changes are irreversible. Are you sure you want to merge selected students?*”

“OK” merges the selected students into a single student record. CASAS eTests assigns any associated Test records to the merged student record.

(vi) **Edit student page**: shows the demographic information for the merged student.

### 2.5.3 Tests

Displays the list of tests associated with corresponding agency.

Access: [Main Menu](#) – [Examinee Records](#) – [Tests](#)

Agency: 99999 - Test School Scored Tests [Unscored Tests](#)

Results per page: 5 Tests 1 - 5 of 23178 [First](#) | [Previous](#) | [Next](#) | [Last](#)

Test Form	Test Type	Test Series	First name	Last name	Test date	Site	Class	Program	NAT ONAT	Filter
all	all	all			all	all	all	all		
102M	Math	ECS	Joe	Fictitious	05/04/2009	100 - Site A	12345678 - FY-08 - TEST		13M	<a href="#">Details</a>
13M	Math	ECS	Joe	Fictitious	05/04/2009	100 - Site A	12345678 - FY-08 - TEST		14M	<a href="#">Details</a>
102R	Reading	ECS	Joe	Fictitious	05/04/2009	100 - Site A	12345678 - FY-08 - TEST		15R	<a href="#">Details</a>
15R	Reading	ECS	Joe	Fictitious	05/04/2009	100 - Site A	12345678 - FY-08 - TEST		16R	<a href="#">Details</a>
83R	Reading	LW 85R,86R,185R,186R	Joaquin	Cornejo	05/08/2009	100 - Site A	9999 - no class	ESL	185R	<a href="#">Details</a>

Results per page: 5 Tests 1 - 5 of 23178 [First](#) | [Previous](#) | [Next](#) | [Last](#)

- *Agency ID and name*
- *Tests List* – Two types of test records exist in CASAS eTests: *Scored Tests* and *Unscored Tests*. By default, the tests list points to the Scored Tests section. CASAS eTests automatically places all Reading, Math, Listening and Critical Thinking tests in the Scored Tests section.

CASAS eTests automatically places Functional Writing Assessment (NEDP) and Performance tests in the Unscored Tests section, then moves them into the Scored Tests section after a remote eScoring system provides a scale score (see note below).

**Note:** Unscored tests and eScoring pertain only to users who are field testing the NEDP and/or WSCS function of CASAS eTests (See Section 2.4 - Assessment Settings screen shot and Bullet 6 — *Show test menu buttons*— in Section 2.4). Field testers use the *Unscored Tests* link to see unscored writing and performance tests.

- *Test Form* — Name of test (101M, 101R, 11R, 12R, etc); you can filter the list using the filtering combo from this column.
- *Test Type* — Type of test (Reading, Math, Listening, Writing, Critical Thinking or Performance); you can filter the list using the filtering combo from this column.
- *Test Series*— Name of the series (ECS, Life and Work, SLA, WLS, Listening-50, NEDP, Citizenship or WSCS series); you can filter the list using the filtering combo from this column.
- *First Name, Last name* — Student’s first and last name.
- *Test Date* — Date of corresponding test. You can filter the list using the filtering combo from this column.
  - *All time* — Displays all test records (default selection)
  - *Since last week* — If selected, displays only test records not older than beginning of last week
  - *Since last month* — If selected, displays only test records not older than beginning of last month
  - *Since last year* — If selected, displays only test records not older than beginning of last year
  - *Since last 3 years* — If selected, displays only test records not older than beginning of last 3 years
- *Class* — Class ID and name associated with corresponding test
- *Program* — Instructional Program associated with corresponding test
- *NAT* – students’ Next Assigned Test, automatically determined by eTests

- *ONAT* – students’ Override Next Assigned Test, determined by any change in students’ test administration (e.g. manually changing next suggested test, changing current program, changing series, etc.)
  - **Filter** – filters student’s list by Student First Name and/or Student Last Name.
- **View details** — displays test details including correct/wrong answers. Only Site, Class and Instructional program can be modified.

## 2.6 Reports

CASAS eTests provides four reports — Group Test Results, Student Test Summary, Learning Gains and Examinees with No Tests.

Note: Adobe Acrobat Reader is required in order to view reports. A download link is available under Help menu section.

