


DC CASAS Implementation Training
Module 1: Exploring CASAS
and
Module 2: Exploring CASAS eTests

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DC CASAS Implementation Training – Module 1: Exploring CASAS and Module 2: Exploring CASAS eTests v. 3.0_7.15.24

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**Module 1:
Exploring CASAS**



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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.



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Activity 1: Welcome/Introduction

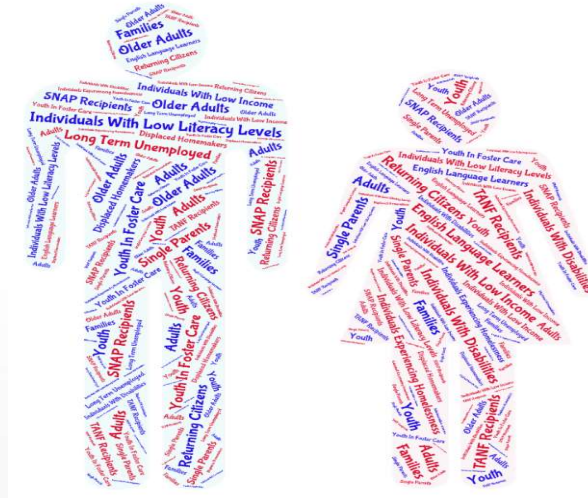
In the chat, enter:

- 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.



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Who We Serve



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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?



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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.



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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.



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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.



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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.

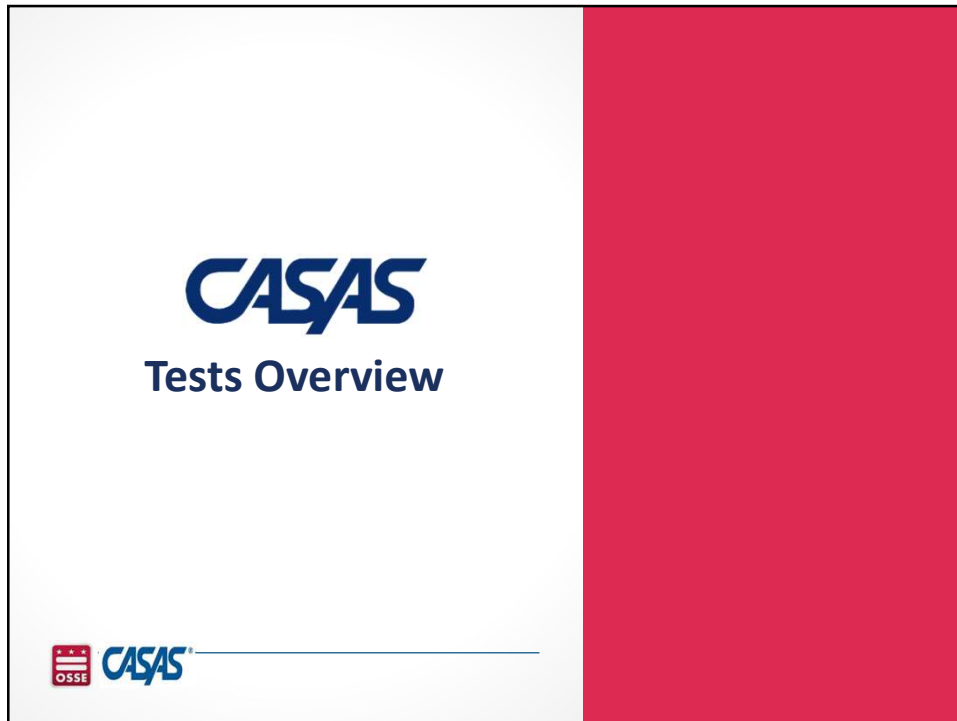


- Use CASAS post-tests to measure learning gains and document completion of NRS EFLs.



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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.

A small logo in the bottom left corner of the slide, featuring the letters "OSSE" in a red box next to the word "CASAS" in blue.

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CASAS Products

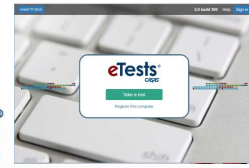


Paper-based Assessments



Computer-based Assessments

eTests[®]
CASAS



Data Accountability Software

TOPS^{pro}[®]
enterprise



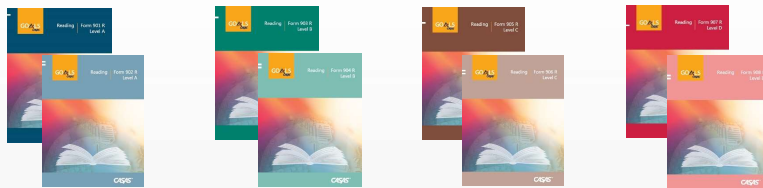
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Uses of CASAS Pre- and Post-Test Results

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.



