



DC CASAS Implementation Training

Module 1: Exploring CASAS

and

Module 2: Exploring CASAS eTests

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Module 1: Exploring CASAS

Module 1: Exploring CASAS

Agenda

- Introduction to the CASAS system;
- CASAS test series for Adult Basic Education (ABE), Adult Secondary Education (ASE), and English as a Second Language (ESL);
- Introduction to test administration guidelines (the intake process, test timing, test security);
- Paper and computer-based testing overview; and
- Introduction to test result reports.

Activity 1: Welcome/Introduction

In the chat, enter:

- Your name, agency where you work, what you do, and the letter that represents your response to the following:
- I am participating in today's DC CASAS Implementation Training because I am, or will be, responsible for:
 - A – Assessing Students
 - I – Instructing Students
 - B – Both Assessing & Instructing Students
 - M – Managing Assessors & Instructors
 - O – Other, please specify.

Activity 2: Are you assessing or guessing?

In the chat, enter:

A response to the following questions:

- 1) Are your customers needs currently being assessed? Yes/No
- 2) If yes, what assessment tools are currently being used to determine their needs?



Why CASAS?

Adult education and workforce development programs across the country are using the Comprehensive Adult Student Assessment Systems (CASAS) to:

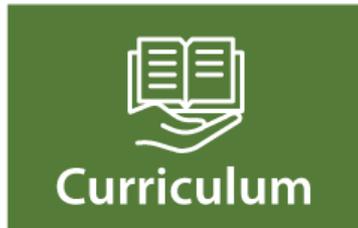
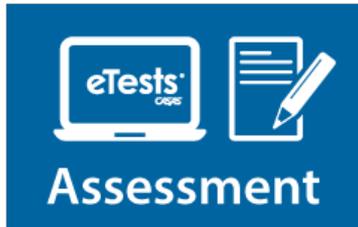
- assess and address the literacy needs of youth and adults;
- integrate literacy and occupational skill instruction;
- evaluate the effectiveness of adult education and training programs;
- establish comprehensive performance accountability systems; and
- address core indicators of performance.

About CASAS

The Comprehensive Adult Student Assessment Systems (CASAS) is:

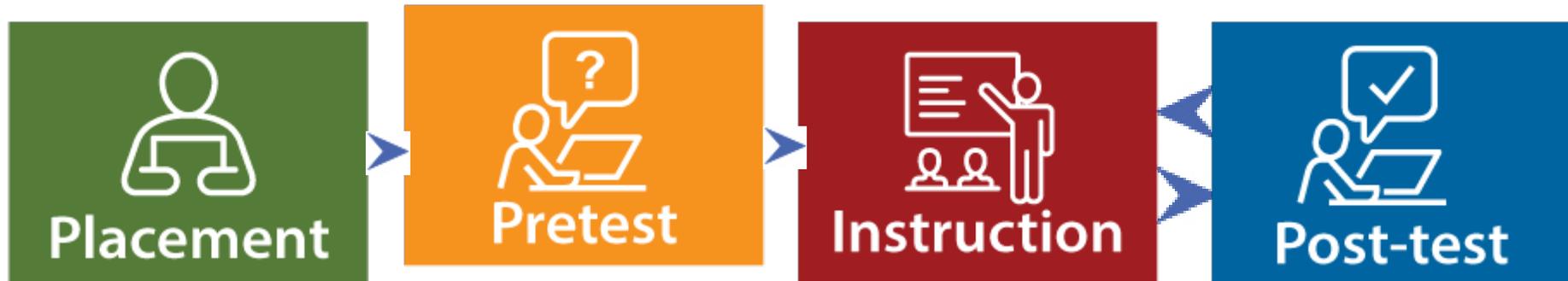
- A nonprofit organization started in 1980 to develop a basic skills assessment system for adult education programs.
- A national leader in adult basic education and adult ESL assessment.
- Used in 36 states and internationally.
- Approved for Workforce Innovation and Opportunity Act (WIOA) Reporting by the US Department of Education and US Department of Labor.

CASAS - Integrated System Approach



- Reading, Math, and Listening Assessments
 - Paper or Computer-based (eTests).
- Basic Skills Content Areas, Competencies, and Task Areas.
- QuickSearch Online – Free resource to find instructional materials.
- TOPSpro Enterprise (TE) – Data accountability software to score and track student test scores and generate reports.

How the CASAS System Works



- Use CASAS Locator or Appraisal to find appropriate pretests and place students in program.
- Use CASAS pretests to place students into National Reporting System (NRS) Educational Functioning Levels (EFLs) and identify instructional needs.
- Use pretest results to guide teaching.
- Use QuickSearch Online to find curriculum resources.
- Use CASAS post-tests to measure learning gains and document completion of NRS EFLs.



Tests Overview



Activity 3: Paper-based versus Computer-based Assessments

In the chat, enter a response to the following questions:

- 1) Which type of CASAS assessments are being administered or will be administered at your agency?
 - Paper-based tests.
 - Computer-based tests.
 - I don't know yet.

CASAS Products



Paper-based Assessments



Computer-based Assessments



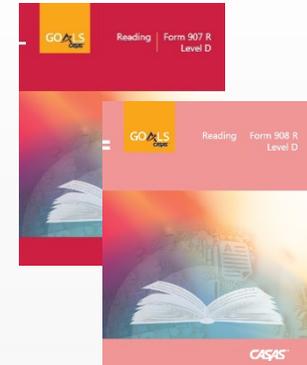
Data Accountability Software



Uses of CASAS Pre- and Post-Test Results

CASAS progress tests (pretests and post-tests) have four principal uses:

- to identify a student's skill level;
- to guide instruction;
- to measure learning progress; and
- for accountability reporting.



National Reporting System (NRS) Approved Tests

- For Adult Basic Education (ABE) and Adult Secondary Education (ASE):
- Reading GOALS 900 series
- **New** - Math GOALS 2 920 series
 - Note that Math GOALS 2 replaces Math GOALS. Math GOALS expired on June 30, 2024.

- For English as a Second Language (ESL):
- **New** - Reading STEPS 620R series
- **New** – Listening STEPS 620L series

Please refer to the OSSE website (<https://osse.dc.gov/page/adult-education-providers-and-partners#policies>) for the [DC Assessment Policy for Workforce Innovation and Opportunity Act \(WIOA\) Providers and Core Partners v. 5.0](#) and the [OSSE Guidance Letter – Adult and Family Education \(OGL-AFE\) 2-2024 - CASAS New and Expiring Assessments – Guidance for CASAS Administration](#).

Reading GOALS Series



CASAS Level	Form Number	Number of Test Items	Timing
Locator	104R	12	15 minutes
Appraisal	900R	28	30 minutes
A	901R, 902R	39	60 minutes
B	903R, 904R	40	75 minutes
C	905R, 906R	40	75 minutes
D	907R, 908R	40	75 minutes

- Aligned to the College and Career Readiness (CCR) Standards for Adult Education and CASAS Competencies.
- Measures rigorous academic skills in contexts relevant to lives of adult learners.



New - Math GOALS 2 Series

CASAS Math GOALS 2 assessment series:

- Can be used by agencies offering instructional programs that focus on mathematics instruction.
- Correlates to the [CASAS Competencies](#) and the [College and Career Readiness Standards \(CCRS\) for Adult Education](#).
- Includes life skills and workplace-related math with content of practical use to adults.
- Measures academic vocabulary and higher-order math skills.
- Includes five test levels to support improved accuracy, resulting in better student outcomes.
- Use student test results to target instruction.

New - Math GOALS 2 Series (Cont.)

CASAS Level	Form Number	Number of Test Items	Test Time*	Scale score ranges**
Appraisal	919M	28	30 minutes	
Locator	920M	14	15 minutes	
A	921M, 922M	33	50 minutes	171 - 203
B	923M, 924M	36	65 minutes	193 - 213
C	925M, 926M	36	75 minutes	204 - 224
D	927M, 928M	36	75 minutes	214 - 235
E	929M, 930M	36	90 minutes	225 - 255

*Students must be allowed up to the time listed to complete the test, but most students will finish the test in less time. Students may be given additional time as an accommodation under certain circumstances.

** The last score point shown is the Conservative Estimate score.

New - Reading STEPS Series

CASAS Reading Student Test of English Progress and Success (STEPS) assessment series:

- Can be used by agencies offering instructional programs that focus on English language instruction.
- Correlates to the [CASAS Competencies](#) and the [English Language Proficiency Standards \(ELPS\) for Adult Education](#).
- Measures academic vocabulary and higher-order thinking skills contained in the ELP Standards.
- Includes five test levels to support improved accuracy, resulting in better student outcomes.
- Use test results to target instruction.

New - Reading STEPS Series (Cont.)

CASAS Level	Form Number	Number of Test Items	Test Time*	Scale score ranges**
Appraisal	619R	28	30 minutes	
Locator	620R	14	15 minutes	
A	Forms 621R - 622R	33	30 minutes	160 - 196
B	Forms 623R - 624R	36	50 minutes	184 - 206
C	Forms 625R - 626R	36	75 minutes	197 - 216
D	Forms 627R - 628R	36	75 minutes	207 - 227
E	Forms 629R - 630R	36	75 minutes	217 - 251

*Students must be allowed up to the time listed to complete the test, but most students will finish the test in less time. Students may be given additional time as an accommodation under certain circumstances.

** The last score point shown is the Conservative Estimate score.

New - Listening STEPS Series

- CASAS Listening Student Test of English Progress and Success (STEPS) assessment series:
 - Can be used by agencies offering instructional programs that focus on English language instruction.
 - Correlates to the [CASAS Competencies](#) and the [English Language Proficiency Standards \(ELPS\) for Adult Education](#).
 - Measures academic vocabulary and higher-order thinking skills contained in the ELP Standards.
 - Includes five test levels to support improved accuracy, resulting in better student outcomes.
- Use test results to target instruction.

New - Listening STEPS Series (Cont.)

CASAS Level	Form Number	Number of Test Items	Test Time*	Scale score ranges**
Appraisal	619L	28	30 minutes	
Locator	620L	14	15 minutes	
A	Forms 621L - 622L	33	28 minutes	158 - 191
B	Forms 623L - 624L	36	45 minutes	182 - 201
C	Forms 625L - 626L	39	52 minutes	192 - 211
D	Forms 627L - 628L	39	56 minutes	202 - 221
E	Forms 629L - 630L	39	38 minutes	212 - 235

*Students must be allowed up to the time listed to complete the test, but most students will finish the test in less time. Students may be given additional time as an accommodation under certain circumstances.

** The last score point shown is the Conservative Estimate score.

CASAS Testing Requirements



Computer-based

- for eTesting: Computers and Laptops with Windows 10, Chromebooks, iPads, or tablets
- for TOPSpro Enterprise: Windows 10
- Internet access
- Test Administration Manual (TAM)



Paper-based

- Test Booklets (+ Listening CDs) for Appraisal and Pre/Post Tests
- Test Administration Manual (TAM)
- Answer Sheets
- Scanner (Optional)

Test Timing

- **To test in two modalities, it takes 2.5 – 3 hours**
- Intake
 - Locator (eTests only) – 15 minutes **or**
 - Appraisal (paper) – 30 minutes
- Pre- and post-tests
 - **Adult Basic Education (ABE)**
 - Reading GOALS – 60 or 75 minutes
 - Math GOALS 2 – 50 to 90 minutes (depending upon the CASAS level)
- Post-test after 70 – 100 instructional hours, minimum of 50 hours.

Testing Accommodations

- You may provide these accommodations in testing conditions for documented disabilities without contacting CASAS:
 - allow extended time
 - give supervised breaks
 - provide a sign language interpreter (for test administration directions only)
 - testing in an alternate room
- Refer to **CASAS Assessment Accommodations** at www.CASAS.org.



Computer-based

- Display options (font size, color)
- Time allowed



Paper-based

- Time allowed
- Large-print testing booklet & answer sheet

Test Security



Computer-based

- CASAS eTests Coordinator or Proctor starts and stops testing sessions so that tests cannot be accessed by students outside testing sessions.
- Each computer used for CASAS eTesting will be registered.
- Testing will only occur when a proctor is present.



Paper-based

- Keep all testing materials, including test booklets, CDs, answer sheets, test manuals in secure storage, available only to those involved in test administration.
- Develop a system to distribute and collect testing materials, including numbering the test booklets.
- Test administrators are responsible for the security of all test materials in their possession.

Intake Screening

- About Intake Screening
- Observe and Consider
- Oral, Writing, and Reading Screening

About Intake Screening

- Some test takers have very low (beginning level) basic skills and should NOT take a Locator.
- The Intake Screening process provides informal tools to determine whether a test taker should bypass the Locator and be placed directly in a beginning level test form.
- Intake Screening should be done BEFORE a test taker is asked to take the Locator.
- Test takers who clearly have the skills to take the Locator do not need to be taken through the Intake Screening process.

Observe and Consider

For all incoming students:

- Observe how well the test taker communicates during registration (speaking ability).
- Observe how well the student fills out registration forms to check writing ability.
- Consider number of years of formal schooling – few or many years?
- Consider other factors affecting class placement – any certificates or degree?

Oral, Writing, Reading Screening

Optional one-on-one tools used to determine if ESL learners should take listening and/or reading appraisal tests:

- Oral Screening
 - Six questions
- Writing Screening
 - Two dictated sentences or one short response
- Reading Screening
 - Five questions

Oral Screening

- Administer one-on-one, score, and add the points.
- If less than 6 points:
 - Skip the Locator and administer the Reading Screening items .
- If 6 or more points:
 - Administer the Locator.

Oral Screening Questions and Scoring Rubric

Question	Response	0	1	2
What's your name?	This question is not scored. Omit if the proctor knows the examinee.		My name Robert Torres.	Maria Alvarez.
1. What country are you from?	Naming a country is the correct response. Score 0 if the response is a city, state or province.	Yo no hablo inglés.	I from Peru.	I'm from Mexico. Mexico.
2. How long have you been in the United States? To clarify, ask: When did you come to the United States?	Some possible responses: <i>Four years; 1987; etc.</i>	¿Cómo? Last time.	Two year.	I've been here since 1980.
3. Tell me why you want to learn English. To clarify, ask: Why do you want to study English?	Any appropriate reason may be acceptable.	Want? Learn? English. Good.	Improve study.	Because I want a better job.
4. Do you read in your native language? If Yes, ask: What do you like to read? If No, ask: Why not?	Yes. Some possible responses: names of books, types of books, subjects. No. Some possible responses: <i>I didn't go to school in my country; I can't read; I have no time to read; etc.</i>	Si. Yes. Read. . . I no understand	In Spanish? Yes. Oh, book, magazine.	Not much. I try to practice my English
5. What work did you do in your country? <i>or</i> What work are you doing now?	Any appropriate response is acceptable. If the person has not worked, expressing that fact is also correct.	Uh . . . work. [No response]	Before, right? Before I'm here? Fix machine. Now work mechanic.	I never worked in Mexico.
6. How many years did you go to school in your country? To clarify, ask: How long did you go to school in your country?	Any appropriate response is acceptable.	School [No response]	Go school six year.	Ten years.

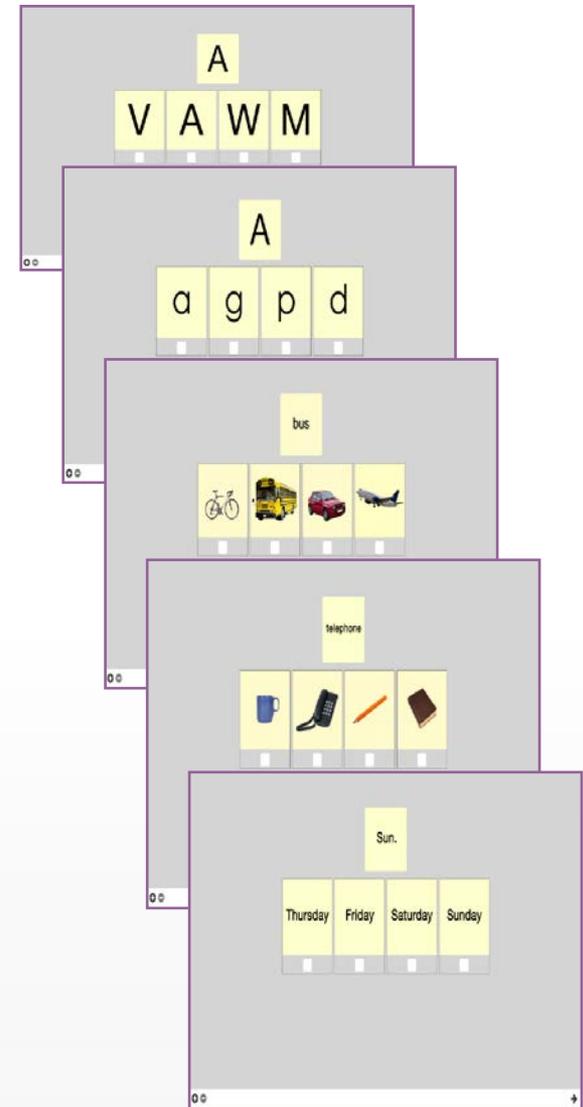
© 2008 CASAS

Writing Screening – Optional

- Short Writing Dictation - Examinees write the following two sentences:
 - The flag is red, white, and blue.
 - New York is the largest city in the United States.
- Short Answer to a writing prompt:
 - Why do you want to study here?
- Scoring Writing Screening
 - If the written response is very unclear or incomprehensible, do not give an Appraisal.

Reading Screening

- Administer five reading questions one-on-one.
 - See Activity packet.
- If great difficulty,
 - administer Beginning Literacy Form 27 after some instruction.
- If some difficulty,
 - administer Beginning Literacy Form 27.
- If little or no difficulty,
 - administer Reading Form 81R.



Intake Screening Summary



Difficulty

Administer the Beginning Literacy Reading form as the Pretest.

Some Difficulty

Administer Level A forms as the Pretest.

Little or no Difficulty

Administer the Locator + Pretest.

Intake Screening Summary (Cont.)

Use the following testing sessions for students that screen out of the Locator.

- Intake: Pretest – Beginning Literacy Reading
 - This testing session delivers forms 27R and 28R.
 - It does not deliver a Locator or appraisal.
 - This should be given to beginning literacy students.
- Intake: Pretest – Level A
 - This testing session delivers Level A forms.
 - It does not deliver a Locator or appraisal.
 - This should be delivered to students with low literacy skills.

Locators and Appraisals & Pre- and Post-tests



Activity 4: Assessments

In the chat, enter number 1, 2 or 3 as a response to the following questions :

If your agency administers educational assessments to your students, which of the following are administered?

- 1) Pre-Test
- 2) Post-Test
- 3) Pre-Test and Post-Test
- 4) None of the above
- 5) I don't know.

Locators and Appraisals – Adult Basic Education (ABE)/Adult Secondary Education (ASE)



Computer-based

- Reading GOALS 104R
- **New** – Math GOALS 2 920M
- 10-15 minutes
- Leads students seamlessly into the appropriate pretest.



Paper-based

- Reading GOALS 900R
- Math GOALS 900M
- **New** – Math Goals 2 919M
- 30 minutes each

Locators and Appraisals – English as a Second Language (ESL)



Computer-based

- **New** - Reading STEPS 620R
- **New** - Listening STEPS 620L
- 10-15 minutes
- Leads students seamlessly into the appropriate pretest.



Paper-based

- **New** - Reading STEPS 619R
- **New** - Listening STEPS 619L
- 30 minutes each

Administering the Locator

- Two practice items will be presented on the screen.
 - Students will have two chances to answer.
- Provide additional time and help with the practice items for any students that need it.
- Advise students to do their best but not to spend more than a few minutes on any one question.
- Advise students not to guess.
- Advise students to stop when they cannot answer any more questions.
- Walk around the room to check students' work.

The Locator and Pre-testing

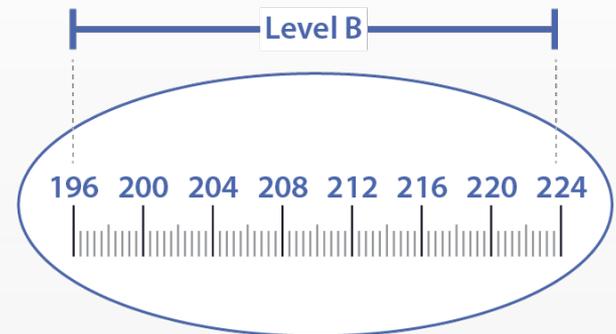
- The Locator is scored automatically and students begin their pretest with no interruption.
- The appropriate level pretest form is automatically administered.
- For the test taker, transitioning from the Locator to the pretest is seamless.