### 2.6.1 Group Test Results

Exports all test records for the specified date range, in either PDF or CSV format.

*Access: Main Menu – Reports – Group Test Results*

Before viewing the report, use the fields below to define parameters. Start and end dates are required; designating particular sites, classes, tests or sorts is optional.

Start date:  

End date:  

Sites:

Classes:

Tests:

Sorted by:

[Export Results as PDF](#) [Export Results as CSV](#) [Back](#)

The report includes only students who have at least one Test Record in the specified date range.

If you select Site and/or Class and/or Test Form, the report includes only students who have at least one test record in the specified date range, Site, and/or Class and/or Test Form.

Default sort is by *Student ID - ascending*.

## Group Test Results

01/01/2008 - 02/25/2009

Agency: 2004 - USA

Site: 4 - Anaheim Campus

Class: 11948 - Beg. High - Leishman 5pm

Student ID	Student Name	Form	Test Date	Scale Score
00053597	Carreon, Antonia	83R	05/13/2008	213
00053597	Carreon, Angel	84R	03/04/2008	213
00308843	Madera, Alicia	83R	05/13/2008	206
00308843	Madera, Raul	84R	03/04/2008	206
00333765	Villanueva, Raul	83R	04/29/2008	216
00382179	Venoza, Angel	84R	03/04/2008	222
00382179	Venoza, Antonia	83R	05/20/2008	230
00545136	Meyers, Jessica	83R	03/05/2008	200

### 2.6.2 Student Test Summary

Exports all test records for the specified date range, in either PDF or CSV format.

*Access: Main Menu – Reports – Student Test Summary*

Before viewing the report, use the fields below to define parameters. Requires start and end dates; designating particular sites, classes, students or sorts is optional.

Start date:  

End date:  

Sites:  

Classes:  

Student Id:

Sorted by:  

[Export Results as PDF](#) [Export Results as CSV](#) [Back](#)

The report includes only students who have at least one Test Record in the specified date range.

If you select Site and/or Class, the report includes only students who have at least one test record in the specified date range, Site, and/or Class.

You have the option to display a student test summary for a particular student by entering the Student ID in the corresponding field on the Report generation page.

Default sort is by Student ID ascending.

## Student Test Summary

01/01/2009 - 02/25/2009

Agency: 2004 - USA

Student ID	Student Name	Test Date	Form	Score	Site	Class
1234	Testcase, Test	07/11/2007	101R	183	1 - North Campus	9999 - no class
123456789	One, Number	07/12/2007	101R	191	1 - North Campus	9999 - no class
224255748	Afa, Elisa Marie	03/07/2007	13R	230	1 - North Campus	9999 - no class
		03/07/2007	15M	230	1 - North Campus	9999 - no class

### 2.6.3 Learning Gains

For the specified date range, exports test records according to:

- First to Last
- Last to First
- First to High
- Highest to First
- First to Second

LG data can be exported in PDF or CSV format.

*Access: Main Menu – Reports – Learning Gains*

Start date:  

End date:  

Report Type:  ▼

Sites:  ▼

Classes:  ▼

Sorted by:  ▼

[Export Results as PDF](#)  
 [Export Results as CSV](#)  
 [Back](#)

### **General Requirements**

**For each TAT, administrators should take the following tests into account:**

- (i) If TAT = 1 (short CAT/CBT and CBT), all CAT tests are considered appraisals and are not taken into account in Learning Gains reports; 130R/M, 230R/M, 50L, 89L, 80L, 80R are not taken into account either.
- (ii) If TAT = 2 (All CAT), all CAT tests are valid for LG reports; CBT are not taken into account; For listening, 50L, 89L, and 80L are not taken into account, but the rest of listening tests are.
- (iii) If TAT = 3 (All CBT), 130R/M, 230R/M, 50L, 89L, 80L, 80R are not valid for LG reports; also CATs are not taken into account either
- (iv) If TAT = 4 (CAT&CBT in one test event) - all CAT and 130R/M, 230R/M, 50L, 89L, 80L, 80R are not valid for LG reports (same as #1)

**For each report type, CASAS eTests defines anchor and match as follows:**

- (i) The anchor and the match are within the test date range specified.
- (ii) The match can be in any form in the modality given by the anchor.
- (iii) The match can be found in whatever class within the agency given by the anchor.
- (iv) The match can be found in whatever site within the agency given by the anchor.
- (v) The match is not required to have the same program as the anchor.
- (vi) Neither the anchor nor the match should be an appraisal/short locator.
- (vii) A CAT test should never be paired with a CBT test.
- (viii) The report should break on modality.
- (ix) The anchor and the match must be in the same modality.
- (x) The anchor and the match can be in different programs.
- (xi) The anchor is included in the report even without a match.