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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*.



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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.



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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.



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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.



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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.



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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.



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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.



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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.



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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)

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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.



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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

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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.

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Intake Screening

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



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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.



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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?



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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



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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;</i> etc.	¿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;</i> etc.	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? or 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.

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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.

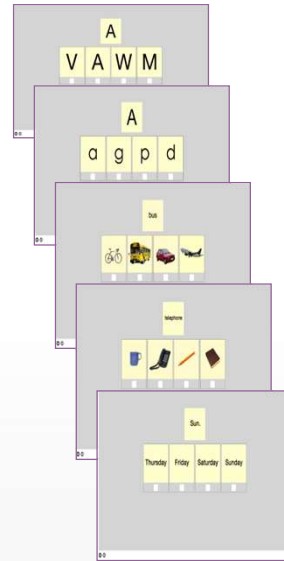


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Reading Screening

- 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.



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Intake Screening Summary



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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.



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Locators and Appraisals & Pre- and Post-tests



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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.



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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



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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



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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.



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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.



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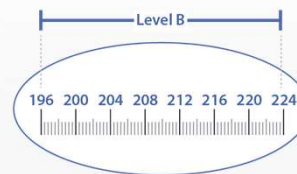
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Locators and Appraisals & Pre- and Post-tests

- 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.

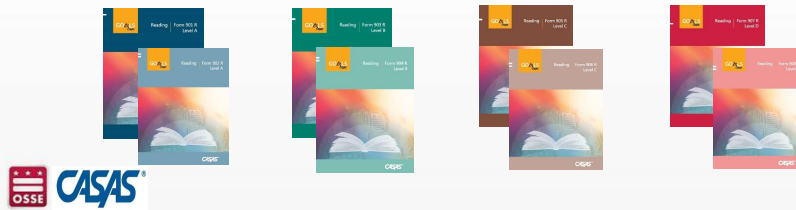


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CASAS Pre- and Post Assessments: Levels & Forms

- 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.



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Reading GOALS Series

Photo Prompts (Level A only)



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On-Screen Calculator

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

1 of 2 → Practice Review

How much would it cost to join for April, May and June? (You may use the calculator.)

- \$20
- \$40
- \$60
- \$120

The calculator interface shows a display with '0' and buttons for numbers 0-9, '+', '-', 'x', '/', '=', and a 'C' button.

Click on icon

Calculator opens!

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



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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](#)

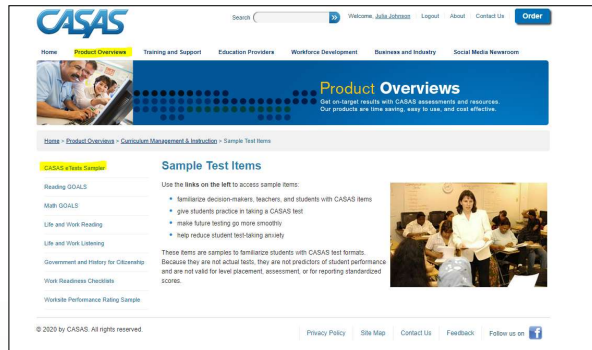
[Listening STEPS](#)



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CASAS eTests Sampler



- 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>.



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CASAS eTests Sampler (Cont.)



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



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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.



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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.



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CASAS Scoring



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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	*	
2	*	
3	*	Level A Form 901R Form 902R
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♦	



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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	-
2	-
3	-
4	186
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◆
30	231◆
31	232◆
32	234◆

Inaccurate Scores (Raw scores 1-3)

Scale Scores (Raw scores 4-28)

Conservative Estimate Scale Scores (Raw scores 29-32)

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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)
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	



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Skill Level Descriptor Charts

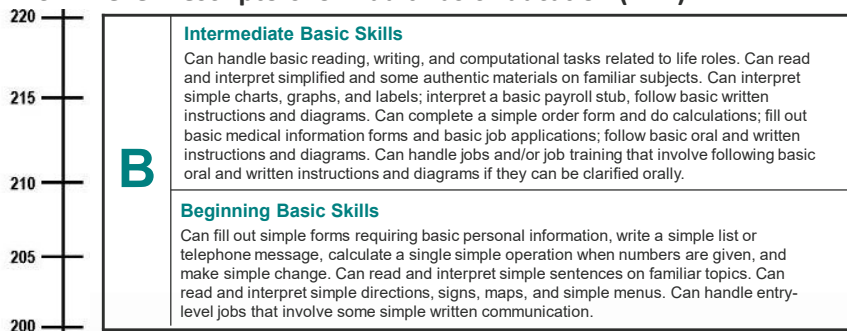
- The Skill Level Descriptors provide general information on how to interpret a learner's scale score with respect to the common job-related and life skill tasks.