Locators and Appraisals & Pre- and Post-tests

- Locators and Appraisals
 - Placement Tests
 - Test items are **widely distributed** along the CASAS scale and range from very easy items to difficult items.
 - **These scores cannot be reported for pre- and post-testing.**

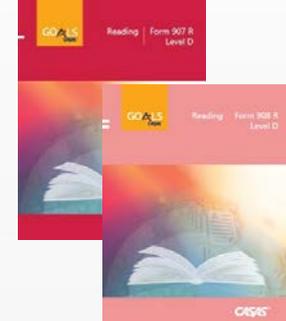
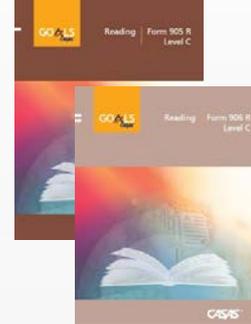


- Pre and Post-Tests
 - Progress Tests
 - Progress test items are **clustered** at a specific level.



CASAS Pre- and Post Assessments: Levels & Forms

- CASAS assessments cover from Beginning Literacy to transition to post-secondary: Level A (beginning), B, C, to Level D (advanced).
- Forms are color-coded by CASAS in all series.
- Two alternate forms at each level (e.g., Level B is 903 & 904; 904 is NOT a higher level test than 903. Both tests have the same level of difficulty.
- Five points on the CASAS scale is an average gain for students who engage in instruction for 70 – 100 hours.



Reading GOALS Series

Photo Prompts (Level A only)

Question 4



mat map may man

A B C D

The image shows a digital interface for a reading test. At the top, it says "Question 4". Below that is a square photograph of a man. Underneath the photo are four yellow rectangular buttons, each with a word and a letter below it. The buttons are labeled "mat" (A), "map" (B), "may" (C), and "man" (D). Each button has a small square icon at the bottom.

On-Screen Calculator

Midtown Gym costs \$40 per month to join but is having a half-price special for August.

The screenshot shows a practice question interface. At the top, it says "1 of 2" with a right arrow, "Practice", and a "Review" button with a calculator icon. The question text is: "How much would it cost to join for April, May and June? (You may use the calculator.)". Below the question are four radio button options: \$20, \$40, \$60, and \$120. An on-screen calculator is open over the options. The calculator has a display showing "0" and buttons for basic arithmetic, percentages, and a clear button.

Click on icon

Calculator opens!
It can be moved to any position on the screen. It includes basic functions.

CASAS Sample Test Items

Review the Sample eTests and paper tests at www.casas.org:

[Home](#) > [Product Overviews](#) > [Curriculum Management & Instruction](#) > [Sample Test Items](#)

- Use the CASAS sample test items to:
 - familiarize and give students practice with CASAS items;
 - help reduce student test-taking anxiety; and
 - make future testing go smoothly.

[CASAS eTests Sampler](#)

[Reading STEPS](#)

[Reading GOALS](#)

[Math GOALS](#)

[Math GOALS 2](#)

[Listening STEPS](#)

CASAS eTests Sampler

The screenshot shows the CASAS website interface. At the top, there is a search bar and navigation links for 'Welcome, Julia Johnson', 'Logout', 'About', 'Contact Us', and an 'Order' button. The main navigation menu includes 'Home', 'Product Overviews', 'Training and Support', 'Education Providers', 'Workforce Development', 'Business and Industry', and 'Social Media Newsroom'. The 'Product Overviews' section is highlighted, featuring a blue banner with the text 'Product Overviews' and 'Get on-target results with CASAS assessments and resources. Our products are time saving, easy to use, and cost effective.' Below this, a breadcrumb trail reads 'Home > Product Overviews > Curriculum Management & Instruction > Sample Test Items'. The 'CASAS eTests Sampler' section is active, displaying a list of links: 'Reading GOALS', 'Math GOALS', 'Life and Work Reading', 'Life and Work Listening', 'Government and History for Citizenship', 'Work Readiness Checklists', and 'Worksite Performance Rating Sample'. The 'Sample Test Items' section includes the instruction 'Use the links on the left to access sample items:' followed by a bulleted list: 'familiarize decision-makers, teachers, and students with CASAS items', 'give students practice in taking a CASAS test', 'make future testing go more smoothly', and 'help reduce student test-taking anxiety'. A paragraph below states: 'These items are samples to familiarize students with CASAS test formats. Because they are not actual tests, they are not predictors of student performance and are not valid for level placement, assessment, or for reporting standardized scores.' An image of a teacher in a classroom is also present. The footer contains copyright information '© 2020 by CASAS. All rights reserved.' and links for 'Privacy Policy', 'Site Map', 'Contact Us', 'Feedback', and 'Follow us on' with a Facebook icon.

- If you get a message saying “Session Expired” when trying to access the CASAS eTests Sampler, CASAS Tech Support recommends clearing the internet cache. CASAS has a video on how to clear the internet cache posted at: <https://casasportal.org/eTests>.

CASAS eTests Sampler (Cont.)

The screenshot shows a web browser window with the URL <https://teportal.org/eTests>. The page title is "CASAS eTests Sampler" and there is a "Back to Student Portal" button in the top right corner. The main content area is titled "Sample Test Items" and contains a list of test items:

- Reading STEPS Level A
- Reading STEPS Level B
- Reading STEPS Level C
- Reading STEPS Level D
- Reading STEPS Level E
- Reading GOALS Level A
- Reading GOALS Level B
- Reading GOALS Level C
- Reading GOALS Level D
- Life and Work Reading
- Math GOALS
- Math GOALS 2 Level A
- Math GOALS 2 Level B
- Math GOALS 2 Level C
- Math GOALS 2 Level D
- Math GOALS 2 Level E

[TOPSpro Enterprise Portal\(teportal.org\)](https://teportal.org/eTests)

<https://teportal.org/eTests>



What do you need for Post-testing?

- Simple! Start the “Progress: Post-test” session.
- Make sure students enter the same ID assigned to them in your online account.
- After students sign in, the next assigned test is presented automatically.

The *CASAS Online System* is fully automated to present appropriate-level tests to each student at any time testing is needed - just start the appropriate testing session.

Generate TOPSpro Enterprise Reports

- Test results are immediately available after eTesting to generate reports in TOPSpro Enterprise (TE)
 - for students
 - for teachers
- Students value immediate feedback after testing.
- Teachers appreciate timely performance reports to inform instruction and prepare students for progress testing.
- **NOTE!** You may give teachers TOPSpro Enterprise access to view, monitor, and track student performance for their class and generate their own individual student and class reports.



CASAS Scoring



Raw Scores and Scale Scores

- Raw Score: the number of questions a student answers correctly.



- Scale Score: converts a student's raw score on a test to a common scale that allows for comparison between students.

- Each test form has its own Raw to Scale Score chart.



- For example, a raw score of 12 is a scale score of 213.

- <https://casasportal.org/eTests>

Reading GOALS Appraisal Next Assigned Test		
Raw Score	Scale Score	Progress Test (Pre- and Post-test)
1	*	Level A Form 901R Form 902R
2	*	
3	*	
4	*	
5	*	
6	*	
7	200	
8	203	Level B Form 903R Form 904R
9	206	
10	209	
11	211	
12	213	
13	216	
14	218	Level C Form 905R Form 906R
15	221	
16	223	
17	226	
18	228	
19	231	
20	234	Level D Form 907R Form 908R
21	237	
22	240	
23	243	
24	244♦	
25	244♦	
26	244♦	
27	244♦	
28	244♦	

Interpreting Scale Score Charts

- **Inaccurate scores** are out of range scores that are marked with an asterisk (*). There is no scale score. These scores cannot be used for pre- or post-testing.
- Accurate range scale scores are between the dotted lines on score conversion charts.
- **Conservative estimate** (◆) scale scores are provided for test takers that perform very well on a test. These scores are very conservative estimates of the test takers' ability and can be used for reporting purposes for post-testing.

Form 83 R		
Raw Score	Scale Score	
1	-	Inaccurate Scores
2	-	
3	-	
4	186	Scale Scores
5	189	
6	191	
7	194	
8	195	
9	197	
10	199	
11	200	
12	202	
13	203	
14	205	
15	206	
16	208	
17	209	
18	210	
19	212	
20	213	
21	215	
22	216	
23	218	
24	220	
25	222	
26	224	
27	226	
28	229	
29	230◆	Conservative Estimate Scale Scores
30	231◆	
31	232◆	
32	234◆	

Next Assigned Test (NAT) Charts

- Excerpt from Reading GOALS Appraisal Next Assigned Test (NAT) chart.
- From the Reading Appraisal
 - A test taker has a raw score of 11 and a scale score of 211. **What is the next test (pretest) form he should take?**
 - If a test taker scores 18 correct, **what is the next test (pretest) she should take?**
- Refer to the correct NAT charts in the Test Administration Manuals (TAMs).

Reading GOALS Appraisal Next Assigned Test		
Raw Score	Scale Score	Progress Test (Pre- and Post-test)
7	200	
8	203	Level B Form 903R Form 904R
9	206	
10	209	
11	211	
12	213	
13	216	
14	218	Level C Form 905R Form 906R
15	221	
16	223	
17	226	
18	228	
19	231	
20	234	

Skill Level Descriptor Charts

- The Skill Level Descriptors provide general information on how to interpret a learner's scale score with respect to the common job-related and life skill tasks.

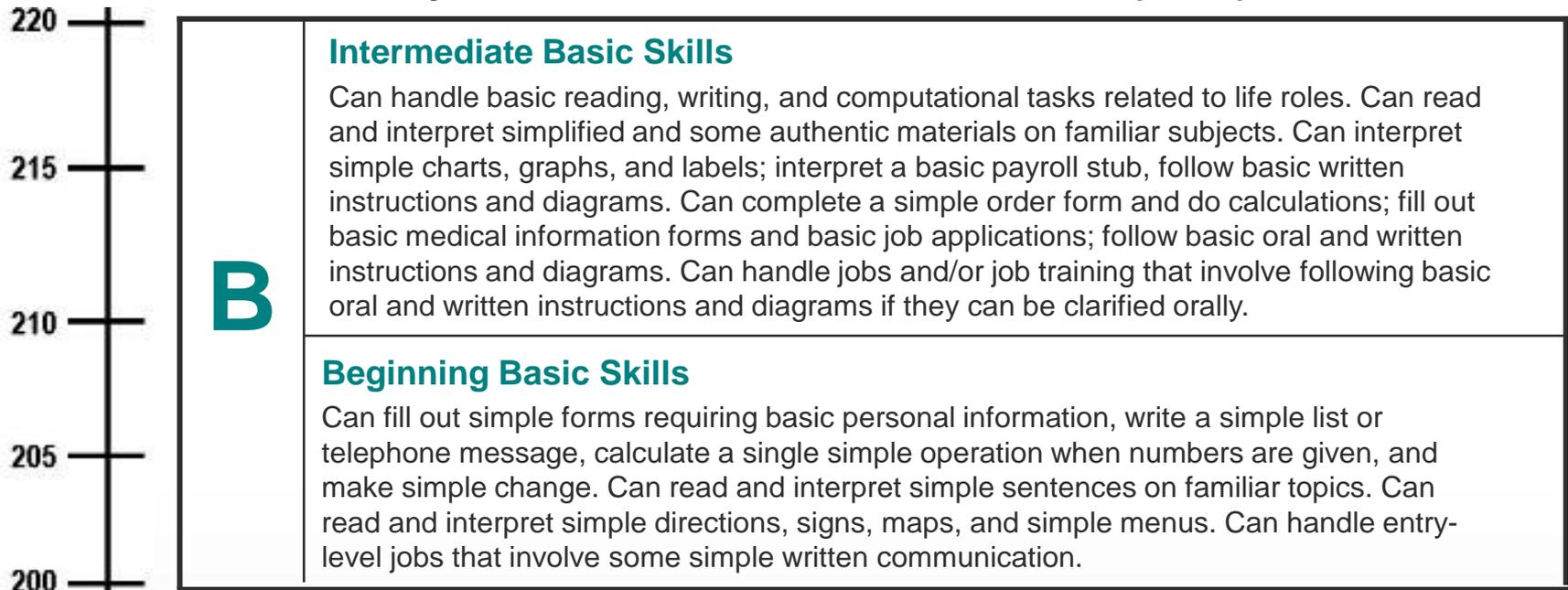
Skill Level Descriptors for ESL	
Scale CASAS Scores Levels	Descriptors
250	Proficient Skills Listening/Speaking: Can participate effectively in social and familiar work situations; can understand and participate in practical and social conversations and in technical discussions in own field. Reading/Writing: Can handle most reading and writing tasks related to life roles; can read and interpret most non-simplified materials; can interpret routine charts, graphs, and labels; fill out medical information forms and job applications. Employability: Can meet work demands with confidence; interact with the public; and follow written instructions in work manuals. (SPL 8)
245	Adult Secondary Listening/Speaking: Can function independently in survival, social, and work situations; can clarify general meaning and communicate on the telephone on familiar topics. Reading/Writing: Can read and interpret nonsimplified materials on everyday subjects; can interpret routine charts, graphs, and labels; fill out medical information forms and job applications; and write an accident or incident report. Employability: Understands routine work related conversations. Can handle work that involves following oral and simple written instructions and interact with the public. Can perform reading and writing tasks, such as most logs, reports, and forms, with reasonable accuracy to meet work needs. (SPL 7)
240	D
235	Advanced ESU/ELL Listening/Speaking: Can satisfy most survival needs and social demands. Has some ability to understand and communicate on the telephone on familiar topics. Can participate in conversations on a variety of topics. Reading/Writing: Can read and interpret simplified and some non-simplified materials on familiar topics. Can interpret simple charts, graphs, and labels; interpret a payroll stub; and complete a simple order form, fill out medical information forms and job applications. Can write short personal notes and letters and make simple log entries. Employability: Can handle jobs and job training situations that involve following oral and simple written instructions and multi-step diagrams and limited public contact. Can read a simple employee handbook. Persons at the upper end of this score range are able to begin HSE preparation. (SPL 6)
230	C
225	
220	High Intermediate ESU/ELL Listening/Speaking: Can satisfy basic survival needs and limited social demands; can follow oral directions in familiar contexts. Has limited ability to understand on the telephone. Understands learned phrases easily and new phrases containing familiar vocabulary. Reading/Writing: Can read and interpret simplified and some authentic material on familiar subjects. Can write messages or notes related to basic needs. Can fill out basic medical forms and job applications. Employability: Can handle jobs and/or training that involve following basic oral and written instructions and diagrams if they can be clarified orally. (SPL 5)
215	
210	B
205	Low Intermediate ESU/ELL Listening/Speaking: Can satisfy basic survival needs and very routine social demands. Understands simple learned phrases orally and some now simple phrases containing familiar vocabulary, spoken slowly with frequent repetition. Reading/Writing: Can read and interpret simple material on familiar topics. Able to read and interpret simple directions, schedules, signs, maps, and menus. Can fill out forms requiring basic personal information and write short, simple notes and messages based on familiar situations. Employability: Can handle entry-level jobs that involve some simple oral and written communication but in which tasks can also be demonstrated and/or clarified orally. (SPL 4)
200	High Beginning ESU/ELL Listening/Speaking: Functions with some difficulty in situations related to immediate needs; may have some simple oral communication abilities using basic learned phrases and sentences. Reading/Writing: Reads and writes letters and numbers and a limited number of basic sight words and simple phrases related to immediate needs. Can write basic personal information on simplified forms. Employability: Can handle routine entry-level jobs that involve only the most basic oral or written communication in English and in which all tasks can be demonstrated. (SPL 3)
190	A
180	Low Beginning ESU/ELL Listening/Speaking: Functions in a very limited way in situations related to immediate needs; asks and responds to basic learned phrases spoken slowly and repeated often. Reading/Writing: Recognizes and writes letters and numbers and reads and understands common sight words. Can write own name and address. Employability: Can handle only routine entry-level jobs that do not require oral or written communication in English and in which all tasks are easily demonstrated. (SPL 2)
170	Beginning Literacy/Pre-Beginning ESU (F1) Listening/Speaking: Functions minimally, if at all, in English. Communicates only through gestures and a few isolated words. Reading/Writing: May not be literate in any language. Employability: Can handle very routine entry-level jobs that do not require oral or written communication in English and in which all tasks are easily demonstrated. Employment choices would be extremely limited. (SPL 0-1)
150	

Note: These three charts provide general skill descriptors by level. Level descriptors for reading, math and listening correspond to scale scores on tests in those specific skill areas.

Skill Level Descriptors for ABE	
Scale CASAS Scores Levels	Descriptors
250	E High Adult Secondary Education With some assistance, persons at this level are able to interpret technical information, more complex manuals, and material safety data sheets (MSDS). Can comprehend some college textbooks and apprenticeship manuals.
245	D Low Adult Secondary Education Can read and follow multi-step directions; read and interpret common legal forms and manuals; use math in business, such as calculating discounts; create and use tables and graphs; communicate personal opinion in written form; write an accident or incident report. Can integrate information from multiple texts, charts, and graphs as well as evaluate and organize information. Can perform tasks that involve oral and written instructions in both familiar and unfamiliar situations.
235	C High Intermediate Basic Education Can handle most routine reading, writing, and computational tasks related to their life roles. Can interpret routine charts, graphs, and labels; read and interpret a simple handbook for employees; interpret a payroll stub; complete an order form and do calculations; compute tips; reconcile a bank statement; fill out medical information forms and job applications. Can follow multi-step diagrams and written instructions; maintain a family budget; and write a simple accident or incident report. Can handle jobs and job training situations that involve following oral and simple written instructions and diagrams. Persons at the upper end of this score range are able to begin HSE preparation.
220	B Low Intermediate Basic Education Can handle basic reading, writing, and computational tasks related to life roles. Can read and interpret simplified and some authentic materials on familiar topics. Can interpret simple charts, graphs, and labels; interpret a basic payroll stub; follow basic written instructions and diagrams. Can complete a simple order form and do calculations; fill out basic medical information forms and basic job applications; follow basic oral and written instructions and diagrams. Can handle jobs and/or job training that involve following basic oral or written instructions and diagrams if they can be clarified orally.
210	Beginning Basic Education Can fill out simple forms requiring basic personal information, write a simple list or telephone message, calculate a single simple operation when numbers are given, and make simple change. Can read and interpret simple sentences on familiar topics. Can read and interpret simple directions, signs, maps, and simple menus. Can handle entry level jobs that involve some simple written communication.
200	A Beginning ABE Literacy Very limited ability to read or write. Persons at the upper end of this score range can read and write numbers and letters and simple words and phrases related to immediate needs. Can provide very basic personal identification in written form such as on job applications. Can handle routine entry-level jobs that require only basic written communication.
150	
Skill Level Descriptors for Adults with Intellectual Disabilities	
210	B Beginning Basic Skills Can fill out simple forms requiring basic personal information, write a simple list or telephone message, calculate a single simple operation when numbers are given, and make simple change. Can read and interpret simple sentences on familiar topics. Can read and interpret simple directions, signs, maps, and simple menus. Can handle entry-level jobs that involve some simple written communication.
200	A Beginning Literacy/Pre-Beginning Very limited ability to read or write. Persons at the upper end of this score range can read and write numbers and letters and simple words and phrases related to immediate needs. Can provide very basic personal identification in written form such as on job applications. Can handle routine entry-level jobs that require only basic written communication.
190	AA Beginning Literacy/Pre-Beginning Can use some very simple communication skills with others in daily activities and at work. Can handle most daily living skills such as dressing, hygiene, and meal preparation. Can identify and follow directions on public signs and buildings. Can use some community services such as grocery, banking, restaurant, and public transportation. Can handle jobs with mild level of support.
180	AAA Beginning Literacy/Pre-Beginning Can follow some very simple safety practices in the home, community, and the job with help from support person. Can cross streets and follow directions on safety signs with supports. Can use some very basic community services with help such as health, transportation, and telephone. Can handle jobs requiring moderate level of support.
160	AAAA Beginning Literacy/Pre-Beginning Can perform some minimum basic daily living skills such as washing hands, brushing hair, and dressing with help from support person. Can identify simple public signs such as entrances, exits, and public restrooms. Can handle community experiences and jobs requiring intensive level of support.
140	AAAAA Beginning Literacy/Pre-Beginning Can identify a few common household objects such as comb, toothbrush, and shoes. Can perform very basic communication skills using gestures, sign language, or simple words. Can perform simple hygiene skills such as washing hands with support.