*Note:* You should consider each of the above rules for each general TAT selected.

### ***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 student (not just within the same class).

The **anchor test** is the **First** test by which you measure progress within an Instructional Program.

If a student changes several classes, CASAS eTests can still locate the student's last test (dated after the first test) and match it with the first test. Teachers can compute gains without having to know all other classes in which the student is registered.

CASAS eTests also matches tests by form type. For example, if a student takes reading, listening, and math tests, the report generator selectively matches reading tests to reading tests, listening tests to listening tests, and math tests to math tests.

- (i) The first test satisfying the constraints in the specified date range is the **anchor**.
- (ii) The last test satisfying only the conditions from the general requirements section is the **match**.
- (iii) The match must post-date the anchor.
- (iv) CASAS eTests considers two students who are at different sites but have the same agency, student code, sex, and date of birth as one student.
- (v) If a student has two test records of the same modality on the same day, use the lower form number as the anchor.
- (vi) If a student has two test records of the same modality and the same form number on the same day, use the lower score test as the anchor (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 student.

Consider the **Last** test from which you measure progress as the **anchor test**.

If a student is registered in several classes, CASAS eTests uses the last test taken in the anchor class then searches all classes to locate the student's first test. Teachers can compute gains without having to know all other classes in which the student is registered.

CASAS eTests also matches tests by form type. For example, if a student took reading, listening, and math tests, the report generator selectively matches reading tests to reading tests, listening tests to listening tests, and math tests to math tests.

- (i) The first test satisfying the constraints in the specified date range is the **anchor**.
- (ii) The last test satisfying only the conditions from the general requirements section is the **match**.
- (iii) The match must post-date the anchor.
- (iv) CASAS eTests considers two students who are at different sites but have the same agency, student code, sex, and date of birth as one student.
- (v) If a student has two test records of the same modality on the same day, use the lower form number as the anchor.
- (vi) If a student has two test records of the same modality and the same form number on the same day, use the lower score test as the anchor (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 student.

The **anchor test** is the **First** test by which you measure progress within an Instructional Program.

If a student is registered in several classes, CASAS eTests uses the last test taken in the anchor class then searches all classes to locate the student's first test. Teachers can compute gains without having to know all other classes in which the student is registered.

CASAS eTests also matches tests by form type. For example, if a student took reading, listening, and math tests, the report generator selectively matches reading tests to reading tests, listening tests to listening tests, and math tests to math tests.

- (i) The first test satisfying the constraints in the specified date range is the **anchor**.
- (ii) The last test satisfying only the conditions from the general requirements section is the **match**.
- (iii) The match must post-date the anchor.
- (iv) CASAS eTests considers two students who are at different sites but have the same agency, student code, sex, and date of birth as one student.
- (v) If a student has two test records of the same modality on the same day, use the lower form number as the anchor.
- (vi) If a student has two test records of the same modality and the same form number on the same day, use the lower score test as the anchor (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 student (not just within the same class).

The **anchor test** is the **First** test by which you measure progress within an Instructional Program.

If a student is registered in several classes, CASAS eTests uses the last test taken in the anchor class then searches all classes to locate the student's first test. Teachers can compute gains without having to know all other classes in which the student is registered.

CASAS eTests also matches tests by form type. For example, if a student took reading, listening, and math tests, the report generator selectively matches reading tests to reading tests, listening tests to listening tests, and math tests to math tests.

- (i) The first test satisfying the constraints in the specified date range is the **anchor**.
- (ii) The last test satisfying only the conditions from the general requirements section is the **match**.
- (iii) The match must post-date the anchor.
- (iv) CASAS eTests considers two students who are at different sites but have the same agency, student code, sex, and date of birth as one student.
- (v) If a student has two test records of the same modality on the same day, use the lower form number as the anchor.
- (vi) If a student has two test records of the same modality and the same form number on the same day, use the lower score test as the anchor (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 student, but different from the first test.