Scale Score	CASAS Level	Descriptors
220	E	Intermediate Basic Skills Can handle basic reading, writing, and computational tasks related to life roles. Can read and interpret simplified and some authentic materials on familiar subjects. 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 and written instructions and diagrams if they can be clarified orally.
215	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.

Interpreting Test Scores via the CASAS Skill Level Descriptor Chart

Skill Level Descriptors for Adult Basic Education (ABE)



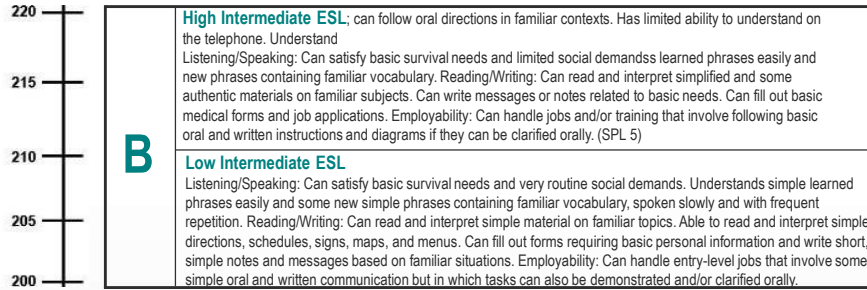
Excerpt from ABE Skill Level Descriptors

- 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)



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.



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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



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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



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

CASAS CORRELATION CHARTS			
Source(s): CASAS Website > WIDA 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



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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



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Instruction

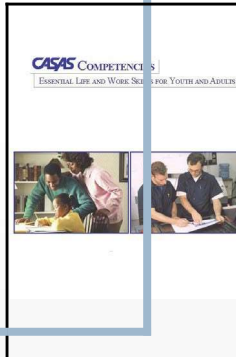


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What are CASAS Competencies?

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.



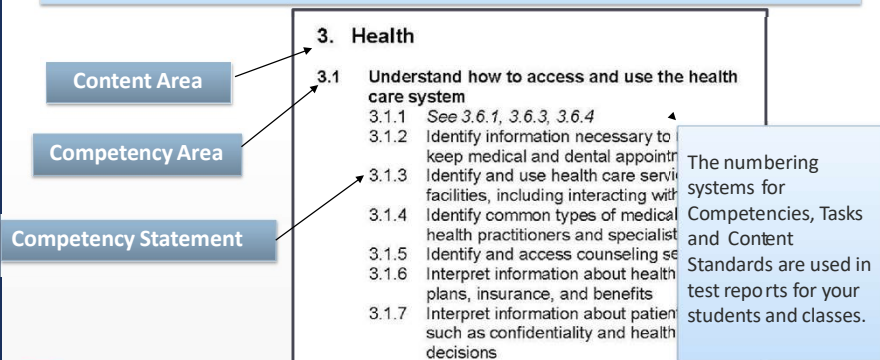
63
6
3

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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.



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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



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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

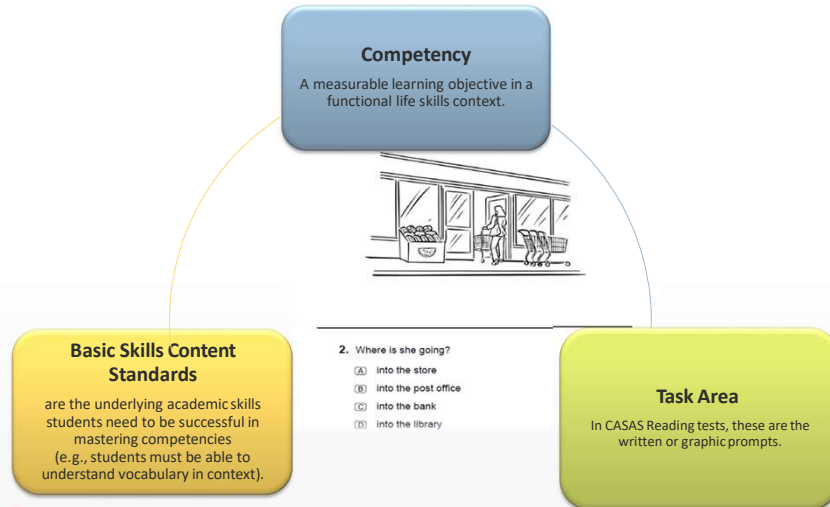
Tasks are how test items are presented. It's important to practice these tasks in the classroom.