Interpreting Test Scores via the CASAS Skill Level Descriptor Chart

Skill Level Descriptors for Adult Basic Education (ABE)



Excerpt from ABE Skill Level Descriptors

- When reviewing the skill level descriptor chart, think about the types of jobs that a District resident might be able to get with literacy and/or numeracy skills at each level.

Interpreting Test Scores via the CASAS Skill Level Descriptor Chart (Cont.)

Skill Level Descriptors for English as a Second Language (ESL)/English Language Learners (ELL)

220	B	High Intermediate ESL ; can follow oral directions in familiar contexts. Has limited ability to understand on the telephone. Understand Listening/Speaking: Can satisfy basic survival needs and limited social demands learned phrases easily and new phrases containing familiar vocabulary. Reading/Writing: Can read and interpret simplified and some authentic materials on familiar subjects. Can write messages or notes related to basic needs. Can fill out basic medical forms and job applications. Employability: Can handle jobs and/or training that involve following basic oral and written instructions and diagrams if they can be clarified orally. (SPL 5)
215		
210		Low Intermediate ESL Listening/Speaking: Can satisfy basic survival needs and very routine social demands. Understands simple learned phrases easily and some new simple phrases containing familiar vocabulary, spoken slowly and with frequent repetition. Reading/Writing: Can read and interpret simple material on familiar topics. Able to read and interpret simple directions, schedules, signs, maps, and menus. Can fill out forms requiring basic personal information and write short, simple notes and messages based on familiar situations. Employability: Can handle entry-level jobs that involve some simple oral and written communication but in which tasks can also be demonstrated and/or clarified orally.
205		
200		

Excerpt from ESL Skill Level Descriptors

- When reviewing the skill level descriptor chart, think about the types of jobs that a District resident might be able to get with literacy and/or numeracy skills at each level.

NRS Educational Functioning Levels (EFLs)/ CASAS Reading Score Ranges for ABE/ASE

Educational Functioning Levels		CASAS Level	Reading GOALS Scale Score Ranges
1	Beginning ABE Literacy	A	203 and below
2	Beginning Basic Education	B	204-216
3	Low Intermediate Basic Education	B	217-227
4	High Intermediate Basic Education	C	228-238
5	Low Adult Secondary Education	D	239-248
6	High Adult Secondary Education	E	249 and above

NRS Educational Functioning Levels (EFLs)/ CASAS Math Score Ranges for ABE/ASE

Educational Functioning Levels		CASAS Level	Math GOALS 2 Scale Score Ranges
1	Beginning ABE Literacy	A	192 and below
2	Beginning Basic Education	A/B	193-203
3	Low Intermediate Basic Education	B	204-213
4	Middle Intermediate Basic Education	C	214-224
5	High Intermediate Education	C	225-235
6	Adult Secondary Education	D/E	236 and above

NRS Educational Functioning Levels (EFLs)/ CASAS Reading Score Ranges and Grade Level Equivalents (GLEs)

CASAS CORRELATION CHARTS			
Source(s): CASAS Website > WIOA and NRS Compliance > Scale Scores, NRS Educational Functioning Levels (EFLs), and Grade Level Equivalents			
CASAS Reading GOALS Series			
National Reporting System (NRS) Levels, CASAS Scale Score Ranges and Grade Level Equivalents (GLEs)			
NRS Levels	Adult Basic Education (ABE)/ Adult Secondary Education (ASE) Levels	Scale Score Ranges CASAS Reading GOALS Series	Grade Level Equivalents (GLEs)
1	Beginning ABE Literacy	193 and below	K
		194 - 203	1
2	Beginning Basic Education	204 - 210	2
		211 - 216	3
3	Low Intermediate Basic Education	217 - 222	4
		223 - 227	5
4	High Intermediate Basic Education	228 - 230	6
		231 - 234	7
		235-238	8
5	Low Adult Secondary Education	239-243	9
		244 - 248	10
6	High Adult Secondary Education	249 - 253	11
		254 and above	12

NRS Educational Functioning Levels (EFLs)/ CASAS Math Score Ranges and Grade Level Equivalents (GLEs)

CASAS CORRELATION CHARTS (Continued)			
CASAS Math GOALS 2 Series			
National Reporting System (NRS) Levels, CASAS Scale Score Ranges and Grade Level Equivalents (GLEs)			
NRS Levels	Adult Basic Education (ABE)/ Adult Secondary Education (ASE) Levels	Scale Score Ranges CASAS Math GOALS 2 Series	Grade Level Equivalents (GLEs)
1	Beginning ABE Literacy	183 and below	K
		184 - 192	1
2	Beginning Basic Education	193 - 198	2
		199 - 203	3
3	Low Intermediate Basic Education	204 - 208	4
		209 - 213	5
4	Middle Intermediate Basic Education	214 - 220	6
		221 - 224	7
5	High Intermediate Basic Education	225 - 228	7
		229 - 235	8
6	Adult Secondary Education	236 - 240	9
		241 - 244	10
		245 - 248	11
		249 and above	12

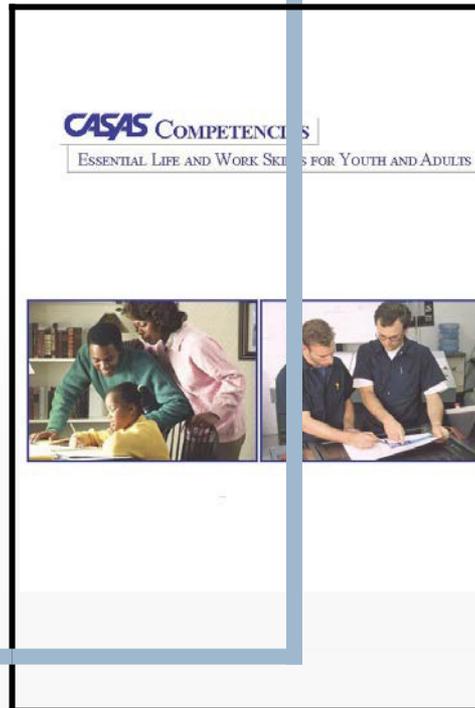
Instruction



What are CASAS Competencies?

Competency Content Areas

0. Basic Communication
1. Consumer Economics
2. Community Resources
3. Health
4. Employment
5. Government and Law
6. Math
7. Learning and Thinking Skills
8. Independent Living



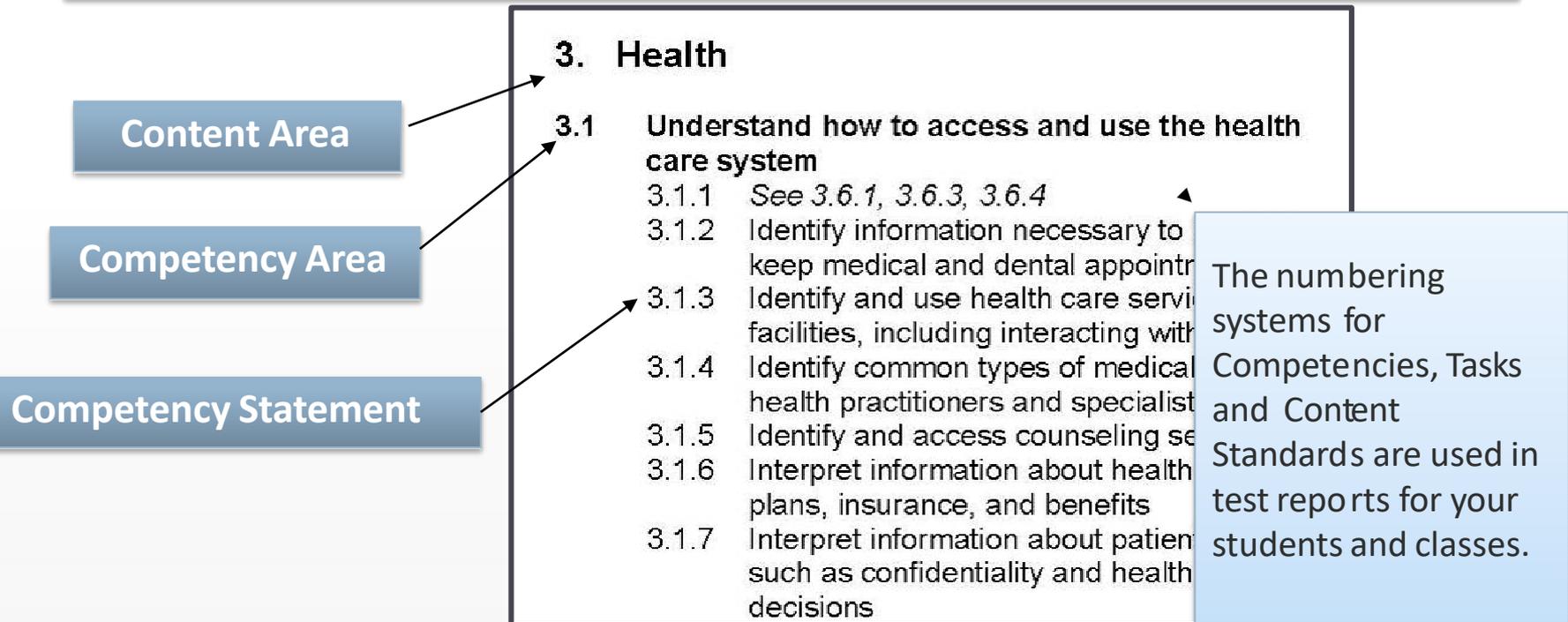
CASAS Competencies are measurable learning objectives written in a functional life skills context.

CASAS tests are aligned to these competencies.

Importance of Competencies

Competencies provide:

- instructional objectives for curriculum,
- direct links to test content for monitoring student learning,
- criteria for program evaluation, and
- a referencing system for instructional materials.



What are Content Standards?

- **Basic Skills Content Standards** identify the underlying basic skills (literacy and academic skills) associated with CASAS Competencies.

- R1 Beginning literacy/phonics
- R2 Vocabulary
- R3 General reading comprehension
- R4 Text in format
- R5 Reference materials
- R6 Reading strategies
- R7 Reading and thinking skills
- R8 Academic-oriented skills
- R9 Literary Analysis (ABE/ASE only)

Reading



- L1 Phonology
- L2 Vocabulary
- L3 Grammar
- L4 General Discourse
- L5 Informational Discourse
- L6 Strategies and Critical Thinking

Listening



- M1 Number Sense
- M2 Algebra
- M3 Geometry
- M4 Measurement
- M5 Statistics, Data Analysis and Probability

Math



What are Task Areas?

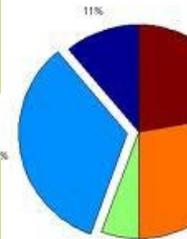
Reading Tasks

- Forms
- Charts, maps, consumer billings, matrices, graphs, or tables
- Stories, articles, paragraphs, sentences, directions, or pictures
- Signs, price tags, ads, or product labels
- Measurement scales and diagrams

Listening Tasks

- Picture prompt
- Comprehension question
- Predict next line of dialogue
- Identify true statement based on prompt

Tasks are how test items are presented. It's important to practice these tasks in the classroom.



JOB APPLICATION FORM
PLEASE PRINT

Name (Last, First, Middle)	Residence
Address	Telephone
City	State Zip

For which job are you applying?
What will you do if hired?

If you, please explain in the space below:

Other _____
or other past jobs _____
Level: 1 2 3 4 5 Other _____
Room Manager Secretary



Competencies, Content Standards and Task Area

Competency

A measurable learning objective in a functional life skills context.



Basic Skills Content Standards

are the underlying academic skills students need to be successful in mastering competencies (e.g., students must be able to understand vocabulary in context).

2. Where is she going?

- (A) into the store
- (B) into the post office
- (C) into the bank
- (D) into the library

Task Area

In CASAS Reading tests, these are the written or graphic prompts.

Alignment of CASAS Reading Standards and College and Career Readiness Standards (CCRS)



CASAS Reading GOALS Content Areas	CCRS Reading Anchor*
Vocabulary	R4
Reading Comprehension Skills	
Locate detail	R1
Main idea; Author's purpose	R2, R6
Higher Order Reading Skills	
Locate/compare details; Infer/draw conclusions	R1
Text structure and features	R5
Author's point of view	R6
Analyze claim/argument	R8
*CCRS Reading Standards R7, R9 and R10 are measured across content areas.	



What is TOPSpro Enterprise?

- TOPSpro Enterprise (TE) generates student test reports
 - From eTests.
 - From scanned answer sheets from paper testing.
 - By manually entering student test responses.
- Basic TE includes individual student reports.
- Enhanced TE includes individual and class level reports.
 - Please note that OSSE Adult and Family Education licenses Enhanced TE for DC users.

CASAS Reports



See the CASAS sample reports:
<https://www.casas.org/product-overviews/software/topspro-enterprise/sample-reports>

Personal Score Report (PSR) – TE Basic

CASAS
01/05/2020
03:16:15

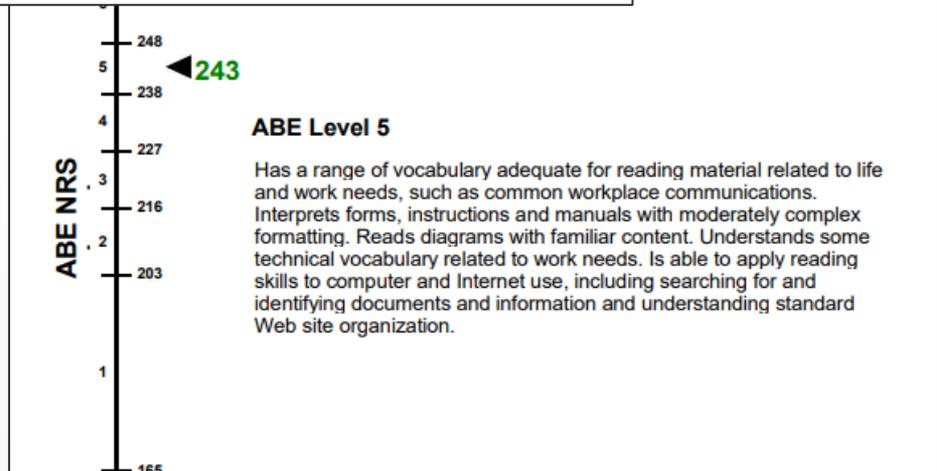
Personal Score Report

Page 1 of 2
PSR

Student Sample - 5615969

Agency:	4908 - Rolling Hills Adult School (RHAS)	Class:	020101 - AM: HSD/HSE
Site:	01 - RHAS: North Campus	Teacher:	Teacher20@rhas.org

Modality	Test Form	Test Level	Test Date	Scale Score	NRS Level
Reading	907R	D	12/10/2019	243	ABE Level 5



This is a fictitious student from the CASAS training database called Rolling Hills Adult School (RHAS).

Personal Score Report (PSR) – TE Enhanced



Personal Score Report

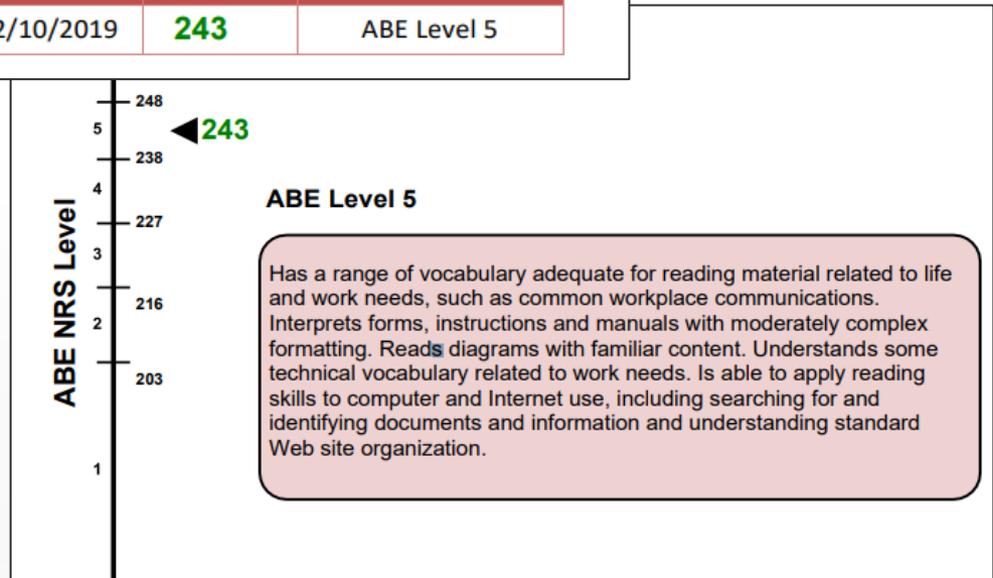
Page 1 of 2
PSR3

01/05/2020
03:16:15

Student Sample - 5615969

Agency:	4908 - Rolling Hills Adult School (RHAS)	Class:	020101 - AM: HSD/HSE
Site:	01 - RHAS: North Campus	Teacher:	Teacher20@rhas.org

Modality	Test Form	Test Level	Test Date	Scale Score	NRS Level
Reading	907R	D	12/10/2019	243	ABE Level 5



This is a fictitious student from the CASAS training database called Rolling Hills Adult School (RHAS).

Individual Skills Profile (CASAS Content Standards)

Erica Kim						Agency: 4908 - Rolling Hills Adult School (RHAS)			
ID# 274564719						Program: HSE			
Most Recent	Form	Date	Scale Score	NRS * Level	Form Level	Number of Items			Grade Equiv.
						Total	Correct	Attempted	
Math	035M	10/17/2017	223	4	C	35	17	35	6.5
Reading	187R	08/28/2017	240	5	D	32	20	32	9.9

Reading Competencies		N	Correct
Consumer Economics		4	75 %
Community Resources		14	71 %
Health		5	80 %
Employment		16	81 %
Government and Law		5	0 %
Learning and Thinking Skills		9	22 %

Reading Content Standards		N	Correct
Vocabulary		16	62 %
General reading comprehension		28	67 %
Text in format		4	75 %
Reference materials		3	0 %
Reading strategies		12	83 %
Reading and thinking skills		9	33 %

Math Competencies		N	Correct
Computation		35	48 %

Math Content Standards		N	Correct
Number sense		17	58 %
Measurement		17	29 %
Statistics, Data Analysis and Probability		7	57 %

Reading Tasks		N	Correct
Forms		1	100 %
Charts, maps, consumer billings, matrices, graphs, ...		6	33 %
Articles, paragraphs, sentences, directions, manuals		25	68 %

Erica Kim has a likelihood of ...		to pass this GED 2014 subsection	
79 %	Reasoning Through Language Arts		
More study needed	Mathematical Reasoning		



This is a fictitious student from the CASAS training database called Rolling Hills Adult School (RHAS).

Individual Skills Profile (College and Career Readiness Standards)



01/05/2020

Individual Skills Profile

Page 1 of 1
ISP

Sample, Student

ID# 5615969

Agency: 4908 – Rolling Hills Adult School

Program: High School Diploma

Most Recent	Form	Date	Scale Score	NRS Level	Form Level	Number of Items			Grade Equiv.
						Total	Correct	Attempted	
Math	918M	12/10/2019	221	4	C/D	38	13	38	6.9
Reading	907R	12/10/2019	243	5	D	40	24	40	9.9

Reading Competencies	N	Correct
Community Resources	4	100 %
Health	2	0 %
Employment	17	47 %
Government and Law	12	58 %
Learning and Thinking Skills	5	100 %

Math Competencies	N	Correct
Consumer Economics	8	50 %
Community Resources	5	20 %
Employment	17	35 %
Government and Law	1	0 %
Computation	7	28 %



College & Career Readiness Standards Reading Content Areas	CCR Reading Anchor Standards	N	Correct
Vocabulary			
Academic	R4	4	50 %
Meaning from context	R4	4	50 %
Reading Comprehension Skills			
Locate details	R1	7	71 %
Identify main idea, Author's purpose	R2, R6	3	100 %
Higher Order Reading Skills			
Locate/Compare details, Infer/Draw conclusions	R1, R9	11	36 %
Text structure	R5	3	100 %
Author's point of view	R6	4	50 %
Analyze claim	R8	4	75 %

College & Career Readiness Standards Math Content Areas	N	Correct
Base Ten; Fractions and Ratios		
Number and Operations: Base Ten Number System	8	50 %
Algebra		
Operations and Algebraic Thinking Expressions and Equations Functions	9	22 %
Geometry		
Geometry	11	36 %
Measurement; Data Analysis		
Measurement and Data	4	25 %
Statistics and Probability		
Statistics and Probability	6	33 %

This is a fictitious student from the CASAS training database called Rolling Hills Adult School (RHAS).