The **anchor test** is the **Highest** test (the test with highest score) by which you measure progress within an Instructional Program.

If a student is registered in several classes, CASAS eTests uses the last test taken in the anchor class then searches all classes to locate the student's first test. Teachers can compute gains without having to know all other classes in which the student is registered.

CASAS eTests also matches tests by form type. For example, if a student took reading, listening, and math tests, the report generator selectively matches reading tests to reading tests, listening tests to listening tests, and math tests to math tests.

- (i) The test with the highest score satisfying the constraints in the specified date range, but different from the first test, is the anchor.
- (ii) The first test satisfying only the conditions specified in the general requirements section is the match.
- (iii) The match must predate the anchor.
- (iv) CASAS eTests considers two students who are at different sites but have the same agency, student code, sex, and date of birth as one student.
- (v) If two different tests of the same modality have the same high score; use the higher form number as the anchor.
- (vi) If two different tests of the same modality have the same score and the form number is the same; use the most recent test as the anchor.

#### 2.6.4 Examinees with No Tests

Displays demographic information for all students who have no test records.

*Access: Main Menu – Reports – Examinees with No Tests*

The report includes only students who have no Test Records. Before viewing the report, use the fields below to define parameters (optional).

Student Id:

Sorted by:

[Export Results as PDF](#) [Export Results as CSV](#) [Back](#)

If records have no associated Student ID, the report lists all students without demographic information. If records have an associated Student ID, the report lists that student only if he/she does not have test records.

When you provide a Student ID, the report lists only students who have no test records.

Default sort is by *Student ID - ascending*.

#### 2.6.5 NAT/ONAT report

Exports all test records for the specified date range and their NAT/ONAT values, in either PDF or CSV format.

*Access: Main Menu – Reports – NAT/ONAT*

Before viewing the report, use the fields below to define parameters. Requires start and end dates; designating particular sites, classes or sorts is optional.

Start date:  

End date:  

Sites:

Classes:

Sorted by:

[Export Results as PDF](#) [Export Results as CSV](#) [Back](#)

The report includes only students who have at least one Test Record in the specified date range.

If you select Site and/or Class, the report includes only students who have at least one test record in the specified date range, Site, and/or Class.

Default sort is by Student ID ascending.

## NAT/ONAT

01/01/2000 - 01/22/2010

Agency: 1753 - Fresno Adult School

Modality: READING TEST

Site: 100 - Chavez

Class: 10102000 - FY-09 - ABE INT. LOW

Student ID	Student Name	Last test	Score	Date	NAT	ONAT
000072047	GIBBS, PATRICIA ANN	114R	233	10/01/2009	116R	
000148967	WAYFER, TAMALA	102R	228	09/03/2009	17R	
000148967	WAYFER, TAMALA	17R	236	09/03/2009	18R	
000087152	SERNA, CYNTHIA	102R	219	10/01/2009	15R	
000087152	SERNA, CYNTHIA	15R	222	10/01/2009	16R	
000162514	GAMEZ, ROSIE	13R	229	10/01/2009	15R	
000162514	GAMEZ, ROSIE	102R	209	10/01/2009	13R	
000165792	REID, SHIRLEY	18R	245	09/03/2009	17R	
000122585	RUIZ, JONATHAN	15R	222	09/03/2009	16R	

### 2.6.6 Dongle – Test Administrations report

Exports information about number of tests administrated each day and number of remaining tests for specified date range, in either PDF or CSV format.

*Access: Main Menu – Reports – Dongle-Test Administrations*

Before viewing the report, use the fields below to define parameters. Requires start and end dates; designating particular sites, computers or serial numbers is optional.

Start date:  

End date:  

Sites:  

Computers:  

Serial numbers:  

[Export Results as PDF](#) [Export Results as CSV](#) [Back](#)

The report will output only dongle information from specified date range.

If you select Site and/or Computers and/or Serial numbers, the report will display only dongle information from corresponding Sites and/or Classes and/or for corresponding Serial numbers.