Student Performance by Test & Content Standard

CASAS		Student Performance		Page 1 of 3
01/05/2020 02:11:40		by Test & Content Standard		SCSTC
Agency:	4908 - Rolling Hills Adult School (RHAS)	Form:	907R - Reading GOALS Level D	
Site:	01 - RHAS: North Campus	Student:	Sample, Student	5615969
Class:	020101 - AM: HSD/HSE	Test Date:	12/10/2019	
Teacher:	Teacher20@rhas.org	Raw Score:	24	Scale Score: 243

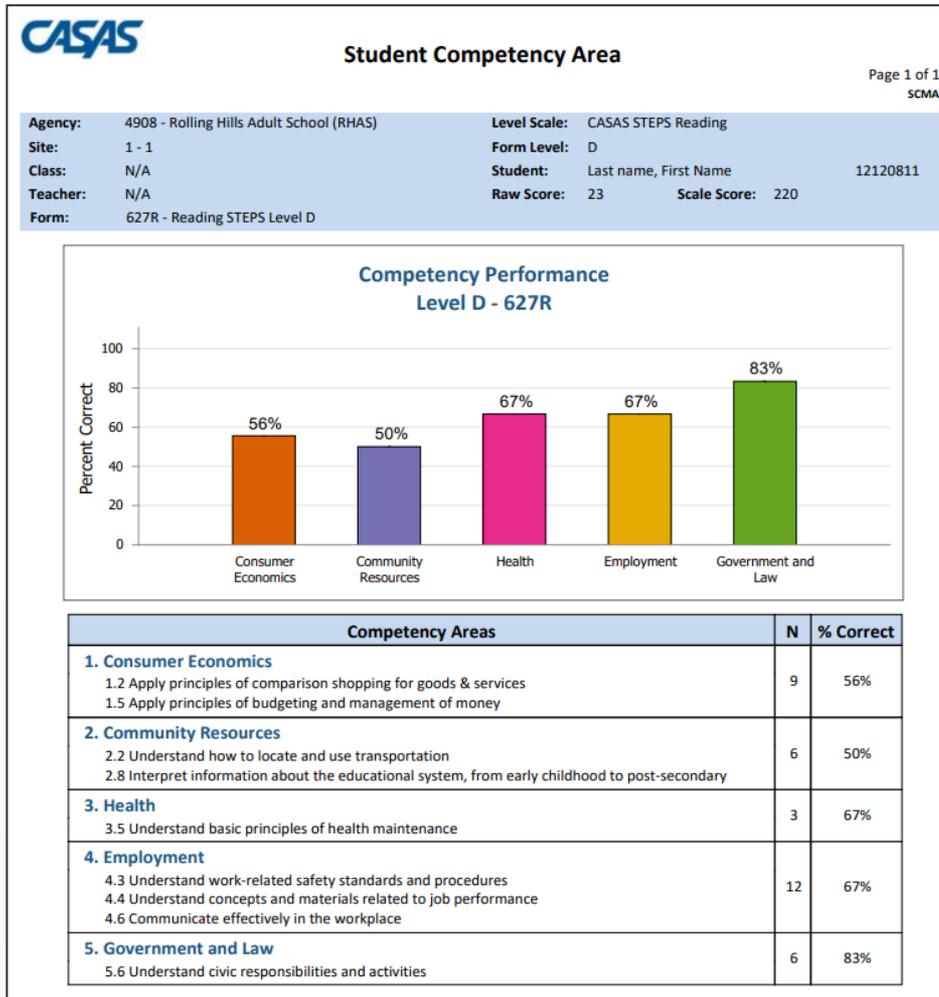
CASAS Reading Standards (2016)	No. of Items	Correct	Content Standard Description
RDG3.11	2	100 %	Identify the main idea of a simple text or the central ideas or themes of a complex text.
RDG3.14	1	100 %	Identify the author's point or purpose including what the author wants to answer, explain or describe.
RDG4.7	3	100 %	Describe and analyze the overall structure and organization of a text (e.g., chronology, cause and effect, comparison and contrast, problem and solution).
RDG4.9	4	75 %	Explain, delineate, analyze, and evaluate the truthfulness, validity, credibility, relevance, and sufficiency of arguments, specific claims and supporting evidence in expository, academic or non-fiction text, including differentiating fact from opinion (e.g., advertising claims, news articles, case studies).
RDG3.12	7	71 %	Identify the key details and cite evidence from a text.
RDG2.3	4	50 %	Interpret accurately a range of general academic (e.g., indicate, procedure, evidence), technical (e.g., phlebotomist), and domain-specific words and phrases (e.g., endangered species, peace treaty) in context, including collocations (e.g., count on, happen to).
RDG2.8	4	50 %	Interpret unknown and multiple-meaning words as used in the text, choosing from level-appropriate strategies (e.g., context clues).
RDG4.8	4	50 %	Analyze how the author's point of view, purpose, opinion, register, tone, and voice, including political or cultural perspective, shape the content and style of a text for its intended
RDG4.4	9	44 %	Determine what a text says implicitly (e.g., make inferences, draw conclusions) and cite textual evidence.
RDG4.3	2	0 %	Determine what texts say explicitly by comparing details from multiple sources or parts of a text.



This is a fictitious student from the CASAS training database called Rolling Hills Adult School (RHAS).

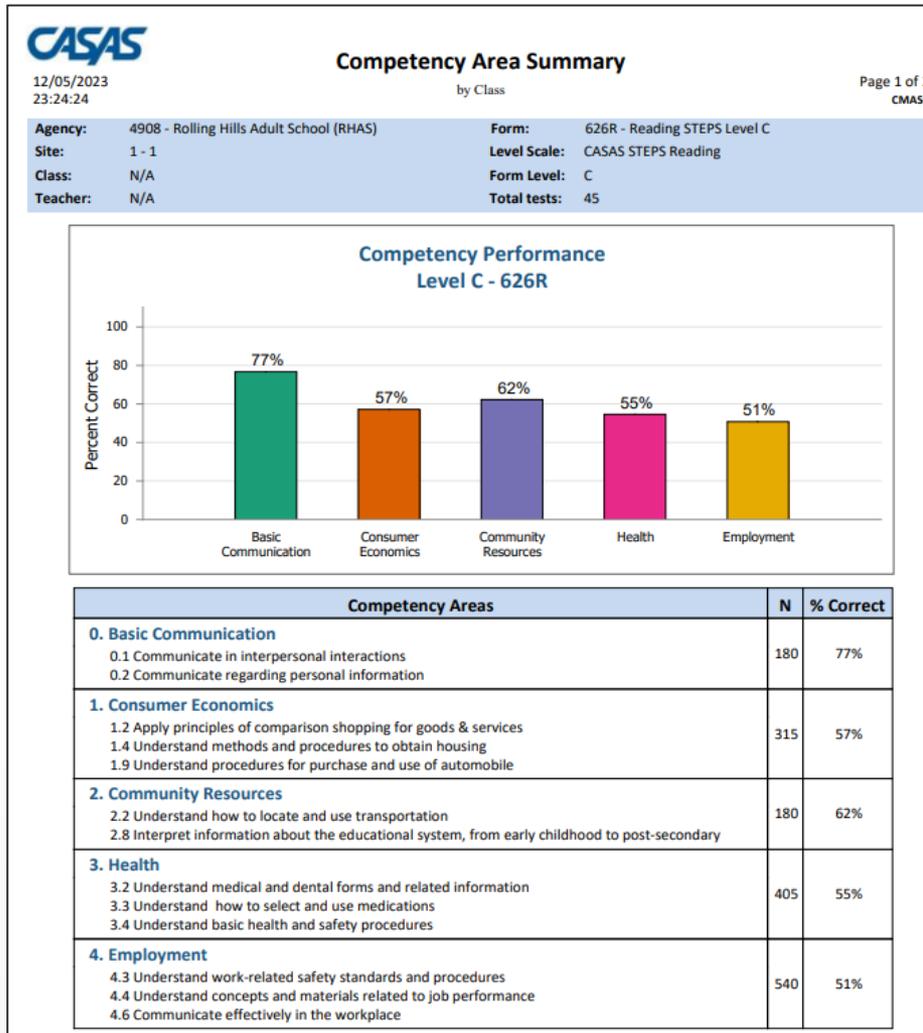


New - Student Competency Area



This is a fictitious student from the CASAS training database called Rolling Hills Adult School (RHAS).

New - Class Competency Area Summary



This is a fictitious class from the CASAS training database called Rolling Hills Adult School (RHAS).

New – Student Content Area

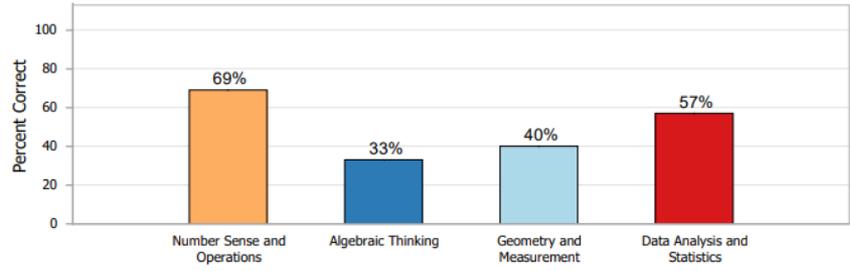


Student Content Area

Page 1 of 1
SCNA

Agency:	4908 - Rolling Hills Adult School (RHAS)	Level Scale:	CASAS GOALS 2 Math
Site:	1 - 1	Form Level:	B
Class:	N/A	Student:	Last name, First Name 12060857
Teacher:	N/A	Raw Score:	19 Scale Score: 203
Form:	924M - Math GOALS 2 Level B		

Content Standard Performance Level B - 924M



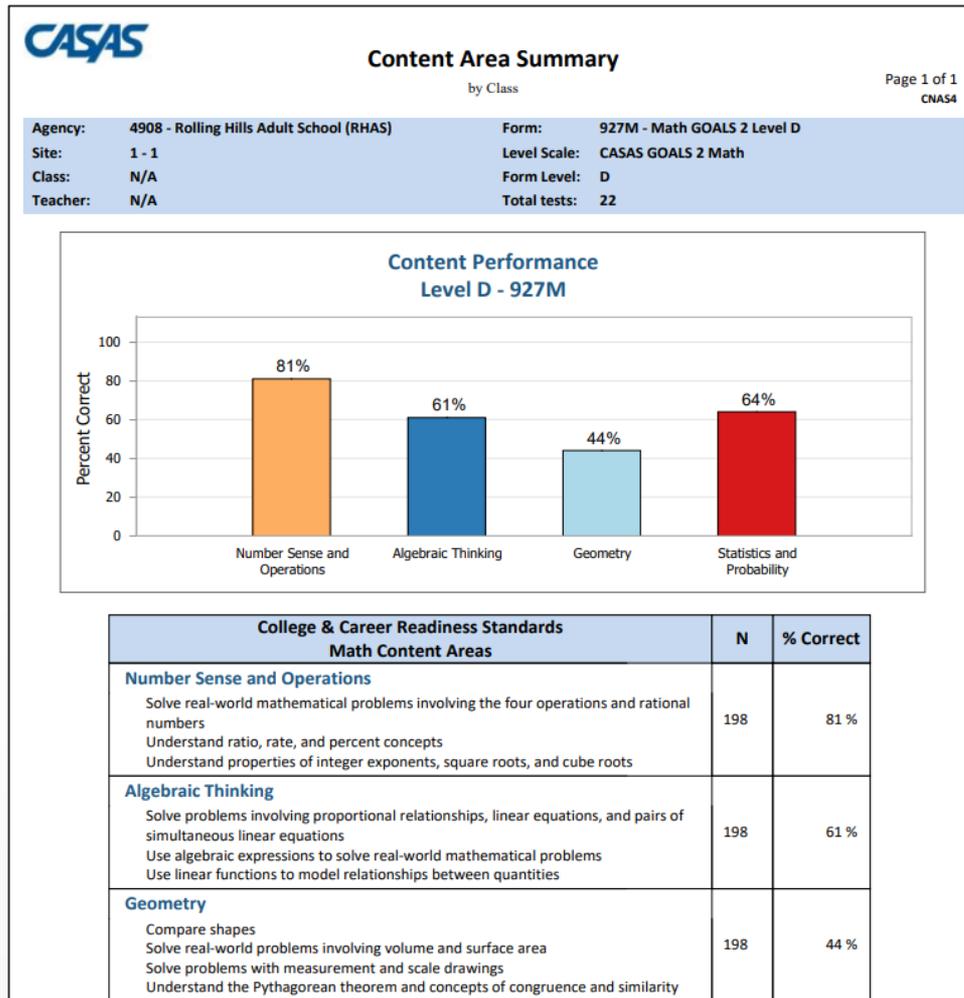
Math Content Area	Percent Correct
Number Sense and Operations	69%
Algebraic Thinking	33%
Geometry and Measurement	40%
Data Analysis and Statistics	57%

College & Career Readiness Standards Math Content Areas	N	% Correct
Number Sense and Operations Understand place value for whole numbers and decimals Compute using the four operations Perform operations with whole numbers, decimals, and fractions	13	69 %
Algebraic Thinking Apply properties of the four operations Use a symbol to represent variables, and solve simple one-variable equations	6	33 %
Geometry and Measurement Solve perimeter and area problems Measure with non-standard and metric units, and convert within a given measurement system Solve measurement word problems, including with time and volumes	10	40 %
Data Analysis and Statistics Interpret simple data sets, bar graphs, line graphs, and histograms Solve one- and two-step problems using bar graphs	7	57 %



This is a fictitious student from the CASAS training database called Rolling Hills Adult School (RHAS).

New - Class Content Area Summary



This is a fictitious class from the CASAS training database called Rolling Hills Adult School (RHAS).

Learning Gains

CASAS		Learning Gains						Page 1 of 2	
01/05/2020 03:39:47		First to High						LGFH	
Agency: 4908 - Rolling Hills Adult School (RHAS)		Teacher: Teacher20@rhas.org							
Site: 01 - RHAS: North Campus		Modality: CASAS Math							
Class: 020101 - AM: HSD/HSE									
Student	Status	First Test			High Test			Gain	Test Hours of Instruction
		Date	Form	Score	Date	Form	Score		
Sample, Student	5615969	07/22/2019	913M	208	12/10/2019	918M	221	13	0
Sample, Student	7312932	10/16/2019	913M	223					0
Sample, Student	7081697	08/05/2019	913M	189					0
Sample, Student	7151132	08/12/2019	917M	219	12/10/2019	917M	228	9	0
Sample, Student	7213865	09/04/2019	913M	209	12/11/2019	913M	212	3	0
Sample, Student	7259223	10/16/2019	913M	222					0
Sample, Student	6627171	08/15/2019	917M	226	12/10/2019	917M	225	-1	0
Sample, Student	6327504	08/15/2019	913M	206					0
Sample, Student	7338637	11/05/2019	913M	218					0
Sample, Student	7012503	08/06/2019	913M	215	10/08/2019	914M	212	-3	0
Sample, Student	7283177	10/16/2019	917M	225					0
Sample, Student	7125485	08/06/2019	917M	230	10/08/2019	918M	237	7	0
Sample, Student	7306169	10/16/2019	917M	228					0
Sample, Student	7139487	09/04/2019	917M	231	12/10/2019	918M	234	3	0
Sample, Student	3963084	07/23/2019	913M	210					0
Sample, Student	3963140	11/20/2019	917M	249					0
Sample, Student	3963723	11/08/2019	913M	223					0
Sample, Student	7344368	11/08/2019	917M	227	12/10/2019	918M	235	8	0
Sample, Student	7295942	10/16/2019	913M	195					0



This is a fictitious class from the CASAS training database called Rolling Hills Adult School (RHAS).



CASAS Test Administration Manuals (TAMs)

- CASAS Test Administration Manuals (TAMs) are essential for administering paper-based and computer-based tests
- A Test Administration Manual (TAM) contains:
 - answer keys,
 - scoring guidelines,
 - score conversion charts,
 - next assigned test charts,
 - competency and content standard content,
 - class and student profiles,
 - standardized test administration procedures and policies
 - test security protocols, and
 - resources for testing and instructional support.

CASAS Catalog

- Agencies are responsible for purchasing the Test Administration Manuals (TAMs) for each CASAS test series.
- Please review the CASAS Catalog, which is updated annually, to purchase the TAMs and other CASAS materials and resources.
- www.CASAS.org



The image shows the cover of the CASAS 2024 Catalog. At the top right, the CASAS logo is displayed in blue, with the year '2024' in a large, bold, black font below it. Underneath the year, the text 'Assessments / Resources / Training and Support' is written in a smaller, blue font. The cover features four photographs: the top-left shows three people (two men and one woman) looking at a laptop; the top-right shows an older woman with glasses and a patterned scarf working on a laptop; the bottom-left shows a woman in a red jacket talking to a group of people at a booth; the bottom-right shows a man in a white shirt and a yellow hard hat holding a clipboard and pen. At the bottom of the cover, a green banner contains the text 'A Comprehensive Approach for Education, Workforce Development, and Business and Industry.' and the website 'www.casas.org/order'.

CASAS[®]
2024
Assessments / Resources / Training and Support

A Comprehensive Approach for Education, Workforce Development, and Business and Industry.
www.casas.org/order

QuickSearch Online

- Quick, easy access to database of more than 3,000 instructional materials.
- Includes print, audio, video, and software materials.
- Correlated to CASAS Competencies and Content Standards.
- Search by:
 - Title
 - Competency
 - Program, Level, and Skill
 - Publisher
 - CASAS Assessment.

QuickSearch

A Database of Instructional Materials for Youth and Adult Educational and Training Programs

QuickSearch by

- Titles
- Competencies/Content Standard
- Program, Level, & Skill
- Publishers
- Tests
- Get more information
- Quick Search Tutorial
- Reports & Other Tools
- Exit

Welcome to **QuickSearch**

Click one of the options on the left to continue...

CASAS

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QuickSearch by Competencies



A Database of Instructional Materials for Youth and Adult Educational and Training Programs

QuickSearch by

- [Titles](#)
- [Competencies/
Content Standard](#)
- [Program, Level, & Skill](#)
- [Publishers](#)
- [Tests](#)
- [Get more information](#)
- [Quick Search Tutorial](#)
- [Reports & Other Tools](#)
- [Exit](#)

[View printer-friendly report Competency](#)

Selected Competencies - (Employment)

4.1.0 - Understand basic principles of getting a job

4.1.2 Follow procedures for applying for a job, including interpreting and completing job applications, résumés, and letters of application

Matches	Title	Publisher	Level
Found: 7 Record(s)			
1	Aztec Courseware	AZTEC SOFTWARE, INC.	B/C/D/E
1	Intermediate Career Extensions: Electricians	BURLINGTON ENGLISH	C/D/E
1	Intermediate Career Extensions: Auto Mechanics	BURLINGTON ENGLISH	C/D/E
1	Intermediate Career Extensions: HVAC/R Technicians	BURLINGTON ENGLISH	C/D/E
1	TV411. In Print. Vol.1, Issue 12	KENTUCKY EDUCATIONAL TELEVISION/PBS	B/C
1	TV411. In Print. Vol.1, Issue 5	KENTUCKY EDUCATIONAL TELEVISION/PBS	B/C
1	Ventures 3 Student's Book Second Edition	CAMBRIDGE UNIVERSITY PRESS	C



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Guidelines for Planning Instruction

APPROPRIATE



- Using diagnostic information from test results to target instruction in:
 - Content Standards
 - CASAS Competencies
 - Task Areas
- Using QuickSearch Online
- Using CASAS Sample Test Items

INAPPROPRIATE



- Teaching to particular test items
- Teaching specific vocabulary in a test item
- Limiting curriculum to what the test covers

Targeting Instruction

- Visit www.casas.org:
 - QuickSearch Online
 - CASAS Competencies
 - CASAS Content Standards
- CASAS Instructional Reports
 - Generate reports from TOPSpro Enterprise
 - Fill out charts in Test Administration Manuals (TAMs)

Activity 5: Benefits of Assessment

In the chat, enter a response to the following questions:

- 1) What are some of the benefits of assessment to students, instructors and/or your agency?