Default sort is by Date ascending.

### Dongle - Test Administrations

01/01/2010 - 06/04/2010

Agency: 1753 - Fresno Adult School

Date	Site name	Computer name	Serial number	Start	Added	In progress	Suspended	Completed	Remaining
06/04/2010	100 - Chavez	HV-VISTA-TEST06	506	4	0	151	1	2	1

## 2.7 Data Exchange

### 2.7.1 CASAS Web Settings

Displays data synchronization settings for web upload/download to CASAS server.

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

The following information is required:

- *Upload/Download URL*: the URL of the CASAS site where data will be uploaded/downloaded
- *User Name*: the username used to authenticate to the upload/download CASAS site
- *Password*: user's password
- *Retype Password*: user's retyped password
- *Upload Time*: the time when the application will automatically upload data. CASAS recommends using a different value for each location to avoid overloading the server.
- *Download Time*: the time when the application will automatically download data. CASAS recommends using a different value for each location to avoid overloading the server.

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

***Test answers are not synchronized.***

Web synchronization information is not available at a LAN client; only LAN servers perform the synchronization function.

### 2.7.2 CASAS Web Status

Display information about last replication.

*Access: Main Menu – Data exchange – Data Synchronization – CASAS Web Status.*

### 2.7.3 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 data. CASAS recommends using a different value for each location to avoid overloading the server.
- *Download Time*: the time when the application will automatically download data. CASAS recommends using a different value for each location to avoid overloading the server.

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

Synchronization information is not available at a LAN client; only LAN servers perform the synchronization function.

**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:

Two import file options are available:

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

Click Import to import the file, or Cancel otherwise.

**Notes:**

- The application imports only valid .dat files. Invalid file formats trigger a warning message.
- The application imports only current version data files.

**Export** — Export data (.dat).

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

Start date:  

End date:  

[Export](#) [Back](#)

- **Start date** — The application exports only test records with a test date higher than the start date.
- **End date** — The application exports only test records with a test date lower than the end date.

**Notes:**

- The application exports only students with test records dated or updated in the specified interval.
- 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).
- Clicking the save button saves the file to the specified folder.

## 2.7.4 Export CASAS eTests Data to TOPSpro

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

Access: Main Menu – Data exchange – Export CASAS eTests Data to TOPSpro

Start date:	<input type="text" value="01/01/2009"/>	
End date:	<input type="text" value="08/26/2009"/>	
Site:	<input type="text" value="all"/>	
Class:	<input type="text" value="all"/>	

[Automatic export scheduler](#) [Export](#) [Back](#)

- *Start date* — The application exports only test records with a test date higher than the start date.
- *End date* — The application exports only test records with a test date lower than the end date.
- *Site* — Use the pull-down menu to select a specific site if desired. By default, the application exports all sites.
- *Class* — Use the pull-down menu to select a specific class if desired. By default, the application exports all classes.
- *Automatic export scheduler* – new utility to automatically export data for TOPSpro on a regular basis. See more details below.

### Notes:

- The application exports only students with a test record dated or updated in the specified interval.
- 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).
- Clicking the save button saves the file to the specified folder.

### Notes:

- Export data from CASAS eTests only into TOPSpro applications using the same Agency ID Number.
- The application exports only student test records in the specified interval.
- The application exports the following demographic details.

### Demographic Details

- Agency\_CD — Agency ID
- Site\_CD — Site ID
- TDate — date when student was added to 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
  - 0121 — White
  - 0122 — Asian
  - 0123 — Black or African American
  - 0124 — Native Hawaiian / Pacific Islander
  - 0125 — Filipino
  - 0126 — American Indian
  - 0127 — Alaska Native
- 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
- Eclass\_cd – Extended class ID, in case it exists

### *Scheduler for automatic export*

Administrators can enable the automatic scheduler for exporting data to TOPSpro on a regular basis. By default, the application disables the export scheduler.

- Daily exports: each day, at 02:00 AM
- Weekly exports: each Saturday, at 02:00 AM
- Monthly exports: first day of each month, at 02:00 AM

Export folder:

Start date for export  

### Scheduling

- Enabled
- Run daily
  - Run weekly
  - Run monthly

[Save settings](#) [Back](#)

If the computer is turned off at the time of the scheduled export, the application performs an automatic export when the computer is turned on.