Module 2: Exploring CASAS eTests

Module 2: Exploring CASAS eTests

Agenda

- Going Live! Checklist
- Training Requirements
- Main Point-of-Contact and Data Manager
- eTests Coordinator and Proctor
- Online Account Setup and Access
- Intake Screening
- Pre- and Progress/Post-tests
- Generating Reports

Going Live! Checklist

First Steps



CASAS Going Live Checklist:
<https://www.casas.org/product-overviews/software/casas-etests/-going-live-checklist>

Going Live! Checklist - First Steps

1. Confirm system requirements for each online application:
 - CASAS eTests Online [System Requirements](#)
 - TOPSpro Enterprise Online [System Requirements](#)
2. Complete training, agency agreement, and certifications:
 - Module 1: Implementation Basics
 - Module 2: CASAS eTests Implementation
 - New Agency Online Implementation Agreement
 - eTests Coordinator Certification
 - eTests Proctor Certification
3. Order your [eTests and TOPSpro Enterprise package](#):
 - WTUs (TE Basic) or TEUs (TE Enhanced)
4. Email golive@casas.org and request CASAS to set up your online account.



Going Live! Checklist – Next Steps

5. Connect to your online account.
6. Add Sites.
7. Add Users.
8. Register testing stations.
9. Review testing sessions.
10. Conduct a trial run.
11. Go live! and begin testing.
12. Retrieve results and generate reports.

Step 1. System Requirements

eTests[®]
CASAS



TOPS[®]**pro**
enterprise

CASAS eTests Online

Used to administer to tests.

TOPSpro Enterprise

Used to manage data and user access, retrieve test results and generate reports.

Step 1. System Requirements (Cont.)



- Desktop and laptop computers
 - Require Windows 10
- Chromebooks
 - Current Chrome OS version is recommended and [eTests Online app](#)
- iPads
 - iOS 11 or higher and [eTests Online Guided Access app](#)
- Mac
 - Desktop and laptop computers with Windows 10 using [Boot Camp](#)



- Desktop and laptop computers
 - Require Windows 10
- Mac
 - Desktop and laptop computers with Windows 10 using [Boot Camp](#)
- [TE Client](#)
 - Installation required to validate login credentials and connect to your online account through a secure [HTTPS](#) connection

Step 2. Training, Agreement & Certifications

Complete training, agency agreement, and certifications

- At least one person per agency must complete:
 - Module 1: Implementation Basics Training
AND
 - Module 2: CASAS eTests Implementation Training
 - New Agency Online Implementation Agreement
 - eTests Coordinator Certification
 - eTests Proctor Certification

Step 2. Agreement & Certifications

- CASAS Implementation Agreement for New Agencies
 - 15 minutes
 - Submitted by Program Director/Administrator who becomes the **Main Point-of-Contact (MPOC)** for your agency
 - MPOC identifies the **Data Manager (DM)** for your online account
- **eTests Coordinator Certification**
 - 30-45 minutes
 - Completed by anyone coordinating online testing at one or multiple site locations
- **eTests Proctor Certification**
 - 30-45 minutes
 - Completed by anyone administering online tests

Step 2. Point of Contact/Data Manager Responsibilities

- The Point of Contact/ Data Manager:
 - Manages your online account data,
 - Adds users, sites, teachers and classes*,
 - Manages user access to TOPSpro Enterprise and/or eTests, and
 - Reports outcomes*.
- Contact OSSE AFE at osse.afeta@dc.gov to work with you/your agency's point of contact/data manager to establish an account for your agency and to receive an allocation of Web Test Units (WTUs).
- Contact CASAS Tech Support at 1-800-255-1036, Option 2, as needed.

*Data exchange options available.

Step 2. eTests Coordinator Responsibilities

- 1) Coordinates station registration**
 - Identifies computers to register for eTesting in each lab at each site
 - Coordinates station registration by two certified eTests users
- 2) Customizes default testing session templates**
 - Ensures test series comply with local or state Assessment Policy
 - Confirms data collection needs for local, state, or federal accountability
- 3) Selects sets of testing sessions per program**
 - Replicates sessions to each site for proctors to administer tests
 - Assigns sets of sessions per lab at each site location
- 4) Coordinates a trial run in each lab at each site**
 - Ensures staff are appropriately trained
 - Confirms successful test delivery before going live
- 5) Coordinates ongoing testing at one or multiple sites**
 - Ensures all testers are certified eTests proctors
 - Ensures adherence to test security & testing code of ethics

Step 2. eTests Proctor Responsibilities

1) Prepare to Test

- SIGNS IN & STARTS testing sessions at proctor station
- OPENS eTests application at testing stations
- ADDS stations to sessions matching testing purpose

2) Begin to Test

- Assists examinees entering demographics
- Helps examinees understand test delivery
- Directs examinees to begin the test

3) During the Test

- Supervises examinees at each station
- Maintains test security and examinee confidentiality
- Adheres to testing code of ethics

4) After the Test

- EXITS eTests application at testing stations
- STOPS testing sessions at proctor station
- LOGS OUT & EXITS eTests application at proctor station

Step 3. Order



Cart

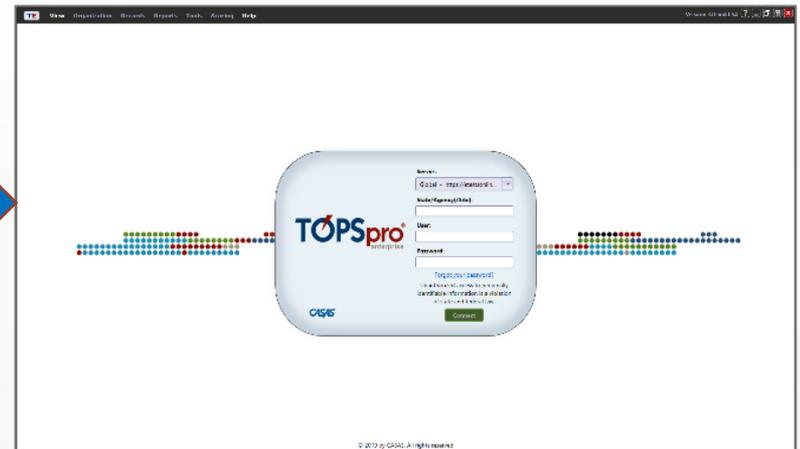
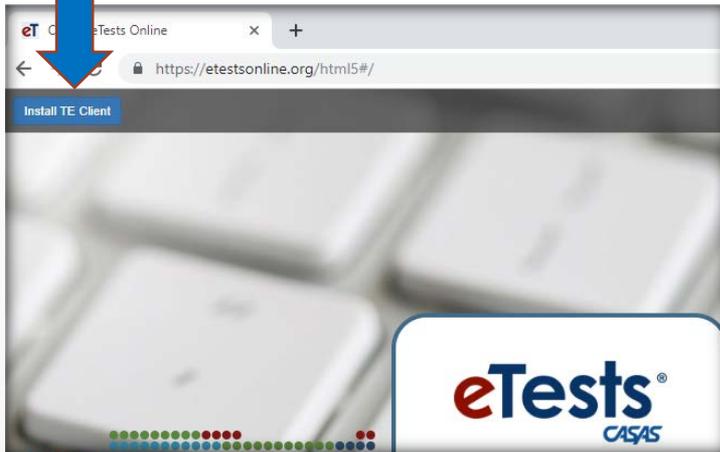
- Place your order at any time while completing Going Live Steps 1 and 2.
 - Use [Online Ordering](#) with a purchase order or credit card.
 - Submit an [Order Form](#) by email or fax.
- Select your [eTests and TOPSpro Enterprise \(TE\) package](#)
 - Web Test Units (WTUs) (TOPSpro Enterprise Basic) or TEUs (TOPSpro Enterprise Enhanced)
- Order Test Administration Manuals (TAMs) for each [test series and modality](#), at least one per site.

Step 4. Online Account Setup and Access

- When you complete initial prerequisites for eTests implementation (Steps 1– 3),
 - Send an email to golive@casas.org and request CASAS to set up your online account.
- CASAS will set up your online account with the following:
 - Web Test Unit (WTU) purchase record
 - One eTests site
 - Default testing session templates and sessions at the eTests site
 - Default set of TOPSpro Enterprise access groups for the Data Manager (DM) to add and manage users
- CASAS will send an email:
 - In 2-3 business days, the Main Point of Contact (MPOC) and Data Manager (DM) will receive an email from CASAS with access information.

Step 5. Connect to Your Online Account

- Open any modern web browser.
- Enter the server URL.
- At top left of the webpage,
 - Click **Install TE Client**.
- The **TE Client** will open automatically when installation is complete.
- You may need assistance from your IT Department to download and install the client on your computer.



Step 5. Connect to Your Online Account (Cont.)

- Click the **Server** field down-arrow and from the drop-down menu,
 - Select the **Server** for your online account
 - Enter your **Agency ID**
 - Enter your **User** name
 - Enter your **Password**
- Click **Connect**

... ..

TOPSpro[®]
enterprise

CASAS

Server:
Global - https://etestsonlin... ▾

State/Agency(Site):

User:

Password:

[Forgot your password?](#)

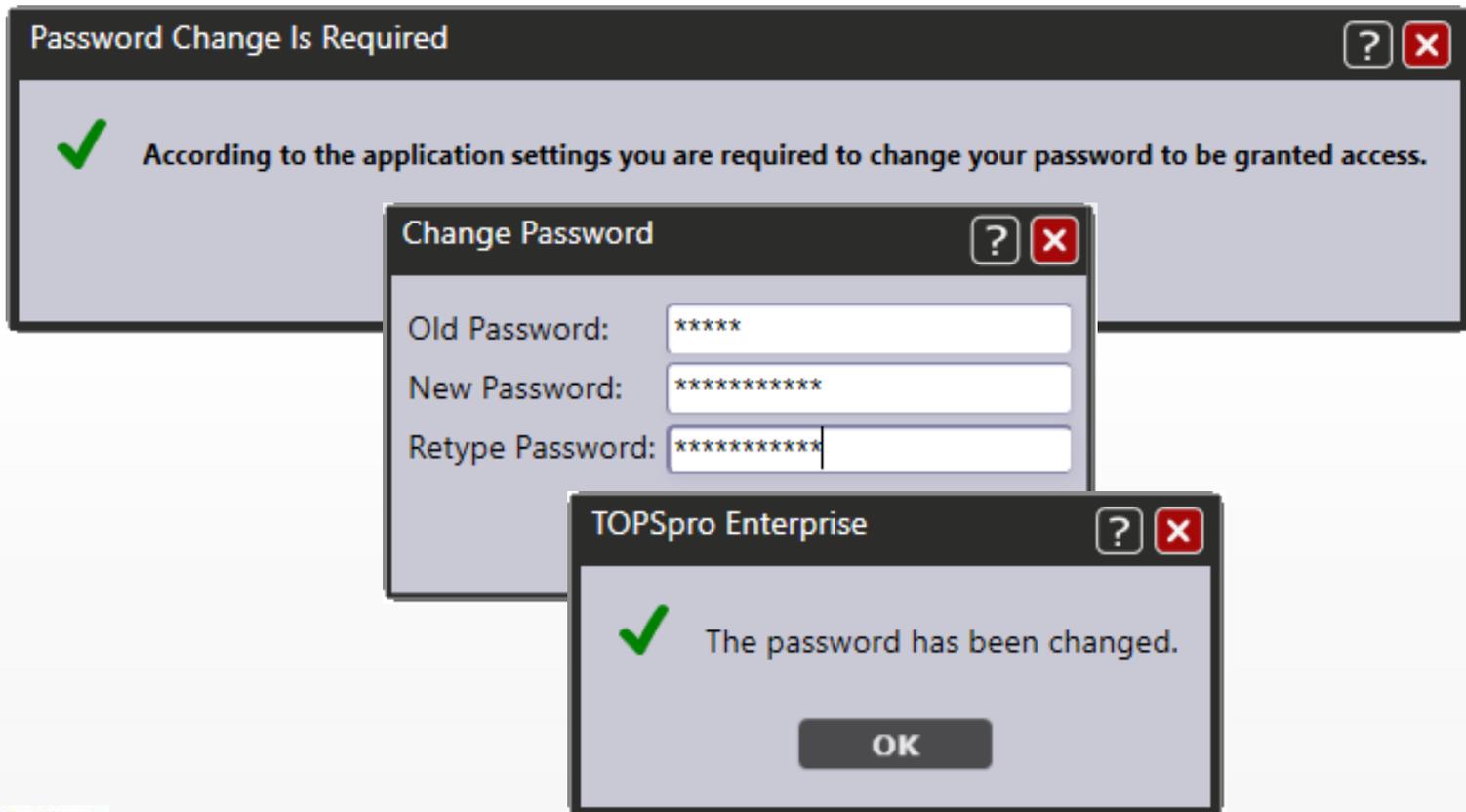
Unauthorized access to personally identifiable information is a violation of state and federal law.

Connect

...

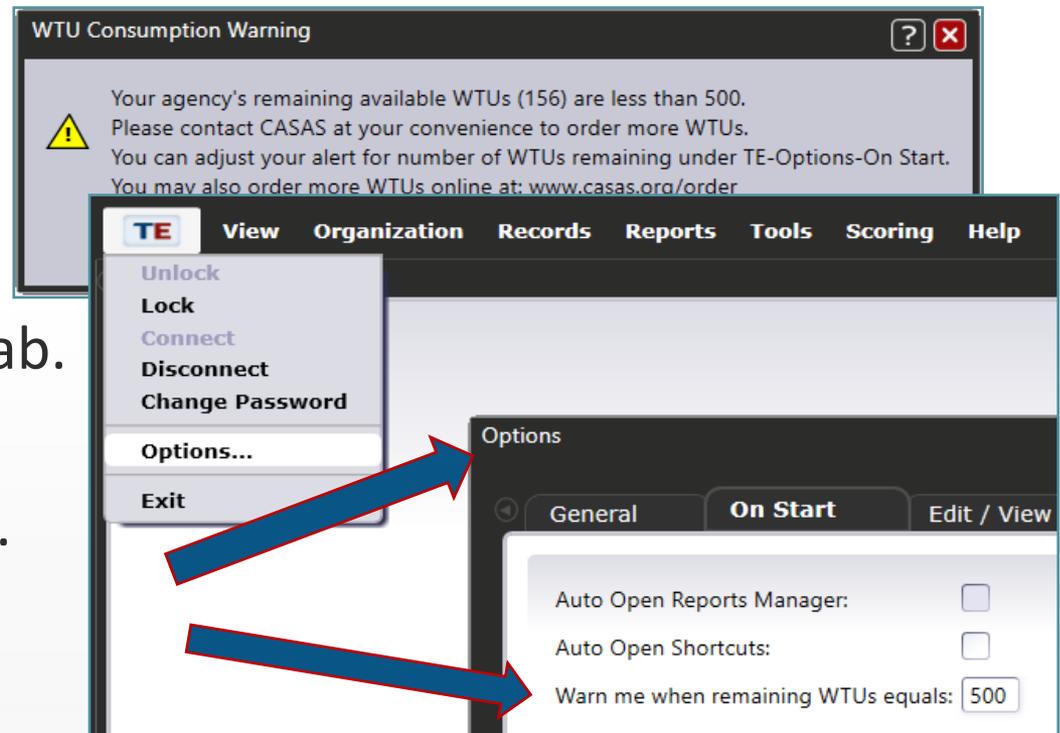
Step 5. Connect to Your Online Account (Cont.)

- Change your temporary password when prompted upon first connecting to TE.



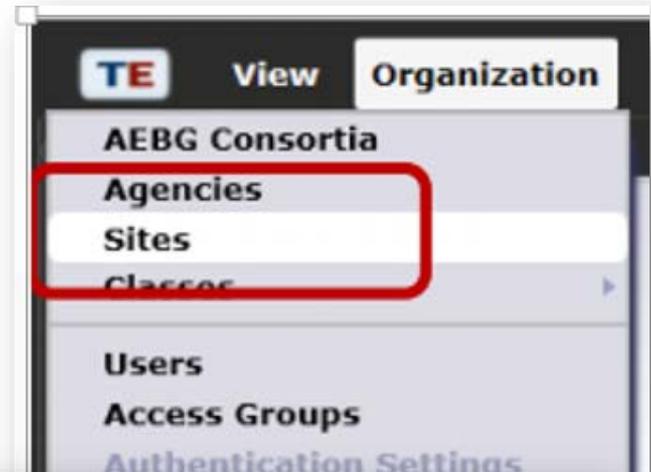
Step 5. Connect to Your Online Account (Cont.)

- Web Test Unit (WTU) Consumption Warning
 - Default prompt to reorder displays if your WTU balance is less than 500.
- To edit the WTU alert,
 - From the TE icon,
 - Select Options.
 - Click the On Start tab.
 - Enter number for alert
 - The minimum is 50.



Step 6. Add Sites

- From the menu bar, click Organization > select Sites.
- Click on New at the top left.
- No limit to number of sites.



A screenshot of the TE application's 'Sites' management interface. The interface shows a table of sites for the organization '4908 - Rolling Hills Adult School (RHAS)'. The table has columns for Site ID, Is eTests Site, and Site Name. The 'Is eTests Site' column is highlighted with a red rectangular box. The table contains the following data:

Site ID	Is eTests Site	Site Name
01	Yes	RHAS: North Campus
02	Yes	RHAS: South Campus
03	Yes	RHAS: East Campus
04	Yes	RHAS: West Campus
05		RHAS: Sunrise Center
07	Yes	RHAS: Central Library
11	Yes	RHAS: North City

Step 6. Add Sites (Cont.)

- Sites represent physical locations where testing, instruction, and training take place and are part of the organizational structure of an online account.
- Sites may serve learners in multiple programs (e.g. ABE and ESL).
- Agencies may add Sites to their online account at any time.
- Adding an eTests Site
 - WTUs must be available to enable an eTests Site.
- Sites must be enabled for eTests to register computers and administer tests.

TE View Organization Records Reports Tools Help

Sites New Site

New Save Cancel Delete Duplicate New / 7

Site Information

Site ID: 08 Site Name: RHAS: Meadowbrook

Agency:

WTUs Available:

Select Container

Container: 4908 - Rolling Hills Adult School (RHAS)

Site Identification

Site ID: 08 Site Name: RHAS: Meadowbrook

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

eTests Site

Step 7. Add Users

- Each staff member who will access the CASAS Online System requires a User account with login credentials.
- Users are also part of the organizational structure of an online account.

TOPS^{pro} enterprise ACCESS

- May grant to *any* staff as appropriate.
- eTests coordinator and/or proctor certification not required for access.

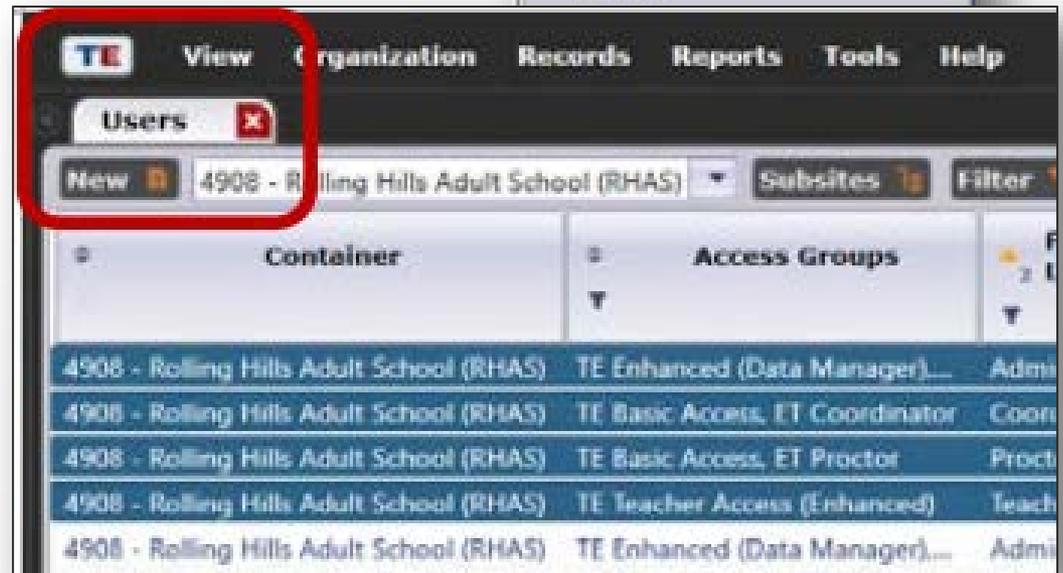
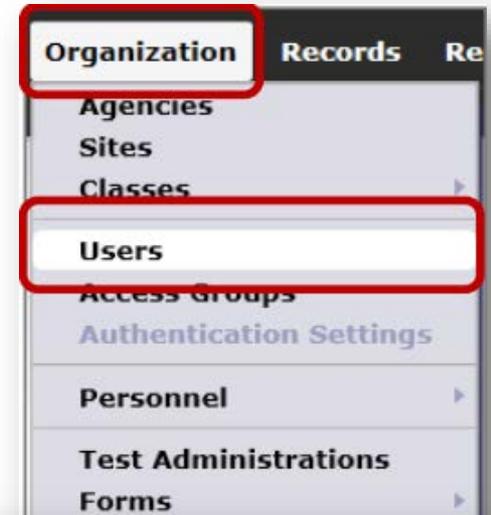
eTests[®] ACCESS CASAS

- May *only* grant upon confirmation of coordinator and/or proctor certification.
- Agencies must maintain copies of certificates on file.

Step 7. Add Users (Cont.)

TOPSpro Enterprise opens to a blank screen with a menu bar across the top.

- From the menu bar, click Organization and select Users.
- Click New at the top left.



Step 7. Add Users (Cont.)

- CASAS adds pre-configured (TOPSpro Enterprise) TE Access Groups when setting up a new online account.
 - Data Managers may edit, rename, duplicate, or delete these groups, and add new groups.
- TE Access Groups define menu and data access rights for groups of users.
 - TE Data access may be restricted to “read only” access.
- There is no limit to the number of users.

Step 7. Add Users – TE Access

- Each agency decides which application its users may access.
- Data Manager will add users to an appropriate Access Groups.

	TE Access Groups			
TE Access Rights	TE Data Manager	TE Admin	TE Basic	TE Teacher
Has full access to TE (e.g. edit, add, delete records)	X	X		
Has limited access to TE			Can only view records	Only View own classes
Can generate reports from TE	X	X	X	Only for own students and classes
Can grant access to eTests	X			
Has access to eTests	X	**	**	**

Step 7. Add Users – eTests Access

- The Data Manager adds Users to an eTests Access Group.
- Most users will serve as Proctors.
- Coordinator access requires a higher level of responsibilities.

	ET Coordinator	ET Proctor	ET Coordinator /Proctor	ET Tech*
Access Application Management Console	✓	✓	✓	✓
Create/Edit Test Sessions	✓		✓	
Supervise Test Administration		✓	✓	
Initiate or confirm Station Registration	✓	✓	✓	
Unregister Station	✓		✓	✓
Register Station Without Confirmation*				✓

Step 8. Register Testing Stations

- Registering testing stations enables a web-secure server to deliver eTests on the local machine.
- Station registration is a **one-time event!**
- Registering stations requires two certified eTests users.
 1. First user initiates
 2. Second user confirms registration (not necessarily at the same time).

Station Registration ?

Site: RHAS: Central Library x ▾

Lab: Assessment Center x ▾

Station: AC-01

Registration Status: Registered

Identification Info:

```
Model: OptiPlex 7060
CPU: Intel(R) Core(TM) i7-8700T CPU @ 2.40GHz
OS: 6.2.9200
SRVGENID:
VYJY5UUQXDMRYTNYFYS2BC77I4S43KKMN7GOZWQ6LP2N4
CNIZDU2GDNQWE4EZV6P
ITSUID: 4C4C4544-0048-5810-8042-C2C04F4C5632
MACADDR: B8:85:84:C0:3A:60
```

[Register](#) [Unregister](#)

Step 9. Review Testing Sessions - Templates

eTests Online - Rolling Hills Adult School (RHAS) Logout

Testing Sessions Testing Session Templates (4 records) Refresh

Testing Session Templates

Test Results

Students

Testing Stations

Change Password

			Template Name	Site	Number Of Sessions Using This Template
<input type="checkbox"/>	Save table filters		filter	filter	filter
Edit	Delete	Copy	ABE/ASE	RHAS: 00 - Adult Education	8
Edit	Delete	Copy	ESL/ELL	RHAS: 00 - Adult Education	9
Edit	Delete	Copy	PRACTICE	RHAS: 00 - Adult Education	1
Edit	Delete	Copy	REGISTRATION	RHAS: 00 - Adult Education	2

- The setup and review of testing session templates and testing sessions is a **one-time event!**
- Testing session templates carry over to the next program year.
- Testing sessions must be replicated in a new program year.

Step 9. Review Testing Session - Templates

Testing Session Template settings apply to all sessions sharing the same template to ensure standardization.

- **Template:** identifies program (e.g., ABE/ASE, ESL)
- **Modalities:** what tests to deliver
- **Options:** how to deliver tests
- **Registration:** who to test
- **Data:** the information to collect
- **Layout:** screen displays
- **Admin:** session management

The screenshot shows the 'Edit template details' interface. At the top, the title is 'Edit template details'. Below the title, there is a 'Template name' field with the value 'ABE/ASE' and a 'Site' field with the value 'RHAS: 00 - Adult Education'. Underneath, there is a 'Template configuration' section with a tabbed interface. The 'Modalities' tab is selected, showing a table of configurations for 'Reading' and 'Math'. The 'Reading' row has a checked checkbox, 'Reading GOALS' in a dropdown, and 'Locator/Appraisal: [Default - 104R]' in another dropdown. The 'Math' row has a checked checkbox, 'Math GOALS' in a dropdown, and 'Locator/Appraisal: [Default - 104M]' in another dropdown.

Modality	Options	Registration	Data	Layout	Admin
<input checked="" type="checkbox"/> Reading	Reading GOALS				
Locator/Appraisal:	[Default - 104R]				
<input checked="" type="checkbox"/> Math	Math GOALS				
Locator/Appraisal:	[Default - 104M]				

Step 9. Review Testing Sessions – ABE/ASE

eTests Online - Rolling Hills Adult School (RHAS)

Testing Sessions

Testing Session Templates

Test Results

Students

Testing Stations

Change Password

Testing Sessions

Filter by: Status

Site	Lab Name	Template Name	Session Name
<input type="text"/>	<input type="text" value="filter"/>	ABE/ASE <input type="text" value="x"/>	<input type="text" value="filter"/>
Adult Education		ABE/ASE	LAB:??? - Appraisal
Adult Education		ABE/ASE	LAB:??? - Intake: Pretest
Adult Education		ABE/ASE	LAB:??? - Progress: Post-test
Adult Education		ABE/ASE	LAB:??? - Retest: Scores Outside Accurate Range (Not Same Day)
Adult Education		ABE/ASE	LAB:??? - Retest: Scores Outside Accurate Range (Same Day Only)
Adult Education		ABE/ASE	LAB:??? - Returning Students: Pretest
Adult Education		ABE/ASE	LAB:??? - Spanish Reading Comprehension
Adult Education		ABE/ASE	REGISTRATION w/Practice

Step 9. Review Testing Sessions

- Intake: Pre-test – Locator + Pre-test
 - Delivers the Locator and the appropriate pretest (based on Locator performance).
- Progress: Post-test
 - Delivers the appropriate next assigned test based on a student's pretest score.
 - Post-testing should occur after 70-100 instructional hours (or a minimum of 50 hours).

Step 9. Review Testing Sessions (Cont.)

- Retest: Same Day Only
 - Delivers the appropriate “retest” to students who tested outside the accurate range (either too low or too high) on their form level test.
 - Deliver to students who are re-testing on the **same** day.
- Retest: Not Same Day
 - Delivers the appropriate “retest” to students who tested outside the accurate range (either too low or too high) on their form level test.
 - Deliver to students who are re-testing on a **different** day.

Step 9. Review Testing Sessions – ABE/ASE

- Sets of testing sessions are required for proctors to manage and administer tests for each lab.
 - Assign sets to each lab by replacing “???” in the Session Name with the Lab name, number, or acronym.
- One certified proctor per 20-25 students is required per lab.

Site	Lab Name	Template Name	Session Name
Adult Education	ABE/ASE	LAB:??? - Appraisal	
Adult Education	ABE/ASE	LAB:??? - Intake: Pretest	
Adult Education	ABE/ASE	LAB:??? - Progress: Post-test	
Adult Education	ABE/ASE	LAB:??? - Retest: Scores Outside Accurate Range (Not Same Day)	
Adult Education	ABE/ASE	LAB:??? - Retest: Scores Outside Accurate Range (Same Day Only)	
Adult Education	ABE/ASE	LAB:??? - Returning Students: Pretest	
Adult Education	ABE/ASE	LAB:??? - Spanish Reading Comprehension	
Adult Education	ABE/ASE	REGISTRATION w/Practice	

Step 9. Review Testing Sessions – ESL

- Sessions are ready to use and reuse whenever you need to test – simply **START** and **STOP** sessions throughout the program year (July 1 – June 30).
- The **CASAS Online System** is fully automated to present appropriate-level tests with these standardized sessions.

eTests Online - Rolling Hills Adult School (RHAS) proctor0@rhas.org Logout

Testing Sessions (8 records) Refresh

Filter by: Status

	Site	Lab Name	Template Name	Session Name
<input checked="" type="checkbox"/> Save table filters	RHAS: 00 - Adult Education	Assessment Center	ESL/ELL	filter
View Start Tests	RHAS: 00 - Adult Education	Assessment Center	ESL/ELL	LAB:AC - Appraisal
View Start Tests	RHAS: 00 - Adult Education	Assessment Center	ESL/ELL	LAB:AC - Intake: Pretest - Beginning Literacy Reading
View Start Tests	RHAS: 00 - Adult Education	Assessment Center	ESL/ELL	LAB:AC - Intake: Pretest - Level A
View Start Tests	RHAS: 00 - Adult Education	Assessment Center	ESL/ELL	LAB:AC - Intake: Pretest - w/Locator
View Start Tests	RHAS: 00 - Adult Education	Assessment Center	ESL/ELL	LAB:AC - Progress: Post-test
View Start Tests	RHAS: 00 - Adult Education	Assessment Center	ESL/ELL	LAB:AC - Retest: Scores Outside Accurate Range (Not Same Day)
View Start Tests	RHAS: 00 - Adult Education	Assessment Center	ESL/ELL	LAB:AC - Retest: Scores Outside Accurate Range (Same Day Only)
View Start Tests	RHAS: 00 - Adult Education	Assessment Center	ESL/ELL	LAB:AC - Returning Students: Pretest

Step 10. Conduct a Trial Run

- Prior to testing students, conduct a trial run of the testing environment to make sure tests are delivered without any issues
 - in each lab
 - at each site
- A trial run will help staff prepare for live testing by role-playing steps for testing day and administering eTests with staff.
- *TIP!* To avoid using WTUs for the trial run
 - use the practice testing session.

Step 11. Go Live! And Begin Testing

- Testing Day may be a bit daunting but you made it this far!
- From this day forward, you will mostly repeat Steps 11 and 12 to retrieve results and generate reports from ongoing testing.
- **Need help? CASAS Tech Support**
 - Available 7 a.m. - 5 p.m. (Pacific), Monday – Friday
 - Email techsupport@casas.org
 - Call at 1-800-255-1036, Option 2

Step 12. Retrieve Results & Generate Reports

- Test results are immediately available after eTesting to generate reports in TOPSpro Enterprise (TE)
 - for Students
 - for Teachers
- Students value immediate feedback after testing.
- Teachers appreciate timely performance reports to inform instruction and prepare students for progress testing.
- **NOTE!** You may give teachers TE access to view, monitor, and track student performance for their class and generate their own individual student and class reports.



CASAS eTests Administration



Step 1 - Prepare to Test

- Demonstrate sample test items.
- Demonstrate how to respond to test items.
- Identify students who might have very low skills and should not automatically take the Locator.
 - Refer to the **Intake Screening** process.
- Identify students who need accommodations.
 - Refer to **CASAS Assessment Accommodations** at <https://www.casas.org/training-and-support/testing-guidelines/accommodations-guidelines>.

Step 1 - Prepare to Test (Cont.)

- Prepare computers for eTesting.
- Set up room to allow adequate space between students.
- Provide **scratch paper** for math tests.
 - Scratch paper is not allowed for listening or reading tests.
 - All scratch paper must be collected and shredded after the test.
- Provide **basic calculators** for math tests for those students who have difficulty using the embedded calculator in eTests.

Step 2 - Begin to Test

- All personal items must be off the tables.
- No cell phones, dictionaries, translators, or any other items allowed.
- Students are not to talk or get help from others.
- Demonstrate how to fill out demographics information, if needed by your agency.
- Guessing by the examinees should be discouraged. Explain that if they can't answer a question they don't need to mark an answer and can go on to the following questions.
- Maintain a positive attitude and atmosphere about testing.
 - Your attitude can influence students' attitudes and performance.

Step 3 – During the Test

- Circulate to make sure that everyone is working individually.
- Circulate to make sure examinees are able to use the embedded calculator for math tests.
- At the end of the allowed testing time, if a student is answering a question, the student can finish working on that question.
- Students are not allowed to stop testing and continue at another time.

Step 3 – During the Test (Cont.)

- In certain circumstances, a proctor may need to interrupt a test in progress.
- If the circumstance compromises test security or integrity, the test should be aborted, and the student should take the alternate form at the same level test upon return.
- Proctors should follow the local policy of their agency for permissible interruptions that are not likely to compromise test integrity.

Step 4 - After the Test

- Proctor exits the testing sessions.
- Pick and shred all scratch paper from math tests.
- Test administrators are responsible for the security of all test materials in their possession.
- Generate test result reports from TOPSpro Enterprise.

Test Administration Guidelines



Appropriate

- Reviewing practice questions together
- Providing a relaxed, unhurried atmosphere
- Providing scratch paper and pencils (for math tests only)



Inappropriate

- Reading questions to students
- Translation devices
- Allowing cell phones

Training Requirements

Implementing at Your Agency



CASAS Online Training Portal
<https://training.casas.org>

CASAS Implementation

- **Module 1:** Exploring CASAS
- **Module 2:** Exploring CASAS eTests
- **Module 3:** CASAS Paper Tests Implementation
- **Module 4a:** Interpreting Test Results
- **Module 4b:** Instructional Reports

User Role*	Module 1: Exploring CASAS	Module 2: Exploring CASAS eTests	Module 3: CASAS Paper Tests Implementation	Module 4a: Interpreting Test Results Module 4b: Instructional Reports
Administer eTests only	x	X		Optional
Administer Paper tests only	x		x	Optional
Administer eTests and Paper	X	x	x	Optional
Instructors	X			x

To Administer CASAS eTests at Your Agency

1. **Module 1: Exploring CASAS** - Required
2. **Module 2: Exploring CASAS eTests** - Required
3. **CASAS eTests Coordinator Certification** - Strongly Recommended in DC
4. **CASAS eTests Proctor Certification** - Required

Module 4a: Interpreting Test Results and Module 4b: Instructional Reports - Recommended

Not sure which training you need? [CLICK HERE](#)

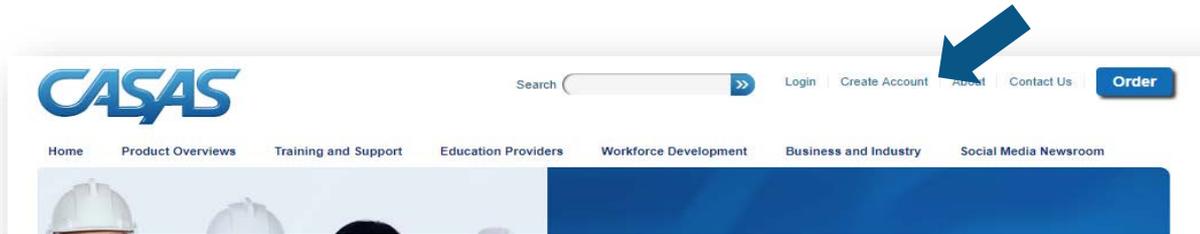
<p style="text-align: center; background-color: #ff0000; color: white; padding: 5px;">ADMINISTRATORS, COORDINATORS, DATA MANAGERS</p> <p style="text-align: center;">1 Module 1: Exploring CASAS** Introduction to TOPSpro Enterprise</p> <p style="text-align: center; color: #ff0000;">eTESTING?</p> <p style="text-align: center;">CASAS eTests Agency Agreement**</p> <p style="text-align: center;">2 Module 2: Exploring CASAS eTests**</p> <p style="text-align: center;">3 CASAS eTests Coordinator Certification*</p> <p style="text-align: center; color: #ff0000;">PAPER TESTING?</p> <p style="text-align: center;">Module 3: CASAS Paper Tests Implementation*</p>	<p style="text-align: center; background-color: #ffeb3b; color: #000000; padding: 5px;">PROCTORS</p> <p style="text-align: center; color: #000000;">eTESTING?</p> <p style="text-align: center;">4 CASAS eTests Proctor Certification*</p> <p style="text-align: center; color: #000000;">PAPER TESTING?</p> <p style="text-align: center;">CASAS Paper Test Proctor Certification*</p>	<p style="text-align: center; background-color: #4caf50; color: white; padding: 5px;">EDUCATORS</p> <p style="text-align: center;">Module 4a: Interpreting Test Results</p> <p style="text-align: center;">Module 4b: Instructional Reports</p>
<p style="text-align: center; background-color: #2196f3; color: white; padding: 5px;">CITIZENSHIP</p> <p style="text-align: center;">CASAS Citizenship Interview Test Certification*</p> <p style="text-align: center;">CASAS Citizenship Interview Test Recertification*</p> <p style="text-align: center;">Citizenship Program Resources</p>	<p style="text-align: center; background-color: #9c27b0; color: white; padding: 5px;">REMOTE TESTING?</p> <p style="text-align: center;">Agency Remote Testing Agreement (Non-CA)*</p> <p style="text-align: center;">CA Agency Remote Testing Agreement*</p> <p style="text-align: center;">Proctor Remote Testing Agreement*</p> <p style="text-align: center;">Proctor Remote Testing Certification</p> <p style="text-align: center;">Remote Testing Resources (Non-CA)</p> <p style="text-align: center;">CA Remote Testing Resources</p>	<p style="text-align: center; background-color: #8b0000; color: white; padding: 5px;">WORKFORCE PARTNERS</p> <p style="text-align: center;">Module 5: Exploring CASAS Appraisals</p>
		<p style="text-align: center; background-color: #8bc34a; color: white; padding: 5px;">BUSINESS AND INDUSTRY</p> <p style="text-align: center;">CASAS eWORKS Implementation</p>
		<p style="text-align: center; background-color: #00bcd4; color: white; padding: 5px;">IN-PERSON TRAINING PORTAL</p> <p style="text-align: center;">Training Completion Portal (by State)</p> <p style="text-align: center;">Training Completion Portal Request</p>

[CLICK HERE TO NAVIGATE THE CASAS STEPS AND GOALS 2 TEST SERIES](#)

* REQUIRED ** REQUIRED BY AT LEAST ONE STAFF MEMBER PER NEW AGENCY

How to Enroll in CASAS Online Trainings

- Go to the CASAS homepage (www.CASAS.org) and create an online account.



- Once you're logged in, click on the **Online Training** button on the CASAS homepage.
- Use the Self-enrollment feature to enroll in each online training that you need.
- Confirmation will be sent to your email account.

CASAS Online Training Portal

- CASAS Online Training Portal: <https://training.casas.org/>

CASAS Home Dashboard My courses

Not sure which training you need? [CLICK HERE](#)

ADMINISTRATORS, COORDINATORS, DATA MANAGERS

- Module 1: Exploring CASAS**
- Introduction to TOPSpro Enterprise
- eTESTING?**
- CASAS eTests Agency Agreement**
- Module 2: Exploring CASAS eTests**
- CASAS eTests Coordinator Certification*
- PAPER TESTING?**
- Module 3: CASAS Paper Tests Implementation*

PROCTORS

- eTESTING?**
- CASAS eTests Proctor Certification*
- PAPER TESTING?**
- CASAS Paper Test Proctor Certification*

EDUCATORS

- Module 4a: Interpreting Test Results
- Module 4b: Instructional Reports

WORKFORCE PARTNERS

- Module 5: Exploring CASAS Appraisals

BUSINESS AND INDUSTRY

- CASAS eWORKS Implementation

IN-PERSON TRAINING PORTAL

- Training Completion Portal (by State)
- Training Completion Portal Request

CITIZENSHIP

- CASAS Citizenship Interview Test Certification*
- CASAS Citizenship Interview Test Recertification*
- Citizenship Program Resources

REMOTE TESTING?