By default, the application places export files in a TOPSAutoExport folder under the CASAS eTests installation path.

**Note:** The automatic export scheduler is not available to LAN clients.

## 2.7.5 Import TOPSpro Data into CASAS eTests

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

*Access: Main Menu – Data exchange – Import TOPSpro Data to CASAS eTests.*

Data File:

Two import file options are available:

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

Click Import to import the file, or Cancel otherwise.

The application imports only valid .zip files. Invalid file formats trigger a warning message.

### **Notes:**

- Data imported from TOPSpro should use the same Agency ID Number as the **CASAS eTests** installation.
- Imports from TOPSpro **DO** include:
  - Student demographic records
  - “Suggested Next Test” for reading, math, listening, critical thinking and performance (if student has not yet tested in a corresponding modality in CASAS eTests)
- Imports from TOPSpro **DO NOT** include:
  - Test records

## 2.7.6 Writing Tests Scoring

**Settings** — Displays scoring settings for upload/download.

*Access: Main menu – Data exchange – Writing Tests Scoring – Settings*

**Note:** The menu is available only if you have enabled Writing modality under Assessment settings. Please contact Richard Ackermann ([rackermann@casas.org](mailto:rackermann@casas.org), 800.255.1036 X114) for more information about defining upload to eScoring.

The following information is required:

- *Upload/Download URL:* the IP address where eScoring resides.
- *Use QA database:* if checked, the application uploads data to QA (test) database; by default this option is unchecked.
- *Server is located remotely (outside of the local domain):* use this option if eScoring resides outside of your local domain. By default this option is unchecked.

- *Communication protocol*: use appropriate communication protocol for accessing eScoring application.
  - *TCP* – recommended for StarHub users
  - *HTTP* – recommended for SingNet users
- *Operation type*:
  - *Continuous* (at the specified interval): the application retrieves scores from eScoring continuously, at the specified interval (e.g. from 10 to 10 minutes).
  - *Daily* (at the specified times): scores will be retrieved from eScoring once a day, at the specified Upload/Download times.
- *Continuous operation interval (in minutes)*: the eScoring retrieval interval when you set operation type to Continuous.
- *Upload Time*: the time when the application automatically uploads scores to eScoring if you set the operation type to Daily. CASAS recommends using a different value for each location to avoid overloading the server.
- *Download Time*: the time when the application will automatically download scores from eScoring, when the operation type is set to Daily. CASAS recommends using a different value for each location to avoid overloading the server.
- *Installation ID*: a unique ID for your database.

**Note:** Clicking on *Upload Now* instantly uploads Writing tests to the eScoring server. Clicking on *Download Now* instantly downloads Writing scores from eScoring.

**Status** — Display information about last communication with eScoring.

**Access:** *Main menu – Data exchange – Writing Tests Scoring – Status*

## 2.8 Security / Counter

### 2.8.1 Security Dongle

Access: Main Menu – Security/Counter – Security Dongle

Displays dongle information:

- **Current expiration date:** dongle expiration date
- **CASAS eTests Units (CTUs) left:** number of remaining units that you can administer. The counter decrements once each time the application administers a full-length CBT or CAT. Short locator tests (Forms 102R, 102M, 50L, or 89L) do not decrement the counter if you administer them 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 the expiration date. Provide the activation key to CASAS Tech Support to receive a new passcode (you must call 800.255.1036 X4). Enter the new passcode. The application modifies the expiration date accordingly.

#### Add CASAS eTests Units

Use this option when you want to add CTUs. Provide the activation key to CASAS Tech Support to receive a new passcode (you must call 800.255.1036 X4). Enter the new passcode. The application increases test administrations accordingly.

**Note:** The application generates a unique activation key each time you choose either the “extend” or “add” option. Keep the corresponding screen 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

Backup folder:

User notes:

#### Scheduling

Run at

Run daily

Run only on business days

Run weekly on

Run monthly

[Backup now](#) [Save settings](#) [Back](#)

Displays entry fields to define the Backup Folder.

The application places the backup file created in a password protected .zip folder. The .zip file name denotes eTests version, Agency ID and date and time of the backup.

Administrators can also set the automatic scheduler for backup on a regular basis. By default, the application disables the backup scheduler.

- Run at: specify the time when the backup will be made; by default, backups will be made at 02:00 AM.
- Run daily: backups are performed on a daily base at specified time;
- Run only on business days: applies for daily backups; when checked, a backup is created only on business days.
- Run weekly on: a backup is created in specified day, at specified *Run at* time.
- Run monthly: a backup is created on first day of each month, at *Run at* time.

If the computer is turned off at the time of the scheduled backup, the application performs an automatic backup when the computer is turned on. By default, the backup .zip file is placed in a Backup folder under the CASAS eTests installation path.

*Note:* the backup menu and automatic backup scheduler are not available for LAN clients. A backup can only be performed on a LAN server.

### 2.8.3 Database Restore

*Access: Main Menu – Security/Counter – Database Restore*

Database backup file:

[Restore](#) [Back](#)

Choose the database .zip file you wish to restore using the Browse button. Click on Restore. After the application has completed restoring the backup, the Login module appears.

The application performs an automatic backup with every restore to prevent overwriting the current database. By default, the application saves Backup files to the Backup subfolder of CASAS eTests.

*Note:* The restore function is not available for LAN clients.

## 2.9 HELP

### 2.9.1 Installation Guide

Installation Guide for each released version.

### 2.9.2 User Guide

User Guide for each released version.

### 2.9.3 Release Notes

List of requirements displays for each released version.

### 2.9.4 Download Acrobat Reader

Takes the user to <http://get.adobe.com/reader/> to freely download adobe reader. Internet Connection is required to download adobe reader.

## **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 1.3.2 and 1.3.3 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. By entering his or her unique ID number, each student logs in association with the corresponding site.

#### 3.1 Login Page

The application displays a login page when opening the Test Module. This page connects students to the application.

Welcome to Test Module

**CASAS**  
**eTests**

**Site:**  
0100 - SiteDef

**Enter your ID number:**

**Continue** ▶

Description of items:

- *Site* – drop down list containing all Sites defined in the Admin Module; the application selects default Site.

Site selection box appears only if the default Site under *Admin Module – Assessment settings* is **Allow student to select = Yes**. Otherwise, the selection box does not appear and the application places all students in the default site.

- *Enter Social Security or ID number:* student’s Social Security or ID number

**Note:** If this is a student’s first login to the Test Module and the “Collect Demographic Information” option is active (See Section 2.3.1), the application requires the student to enter demographic details at this point. Otherwise (if the application associates a student name with the ID number entered) a confirmation window displays: “Are you <Student First name Last name>?”

- Yes → Test selection module displays

**Notes:**

- If site, class and/or instructional program are editable under *Admin Module – Assessment settings* (Allow student to select = Yes); the application requires students to choose a site, class and/or instructional program before granting access to the Test Menu.
- If you have defined multiple series in assessment settings, the application requires students to choose a series before granting access to the Test Menu.
- 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. If “Collect Demographic Information” is checked (see Section Admin Module > Agency Settings), a wizard displays asking for the following demographic details:

- Personal Information
  - First Name, Middle name, Last name: student’s first and last names are mandatory; middle name is optional.
  - Click here if this is your Social Security Number: Check if ID is social security number.
- Gender: male or female
- Date of birth
- Highest Grade Level Completed
- Highest Diploma/Degree 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. At this point, students can edit any information provided by clicking on the corresponding *Change* link.

## Review page

ID:	33333333	Change
Is Social Security Number:	<input checked="" type="checkbox"/>	Change
First name:	Maria	Change
Last name:	Nelson	
Gender:	Female	Change
Date of birth:	Sep 13, 1974	Change
Highest Grade Level Completed:	10	Change
Highest Diploma/Degree Earned:	A.A. / A.S. Degree	Change
Native language:	Korean	Change
Ethnicity:	Hispanic or Latino	Change
Race:	Hawaiian or Other Pacific...	Change



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

Click the right arrow button to proceed to the Test Menu.

If default Site, Class and/or Instructional Program under *Admin Module – Assessment Settings* are editable; student must select a Site, Class and/or Program to associate with the test.