- Agency Remote Testing Agreement (Non-CA)*
- CA Agency Remote Testing Agreement*
- Proctor Remote Testing Agreement*
- Proctor Remote Testing Certification
- Remote Testing Resources (Non-CA)
- CA Remote Testing Resources

[CLICK HERE TO NAVIGATE THE CASAS STEPS AND GOALS 2 TEST SERIES](#)

*** REQUIRED ** REQUIRED BY AT LEAST ONE STAFF MEMBER PER NEW AGENCY**

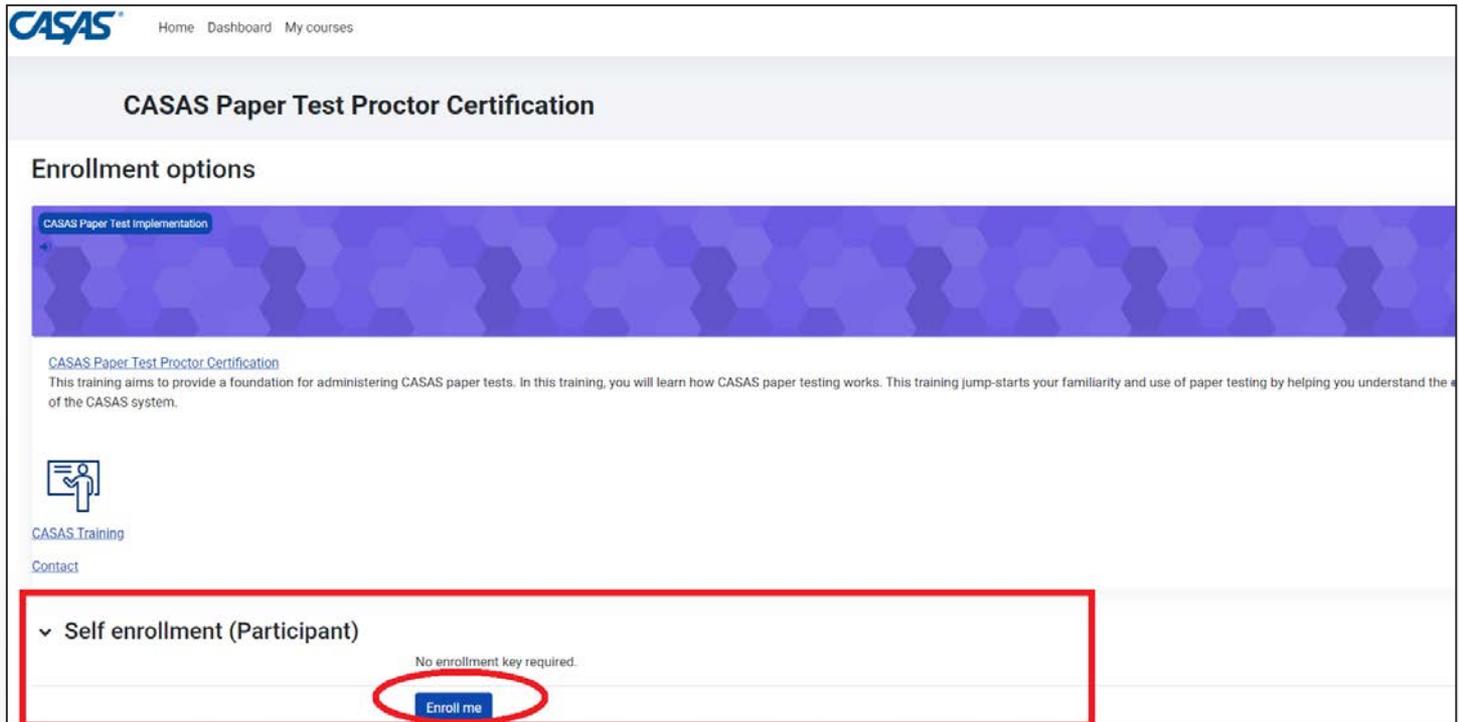
CASAS Online Training Portal (Cont.)

If you are not sure which training you need, the CASAS Online Training Portal lists the recommended trainings by agency role.

CASAS Training Module	AGENCY ROLE						
	Agency Administrator	CASAS eTests Coordinator	CASAS eTests Proctor	CASAS Paper Tests Proctor	Data Manager	Educators	Workforce Partners
CASAS eTests Agency Agreement	REQUIRED for NEW eTests agencies						
CASAS eTests Coordinator Certification		REQUIRED					
CASAS eTests Proctor Certification			REQUIRED				
CASAS Paper Tests Proctor				REQUIRED			
Intro to TOPSpro Enterprise					RECOMMENDED		
Module 1: Exploring CASAS	REQUIRED by at least one person in every NEW agency						
Module 2: CASAS eTests Implementation	REQUIRED by at least one person in every NEW eTests agency						
Module 3: Paper Tests Implementation	REQUIRED by at least one person in every NEW paper test agency						
Module 4a: Interpreting Test Results						RECOMMENDED	
Module 4b: Instructional Reports						RECOMMENDED	
Module 5: CASAS Appraisals for Workforce Program Participants							REQUIRED
RECERTIFICATION: CASAS recommends recertifying by taking the certification training required by your role every two years. HOWEVER, please refer to your state's Assessment Policy for state-specific guidance.							

How to Enroll in CASAS Online Trainings

- Once you have determined the CASAS Online Trainings that you need, click on the name of each training and use the Self-enrollment (Participant) option.
- Once enrolled, confirmation will be sent to your email account.



The screenshot shows the CASAS website interface. At the top left is the CASAS logo, followed by navigation links: Home, Dashboard, and My courses. The main heading is "CASAS Paper Test Proctor Certification". Below this is a section titled "Enrollment options" with a blue patterned background. Underneath, there is a description of the training: "CASAS Paper Test Proctor Certification. This training aims to provide a foundation for administering CASAS paper tests. In this training, you will learn how CASAS paper testing works. This training jump-starts your familiarity and use of paper testing by helping you understand the of the CASAS system." There are also links for "CASAS Training" and "Contact". At the bottom, a red box highlights the "Self enrollment (Participant)" option, which includes the text "No enrollment key required." and a blue "Enroll me" button circled in red.

CASAS eTests Coordinator and Proctor Certifications

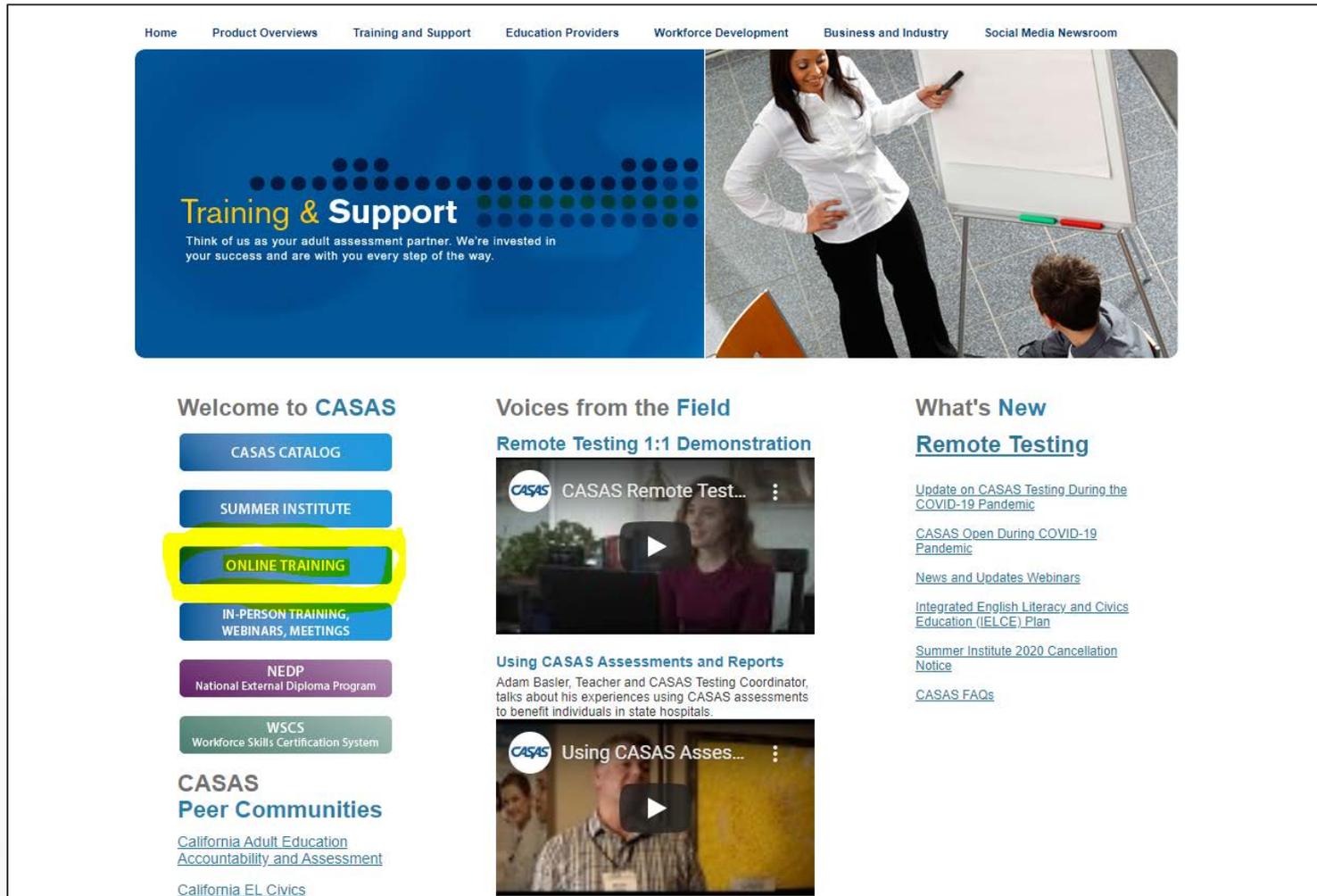
Please note that OSSE Adult and Family Education recommends that staff working at DC agencies complete both the CASAS eTests Coordinator Certification and the CASAS eTests Proctor Certification to ensure that the agency has sufficient capacity to register computers for CASAS eTests, to manage testing sessions, and proctor CASAS eTests.

The CASAS Online Training Portal opens each year on July 1 and closes on June 30. All training modules that have been started on or after July 1 must be completed by June 30. Any incomplete modules will be deleted by CASAS National Office on June 30 and the individual will need to start that module anew.

CASAS Online Training Portal
<https://training.casas.org>



CASAS eTests Coordinator and Proctor Certification – Online Training



Home Product Overviews Training and Support Education Providers Workforce Development Business and Industry Social Media Newsroom

Training & Support

Think of us as your adult assessment partner. We're invested in your success and are with you every step of the way.



Welcome to CASAS

- CASAS CATALOG
- SUMMER INSTITUTE
- ONLINE TRAINING**
- IN-PERSON TRAINING, WEBINARS, MEETINGS
- NEDP
National External Diploma Program
- WSCS
Workforce Skills Certification System

CASAS Peer Communities

- [California Adult Education Accountability and Assessment](#)
- [California EL Civics](#)

Voices from the Field

Remote Testing 1:1 Demonstration



[Using CASAS Assessments and Reports](#)
Adam Basler, Teacher and CASAS Testing Coordinator, talks about his experiences using CASAS assessments to benefit individuals in state hospitals.



What's New

Remote Testing

- [Update on CASAS Testing During the COVID-19 Pandemic](#)
- [CASAS Open During COVID-19 Pandemic](#)
- [News and Updates Webinars](#)
- [Integrated English Literacy and Civics Education \(IELCE\) Plan](#)
- [Summer Institute 2020 Cancellation Notice](#)
- [CASAS FAQs](#)

CASAS eTests Coordinator and Proctor Certification – Online Training (Cont.)

- After completing Module 1: Exploring CASAS and Module 2: Exploring CASAS eTests, staff who will be administering CASAS eTests are encouraged to complete CASAS eTests Coordinator Certification and CASAS eTests.
- Note: By completing both CASAS eTests Coordinator and Proctor Certifications, staff are versatile and can register computers for CASAS eTesting, if needed.

The screenshot displays the CASAS eTests training portal interface. At the top, there is a navigation bar with the CASAS logo and links for Home, Dashboard, and My courses. Below this is a blue banner with the text "Not sure which training you need? [CLICK HERE](#)". The main content area is organized into several colored boxes representing different user roles and their respective training modules:

- ADMINISTRATORS, COORDINATORS, DATA MANAGERS** (Red box):
 - Module 1: Exploring CASAS**
 - Introduction to TOPSpro Enterprise
 - eTESTING?**
 - CASAS eTests Agency Agreement**
 - Module 2: Exploring CASAS eTests**
 - CASAS eTests Coordinator Certification*** (highlighted with a black box)
 - PAPER TESTING?**
 - Module 3: CASAS Paper Tests Implementation*
- PROCTORS** (Yellow box):
 - eTESTING?**
 - CASAS eTests Proctor Certification*** (highlighted with a black box)
 - PAPER TESTING?**
 - CASAS Paper Test Proctor Certification*
- EDUCATORS** (Green box):
 - Module 4a: Interpreting Test Results
 - Module 4b: Instructional Reports
- WORKFORCE PARTNERS** (Dark Red box):
 - Module 5: Exploring CASAS Appraisals
- BUSINESS AND INDUSTRY** (Olive box):
 - CASAS eWORKS Implementation
- CITIZENSHIP** (Blue box):
 - CASAS Citizenship Interview Test Certification*
 - CASAS Citizenship Interview Test Recertification*
 - Citizenship Program Resources
- REMOTE TESTING?** (Purple box):
 - Agency Remote Testing Agreement (Non-CA)*
 - CA Agency Remote Testing Agreement*
 - Proctor Remote Testing Agreement*
 - Proctor Remote Testing Certification
 - Remote Testing Resources (Non-CA)
 - CA Remote Testing Resources
- IN-PERSON TRAINING PORTAL** (Cyan box):
 - Training Completion Portal (by State)
 - Training Completion Portal Request

At the bottom of the page, there is a green banner with the text "CLICK HERE TO NAVIGATE THE CASAS STEPS AND GOALS 2 TEST SERIES". Below that is a blue banner with the text "* REQUIRED" and "** REQUIRED BY AT LEAST ONE STAFF MEMBER PER NEW AGENCY".

CASAS eTests Coordinator Certification



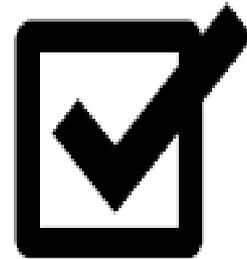
Please note that OSSE Adult and Family Education recommends that staff working at DC agencies complete both the CASAS eTests Coordinator Certification and the CASAS eTests Proctor Certification to ensure that the agency has sufficient capacity to register computers for CASAS eTests, to manage testing sessions, and proctor CASAS eTests.

The CASAS Online Training Portal opens each year on July 1 and closes on June 30. All training modules that have been started on or after July 1 must be completed by June 30. Any incomplete modules will be deleted by CASAS National Office on June 30 and the individual will need to start that module anew.

CASAS Online Training Portal
<https://training.casas.org>

Steps to Complete to Obtain Your CASAS eTests Coordinator Certification

- 1) Go to www.casas.org
- 2) Click: **Online Training**
- 3) Click: **CASAS eTests Coordinator Certification** – Review and complete each module. Use the gray shaded arrows located at the right side of the screen (top or bottom) to progress to the next page/module. Make sure all the modules have a check in the box next to it.
 - About This Training
 - Unit 1. Responsibilities and Duties
 - Unit 2. Managing Testing Sessions
 - Unit 3. Managing Session Templates
 - Unit 4. Managing Station Registration
 - Unit 5. Managing Student Registration
 - Unit 6. Managing Test Results
 - Unit 7. Managing Test Units
 - Unit 8. Wrap Up! What's Next?
 - Training Completion



Don't forget to click on the button to request a copy of your Certificate of Completion which will be sent to your email address. Please also provide a copy to your supervisor and your agency's CASAS eTest/TOPSPRO Enterprise data manager.

CASAS eTests Coordinator Certification Online Training – Click on “Enroll Me”

The screenshot shows the CASAS eTests Coordinator Certification page. At the top left is the CASAS logo and navigation links for Home, Dashboard, and My courses. A red box highlights the title "CASAS eTests Coordinator Certification". Below this is the "Enrollment options" section. A blue banner for "CASAS eTests Implementation" is partially visible. The main content area features a link for "CASAS eTests Coordinator Certification" with a description: "This training aims to quickly teach you the essentials of testing management with CASAS eTests software in easy-to-follow lessons. This is a hands-on, user-friendly, self-paced tutorial to help you become familiar with using CASAS eTests in a coordinator role." Underneath, there is a section for "Self enrollment (Participant)" with a note that "No enrollment key required." A red box highlights the "Enroll me" button.

CASAS® Home Dashboard My courses

CASAS eTests Coordinator Certification

Enrollment options

CASAS eTests Implementation

[CASAS eTests Coordinator Certification](#)
This training aims to quickly teach you the essentials of testing management with CASAS eTests software in easy-to-follow lessons. This is a hands-on, user-friendly, self-paced tutorial to help you become familiar with using CASAS eTests in a coordinator role.

▼ Self enrollment (Participant)

No enrollment key required.

Enroll me

CASAS eTests Coordinator Certification Online Training – Items to Complete

The screenshot displays the CASAS eTests Coordinator Certification Online Training dashboard. The top navigation bar includes 'Home', 'Dashboard', and 'My courses'. Below this, there are tabs for 'Course', 'Grades', and 'More'. The main content area shows a progress bar for 'BOCK Accessing the Simulation Server (Optional)'. Below the progress bar, there is a grid of 10 training units, each with a progress indicator and a title. The units are:

- About This Training (Progress % 100, marked complete with a green checkmark)
- Unit 1. Responsibilities and Duties (Progress % 0)
- Unit 2. Managing Testing Sessions (Progress % 0)
- Unit 3. Managing Session Templates (Progress % 0)
- Unit 4. Managing Station Registration (Progress % 0)
- Unit 5. Managing Student Registration (Progress % 0)
- Unit 6. Managing Test Results (Progress % 0)
- Unit 7. Managing Test Units (Progress % 0)
- Unit 8. Wrap Up! What's Next? (Progress % 0)
- Training Completion (Progress % 0)

CASAS eTests Coordinator Certification Online Training – Complete “About This Training”

The screenshot displays the CASAS eTests Coordinator Certification Online Training dashboard. At the top, the CASAS logo is visible, along with navigation links for Home, Dashboard, and My courses. Below this, there are tabs for Course, Grades, and More. The main content area shows a course titled "Accessing the Simulation Server (Optional)" with a progress bar for "About This Training" at 100%. Below the progress bar, there are several units: Unit 1. Responsibilities and Duties, Unit 2. Managing Testing Sessions, Unit 3. Managing Session Templates, Unit 4. Managing Station Registration, Unit 5. Managing Student Registration, Unit 6. Managing Test Results, Unit 7. Managing Test Units, Unit 8. Wrap Up! What's Next?, and Training Completion. The "About This Training" unit is highlighted with a green checkmark and a "Done! View" button.

CASAS eTests Coordinator Certification Online Training - Complete “Unit 1. Responsibilities and Duties”

CASAS® Home Dashboard My courses

Course Grades More ▾

BOOK
Accessing the Simulation Server (Optional)

About This Training ✓

Unit 1. Responsibilities and Duties ✓

Unit 2. Managing Testing Sessions Progress % 0

Unit 3. Managing Session Templates Progress % 0

Unit 4. Managing Station Registration Progress % 0

Unit 5. Managing Student Registration Progress % 0

Unit 6. Managing Test Results Progress % 0

Unit 1. Responsibilities and Duties

- Responsibilities
- Duties
- Certification

BOOK
Unit 1. Responsibilities and Duties Done: View

Unit 7. Managing Test Units Progress % 0

Unit 8. Wrap Up! What's Next? Progress % 0

Training Completion

CASAS eTests Coordinator Certification Online Training - Complete All Units

- Complete Units 1 – 8 so that a green checkmark appears in the upper-right hand corner of each panel.