### Please select site, class and program for this test:

Site:

Class:

Program:

OK

If default Class and/or Instructional Program under Admin module – Assessment settings are not editable; the application associates each student with a:

- *Default class* – if placed in default Site
- *Class 9999-no class* – if placed in a site other than the default Site

If Instructional Program is not editable, the application associates each student with a default Instructional Program as defined in *Admin Module – Assessment Settings*.

If multiple series are defined; the application asks students to select one series for testing.

**Please select the current series:**

Series:

ECS	▼
ECS	
WLS	
Life and Work	
SLA - Language Arts	

### 3.1.2 Taking a Test

After successful login to the Test Module, the Test Menu selection page displays.

## Test Menu

I want to practice taking a test.	<b>LISTEN TEST A Practice</b>	<b>LISTEN TEST B Practice</b>	<b>LISTEN TEST C Practice</b>	<b>READING TEST Practice</b>	<b>MATH TEST Practice</b>
Current Series:	Life and Work				
I want to take a reading test.	<b>READING TEST Form 102R</b>				
I want to take a math test.	<b>MATH TEST Form 102M</b>				
I want to take a listening test.	<b>LISTENING TEST</b>				
I want to quit.	<b>QUIT</b>				

Choose any of the available modalities to take the test.

When a student finishes a test, the application displays a Personal Score Report (If “Display student end-of-test result Page” is checked in *Admin Module – Agency Settings*):

### CASAS eTest Personal Score Report

Student Test  
22222222

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

Please see your CASAS facilitator to help understand your score.

**Exit**      **Print**

The following information is available:

- Student name (e.g. *Student Test*)
- Student ID/SSN (e.g. 222222222)
- Test name (e.g. *101M*)
- Test score (e.g. 229)
- Test date (e.g. *Dec 04 2006*)
- *Number of correct answers if special option under Agency settings-Settings to display Raw Score is checked.*

Other situations that may appear in the 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 the application will administer only practice tests.
- If a student attempts to take the same CBT test twice in one day, a warning message displays.

### **3.1.3 Pausing, Deleting, or Scoring a Test in Progress**

Proctors have the option to suspend, score, or delete a test in progress using the CTRL+E key combination. In this event, the application presents four options:

- (i) *Suspend the test* (students logs in at a later time or date to finish)
- (ii) *Score the test and end it now* (no possibility to return to the test)
- (iii) *Do not score the test and end it now* (all answers will be deleted)
- (iv) *Return to test*

**Notes:**

- The Alt+F4 key combination closes Test module and automatically suspends the test record (i).
- If the application detects no mouse or keyboard response for 45 minutes (default setting), it suspends all test records (i). You can adjust the inactivity time (45 minutes) in *Admin module – Assessment settings*.
- If a student uses option (iii) during a pretest (i.e. after completing the locator), the application deletes the pretest but not the locator.
- The application does not delete suspended tests.
- Timeout tests will be automatically finished and scored.

## 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, ext. 4 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 to disabled (Edit/View – Account state=Disabled).

##### **Can an administrator change a student's site?**

Yes and No. A student's site can only be changed if a student has no tests. If a corresponding student has tests, the student's Site cannot be changed.

##### **Can an administrator change a Test's class?**

Yes. A Test's class can be changed from the View Details section of a test.

##### **Can an administrator change a Test's site?**

Yes. A Test's site can be changed from the View Details section of a 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 the Test Module with this student?**

Make sure the Default site is editable under Assessment settings (Allow students to select = Yes for Site). Login to the 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 take tests?**

All student tests will be placed in 9999-no class from the 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 recorded in the database?**

The application suspends unfinished test records after a defined period of keyboard or mouse inactivity (time specified by administrator; default is 45 minutes). The student can login at a later date

or time and finish the test. A suspended test record does not appear in the Admin Module. The application displays only finalized test records in the Admin Module.

**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 choose option number 2 - *Score the test and end it now (no possibility to return to the test)*.

**A student does not have any tests, and still cannot change the site. What's happening?**

The student might have a test in progress. The application allows you to change the site only when the test in progress is finished, deleted, or scored.

**I have two students with the same ID, enrolled in the same site. What happens when data is synchronized on the server?**

The application merges the two students into one and assigns that one student the most recently updated demographic details and combined test records.