The screenshot displays the CASAS eTests Coordinator Certification Online Training dashboard. The interface includes a navigation bar with 'Home', 'Dashboard', and 'My courses' links. Below the navigation bar, there are tabs for 'Course', 'Grades', and 'More'. The main content area features a grid of training units. The first two units, 'About This Training' and 'Unit 1. Responsibilities and Duties', are marked with green checkmarks in the upper-right corner, indicating completion. The remaining units, 'Unit 2. Managing Testing Sessions' through 'Unit 8. Wrap Up! What's Next?', show 0% progress. A book icon for 'Accessing the Simulation Server (Optional)' is also visible in the top section of the dashboard.

Unit	Progress %	Status
About This Training	0	Completed
Unit 1. Responsibilities and Duties	0	Completed
Unit 2. Managing Testing Sessions	0	Not Started
Unit 3. Managing Session Templates	0	Not Started
Unit 4. Managing Station Registration	0	Not Started
Unit 5. Managing Student Registration	0	Not Started
Unit 6. Managing Test Results	0	Not Started
Unit 7. Managing Test Units	0	Not Started
Unit 8. Wrap Up! What's Next?	0	Not Started
Training Completion	0	Not Started

CASAS eTests Coordinator Certification Online Training – How to Monitor Your Progress

- After each unit has been completed, complete the Test Security Agreement in the Training Completion panel.

The screenshot displays the 'CASAS Paper Test Proctor Certification' training page. At the top, there are navigation links for 'Home', 'Dashboard', and 'My courses'. Below this is a blue header with 'Book' and 'More' options. A message states: 'Go back to the course page. If each tile is showing a green check mark, you've completed that section. If it shows less than 100% complete, you will need to go back in and make sure you've read each page.'

The main content area is titled 'CASAS Paper Test Proctor Certification'. It includes a welcome message, a list of 'Training Topics' (Responsibilities and Duties, Intake Process, Progress Testing, Steps for Testing Day, Test Results & Reports), and a 'Begin with About This Training' section. A progress indicator shows 'Overall progress %' at 64%.

The training is divided into seven units, each represented by a tile with a progress percentage and a status icon:

- Unit 1. Responsibilities and Duties: Progress % 50, icon: document with pencil.
- Unit 2. Intake Process: Progress % 50, icon: document with pencil.
- Unit 3. Progress Testing: Progress % 50, icon: document with pencil.
- Unit 4. Steps for Testing Day: Progress % 50, icon: document with pencil. A red arrow points to this tile with the text 'This section is 50% complete'.
- Unit 5. Test Results and Reports: Progress % 50, icon: document with pencil.
- Unit 6. Wrap Up! What's Next?: Progress % 100, icon: green checkmark.
- Training Completion: Progress % 100, icon: green checkmark. A green arrow points to this tile with the text 'The green check shows that this section is complete!'.

At the bottom, under 'Upon completion...', there are three instructions:

1. You can download and save or print the certificate displayed on your computer screen.
2. Forward a copy of your certificate to your agency's program coordinator or data manager.*
3. The data manager will add a user record and provide you with login credentials to your agency's TE and/or eTests online account.

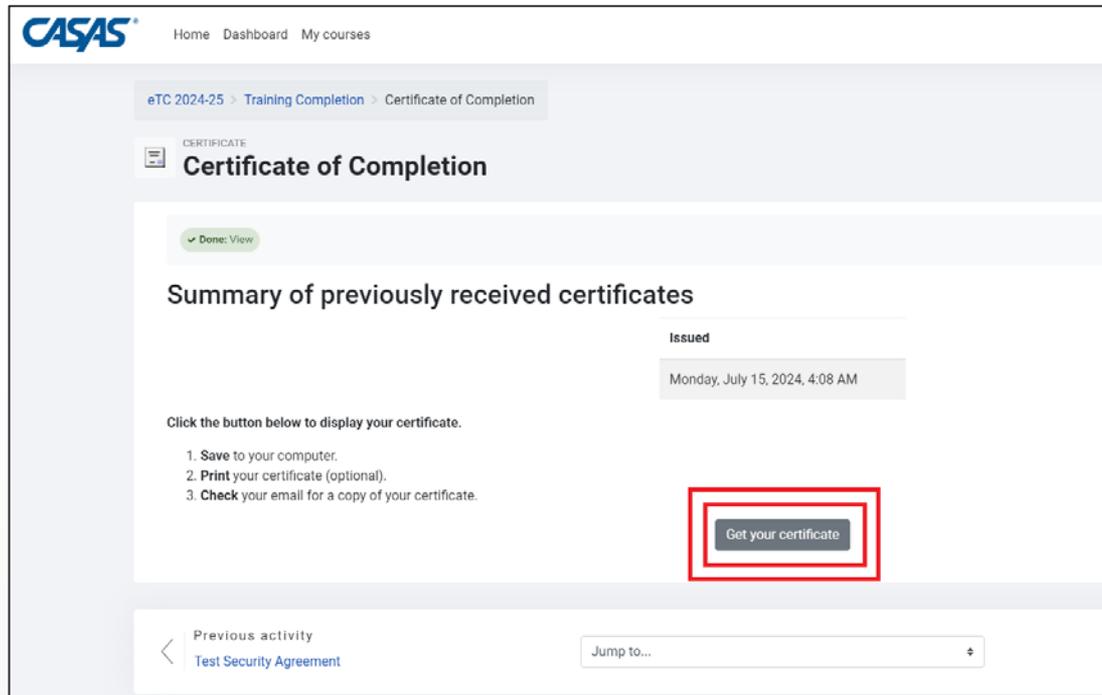
CASAS eTests Coordinator Certification Online Training – Training Completion

- After each unit has been completed, complete the Test Security Agreement in the Training Completion panel.
- After answering the questions, click **Submit Questionnaire**.

The screenshot displays the CASAS eTests Coordinator Certification Online Training interface. The top navigation bar includes the CASAS logo, "Home", "Dashboard", and "My courses". The main content area shows a grid of training units. Units 1 through 6 are completed, indicated by green checkmarks. Unit 7 is also completed. Unit 8, "Wrap Up! What's Next?", is also completed. The "Training Completion" unit is highlighted in pink and shows a progress bar at 0%. Below the grid, a "Training Completion" panel is open, showing a message: "This section becomes available when training content is ✓ Done." A button labeled "QUESTIONNAIRE Test Security Agreement" is circled in black. A "To do: Submit questionnaire" button is visible in the bottom right corner of the panel.

CASAS eTests Coordinator Certification Online Training – Get Your Certificate

- Review the steps to make sure you completed all the modules.
- To complete the training, have your work saved in the CASAS national training database, you must click: **Get Your Certificate**.



- Please note that while the Get Your Certificate button is gray, it is dynamic.

CASAS eTests Coordinator Certification Online Training – Email Confirmation

- You will know that you have successfully completed the CASAS eTests Coordinator Online Training when you receive a confirmation email saying Congratulations! You have completed the course CASAS eTests Coordinator Certification.

Congratulations!

You have completed the course [CASAS eTests Coordinator Certification](#).

Reading this in an email? [Download the mobile app and receive notifications on your mobile device](#).

and

- An email from CASAS Training noreply@casas.org with a copy of your CASAS eTests Coordinator (eTC) Certificate of Completion attached.

CASAS eTests Coordinator Certification Online Training – Get Your Certificate



- Get Your Certificate to obtain your CASAS eTests Coordinator Certificate of Completion!
- Save a copy of your CASAS eTests Coordinator Certificate for your records. Please note that you are only able to access a copy of your certificate in the program year (July 1 – June 30) in which you earned it. That said, your Training History is maintained in the CASAS national training database.
- Submit a copy of your CASAS eTests Coordinator Certificate to your supervisor and your agency's CASAS eTest and TOPSpro Enterprise Data Manager.

CASAS eTests Proctor Certification

Please note that OSSE Adult and Family Education recommends that staff working at DC agencies complete both the CASAS eTests Coordinator Certification and the CASAS eTests Proctor Certification to ensure that the agency has sufficient capacity to register computers for CASAS eTests, to manage testing sessions, and proctor CASAS eTests.

The CASAS Online Training Portal opens each year on July 1 and closes on June 30. All training modules that have been started on or after July 1 must be completed by June 30. Any incomplete modules will be deleted by CASAS National Office on June 30 and the individual will need to start that module anew.

CASAS Online Training Portal
<https://training.casas.org>



Steps to Complete to Obtain Your CASAS eTest Proctor Certification

- 1) Go to www.casas.org
 - 2) Click: **Online Training**
 - 3) Click: **CASAS eTests Proctor Certification** – Review and complete each module. Use the gray shaded arrows located at the right side of the screen (top or bottom) to progress to the next page/module. Make sure all the modules have a check in the box next to it.
 - CASAS eTests Proctor Certification
 - Test Security Agreement
 - Certificate of Completion
 - CASAS eTests Resources
- Don't forget to click on the button to request a copy of your Certificate of Completion which will be sent to your email address. Please also provide a copy to your supervisor and your agency's CASAS eTest/TOPSPRO Enterprise data manager.



CASAS eTests Proctor Certification Online Training – Click on “Enroll Me”

CASAS[®] Home Dashboard My courses

CASAS eTests Proctor Certification

Enrollment options

CASAS eTests[®] eTests[®] eTests[®] eTests[®] eTests[®] eTests[®] eTests[®] eTests[®]

[CASAS eTests Proctor Certification](#)

Welcome to the **NEW** training for **CASAS eTest Proctor Certification**. This interactive training is required for all staff who will administer CASAS eTests.

∨ Self enrollment (Participant)

No enrollment key required.

Enroll me

CASAS eTests Proctor Certification Online Training

– Items to Complete

The screenshot shows the CASAS eTests Proctor Certification online training dashboard. At the top, there is a navigation bar with the CASAS logo, "Home", "Dashboard", and "My courses". A blue header bar contains "Course", "Grades", and "More". The main heading is "CASAS eTests Proctor Certification". A green notification bar states "You are enrolled in the course." Below this, a progress indicator shows "Overall progress % 0" with a gear icon and a close button. A welcome message reads: "Welcome to CASAS eTest Proctor Certification training. This training is required for all staff who will be proctoring CASAS eTests." A red box highlights four items to complete: "CASAS eTests Proctor Certification" (headphones icon), "Test Security Agreement" (key icon), "Certificate of Completion" (ribbon icon), and "CASAS eTests Resources" (group of people icon).

CASAS eTests Proctor Certification Online Training – Complete “CASAS eTests Proctor Certification”

The screenshot shows the CASAS eTests Proctor Certification online training interface. At the top, the CASAS logo is on the left, and navigation links for Home, Dashboard, and My courses are on the right. Below this is a blue header with Course, Grades, and More options. The main content area features four tiles: CASAS eTests Proctor Certification (highlighted with a red border), Test Security Agreement, Certificate of Completion, and CASAS eTests Resources. Below the tiles is a detailed view of the CASAS eTests Proctor Certification course, also highlighted with a red border. This view includes a SCORM PACKAGE icon, the text 'NEW CASAS eTest Proctor Certification', and a 'To do: View' button. The course description states: 'Welcome to the NEW CASAS eTest Proctor Certification training. This training is required for all staff who will administer CASAS eTests. You must view the entire course to complete this training and receive your Certificate of Completion. Once you've completed the course, the Test Security Agreement will become available to complete and submit. Upon submitting the Test Security Agreement, your Certificate will become available for printing and download. CASAS strongly recommends printing your certificate and saving a copy on your computer. To get started, click the course title hyperlink above, then click the blue "Enter" button.'

CASAS eTests Proctor Certification Online Training – Complete the “Test Security Agreement”

The screenshot shows the CASAS eTests Proctor Certification training interface. At the top, the CASAS logo is on the left, and navigation links for 'Home', 'Dashboard', and 'My courses' are on the right. Below this is a blue navigation bar with 'Course', 'Grades', and 'More' options. A welcome message states: 'Welcome to CASAS eTest Proctor Certification training. This training is required for all staff who will be proctoring CASAS eTests.' Below the message are four tiles: 'CASAS eTests Proctor Certification' (headphones icon), 'Test Security Agreement' (key icon, highlighted with a red border), 'Certificate of Completion' (award icon), and 'CASAS eTests Resources' (group of people icon). Below these tiles is a modal window for the 'Test Security Agreement' (key icon, highlighted with a red border). The modal contains a 'QUESTIONNAIRE Test Security Agreement' section with a green icon and a 'To do: Submit questionnaire' button.

CASAS eTests Proctor Certification Online Training – Complete the “Certificate of Completion”

CASAS[®] Home Dashboard My courses

Course Grades More ▾

Welcome to CASAS eTest Proctor Certification training. This training is required for all staff who will be proctoring CASAS eTests.

CASAS eTests Proctor Certification

Test Security Agreement

Certificate of Completion

CASAS eTests Resources

Certificate of Completion x

CASAS eTests Proctor Certification Online Training – Complete “CASAS eTests Resources”

CASAS Home Dashboard My courses

Course Grades More ▾

Welcome to CASAS eTest Proctor Certification training. This training is required for all staff who will be proctoring CASAS eTests.

- CASAS eTests Proctor Certification
- Test Security Agreement
- Certificate of Completion
- CASAS eTests Resources**

CASAS eTests Resources

- URL Rolling Hills Simulation Server
- URL CASAS eTests Sampler

CASAS eTests Proctor Certification Online Training – Get Your Certificate



- Get Your Certificate to obtain your CASAS eTests Proctor Certificate of Completion!
- Save a copy of your CASAS eTests Proctor Certificate for your records. Please note that you are only able to access a copy of your certificate in the program year (July 1 – June 30) in which you earned it. That said, your Training History is maintained in the CASAS national training database.
- Submit a copy of your CASAS eTests Proctor Certificate to your supervisor and your agency's CASAS eTest and TOPSpro Enterprise Data Manager.

View Your CASAS Training History Online

Good news! You can now view your training history on the CASAS website under your profile! To access your CASAS Training History, please note that you must be logged in to the main CASAS website at www.casas.org not the CASAS Online Training Portal.

You can obtain a copy of your **CASAS Training History** by following these simple steps:

- 1) Click <https://www.casas.org/ViewProfile>
- 2) Click the print button at the bottom of the web page.
- 3) From the print setup window:
 - Select PDF.
 - Click settings, and then check Headers and Footers, and Background Graphics.
 - Click Print.

For your agency's records, please ask your staff to provide you with copies of their signed Test Security Agreement(s) and CASAS Certificate(s) as soon as they complete training. TOPSpro Enterprise (TE) data managers are responsible for tracking and verifying training completion with staff in their agency before adding them as users to your TE account and assigning them to the appropriate access group(s) based on their role(s).

View Your CASAS Training History Online (Cont.)

- Be sure to be signed in to your CASAS Account on the CASAS website at www.casas.org to access your Training History, not the CASAS Online Training Portal.

The screenshot shows the CASAS website user profile page. At the top, there is a navigation bar with 'Home', 'Dashboard', and 'My courses'. Below this is a blue header with 'Book' and 'More' options. A message states: '*Your certificate is also sent to you automatically as an email attachment from the training website (i.e., noreply@casas.org), which you can forward to your agency's program coordinator or data manager.' The main content area features a red heading: 'Need to check your training history? Here's how!' followed by the CASAS logo and a search bar. A red callout box points to the 'Teacher 25' name in the 'Welcome' message, with the text: 'Log into the CASAS website (casas.org) then click on your name to view your training history'. Below this is the 'User Profile' section, which includes fields for Full Name, Email Address, Country, State, Province/Region, Organization Name, Site Name, Street Address, City, Zip/Postal Code, Phone #, and Fax #. A red arrow points from the 'Training History' section to the 'Training History' table. The table has two columns: 'Certification' and 'Completion Date'. The table contains three rows of data.

Certification	Completion Date
TE - Introduction	8/25/2023
Implementation Training - Module 1, 2 & 4	8/25/2023
Module 2 - eTests IT Certification	8/11/2023

DC State Container for TOPSpro Enterprise and CASAS eTests

DC providers and partners are invited to administer CASAS eTests via the DC State Container. CASAS requires the following for a provider to have an TOPSpro Enterprise and CASAS eTests account established:

- 1) Complete DC CASAS Implementation Training, Module 1 (OSSE AFE webinar) or Module 1: CASAS Implementation Basics and earn a certificate on training.CASAS.org (minimum 2 staff members per agency);
- 2) Complete DC CASAS Implementation Training, Module 2 (OSSE AFE webinar) or Module 2: CASAS eTests Implementation and earn a certificate on training.CASAS.org and earn a certificate on training.CASAS.org (minimum 2 staff members per agency);

DC State Container for TOPSpro Enterprise and CASAS eTests State Container (cont.)

DC providers and partners are invited to administer CASAS eTests via the DC State Container. CASAS requires the following for a provider to have an TOPSpro Enterprise and CASAS eTests account established:

- 3) Obtain a CASAS eTests Coordinator Certification at training.CASAS.org (minimum 2 staff members per agency);
- 4) Obtain a CASAS eTests Proctor Certification at training.CASAS.org (minimum 2 staff members per agency); and
- 5) Complete the CASAS eTests Agency Agreement at training.CASAS.org (1 agreement per agency).

OSSE AFE allocates TOPSpro Enterprise Units (TEUs) to DC providers and partners in the DC State Container on a quarterly basis. New agencies in the DC State Container are awarded up to 200 TEUs to start. OSSE AFE updates the allocation worksheet two weeks after the quarterly DC CASAS Implementation Training, Modules 1 & 2 and CASAS National Office enters the allocations 2-3 days after receipt of the allocation worksheet. Please note that OSSE AFE provides TEUs to DC providers and partners, based on availability. Providers that use more than 2,500 TEUs per year may need to purchase additional TEUs to meet their annual testing needs.



CASAS Weekly Office Hours

The screenshot shows the CASAS website interface. At the top, there is a search bar and navigation links: "Welcome, Stacey Downey", "Logout", "About", "Contact Us", and an "Order" button. Below the navigation is a "Training & Support" banner with the text: "Think of us as your adult assessment partner. We're invested in your success and are with you every step of the way." To the right of the banner is a photo of a woman presenting to a group.

The main content area is titled "CASAS Office Hours" and includes the following text: "Maximize the many features and resources available in CASAS. Join us and bring your questions and get one-on-one support, help, suggestions and just plain old encouragement in using CASAS assessments and software. Participants will drive session content with their questions and needs."

Two office hours sessions are listed:

- July 12, 11 a.m. PT. – [Reserve a seat.](#)
- July 26, 11 a.m. PT. – [Reserve a seat.](#)

On the left side of the page, there is a vertical menu with the following items: CASAS eTests Help, TOPSpro Enterprise Help, Help Documentation and Videos, California Adult Education Training, CASAS Live Facilitated Training, CASAS Live Office Hours, CASAS Peer Communities, Curriculum Management & Instruction, Order, Online Training, Specialty Training, Summer Institute, Testing Guidelines, TOPSpro Enterprise Sample Reports, and Transitioning Learners.

At the bottom of the page, there is a graphic with a woman thinking, a thought bubble containing the text "Do you have questions about CASAS?", a play button icon, and the CASAS logo.

CASAS Live Office Hours

Resources, Policies, and Guidance Letters

- Link to the Comprehensive Adult Student Assessment Systems (CASAS) website:
 - [CASAS Homepage](#)
- Link to OSSE Adult and Family Education policies and guidance letters:
 - [DC Assessment Policy for WIOA Providers & Core Partners v. 5.0](#)
 - [OSSE Guidance Letter – Adult and Family Education \(OGL-AFE 2-2024: CASAS New and Expiring Assessments – Guidance for CASAS Administration\)](#)
 - [All OSSE Adult and Family Education policies, guidance letters, and/or procedures](#)
- Link to Federal Register, Vol. 88, No. 133, Thursday, July 13, 2023 – Tests Determined to Be Suitable for use in the National Reporting System (NRS) for Adult Education:
 - [2023-14825.pdf \(govinfo.gov\)](#)

Contact Information

If you need further assistance with training completion, contact **CASAS Tech Support** at **1-800-255-1036, Option 2** or training@casas.org.

- CASAS eTests Online Implementation: golive@casas.org
- CASAS Citizenship Interview Test (CIT): citcertification@casas.org
- CASAS Field Testing: fieldtesting@casas.org
- CASAS General Questions: casas@casas.org
- National External Diploma Program (NEDP): nedp@casas.org
- CASAS Orders: orders@casas.org
- CASAS Technical Support: techsupport@casas.org
- CASAS Training: training@casas.org
- Workforce Skills Certification System (WSCS): wscs@casas.org
- OSSE Adult and Family Education (AFE): OSSE.AFETA@dc.gov