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Competencies, Content Standards and Task Area



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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.



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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.



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CASAS Reports



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

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Personal Score Report (PSR) – TE Basic

CASAS
01/05/2020
03:16:15

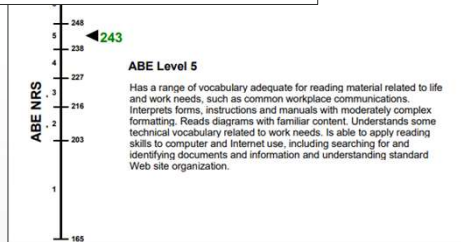
Page 1 of 2
PSR

Personal Score Report

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).



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Personal Score Report (PSR) – TE Enhanced

CASAS
01/05/2020
03:16:15

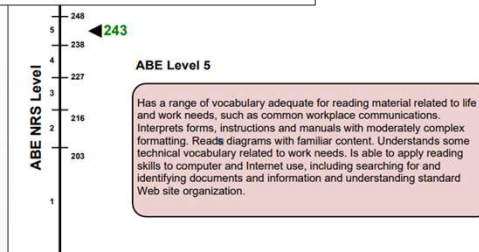
Page 1 of 2
PSR

Personal Score Report

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).



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Individual Skills Profile (CASAS Content Standards)

Erica Kim
 ID# 274564719
 Agency: 4908 - Rolling Hills Adult School (RHAS)
 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	Reading Content Standards		N	Correct
Consumer Economics		4	75 %	Vocabulary		16	62 %
Community Resources		14	71 %	General reading comprehension		28	67 %
Health		5	80 %	Text in format		4	75 %
Employment		16	81 %	Reference materials		3	0 %
Government and Law		5	0 %	Reading strategies		12	83 %
Learning and Thinking Skills		9	22 %	Reading and thinking skills		9	33 %

Math Competencies		N	Correct	Math Content Standards		N	Correct
Computation		35	48 %	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).



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Individual Skills Profile (College and Career Readiness Standards)


CASAS
 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	223	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	College & Career Readiness Standards		N	Correct
Community Resources		4	100 %	Reading Content Areas			
Health		2	0 %	Vocabulary			
Employment		17	47 %	Academic		4	50 %
Government and Law		12	58 %	Meaning from context		4	50 %
Learning and Thinking Skills		5	100 %	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 %

Math Competencies		N	Correct	College & Career Readiness Standards		N	Correct
Consumer Economics		8	50 %	Math Content Areas			
Community Resources		5	20 %	Base Ten Fractions and Ratios		8	50 %
Employment		17	35 %	Number and Operations: Base Ten			
Government and Law		1	0 %	Number System			
Computation		7	28 %	Algebra		9	22 %
				Operations and Algebraic Thinking			
				Expressions and Equations			
				Functions			
				Geometry		11	36 %
				Measurement and Data		4	25 %
				Statistics and Probability		6	33 %



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



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Student Performance by Test & Content Standard

CASAS			
Student Performance			
01/05/2020 02:11:40		Page 1 of 3 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 audience.
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

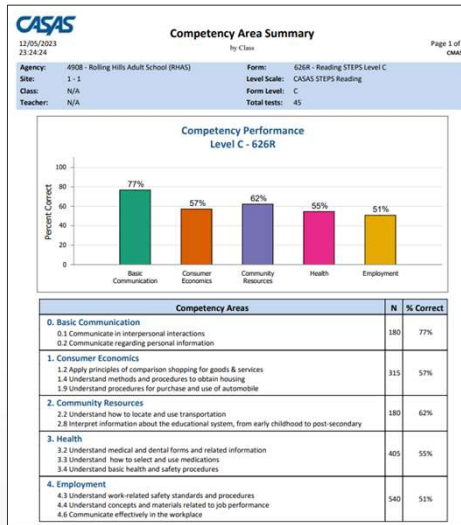
CASAS															
Student Competency Area															
Agency: 4908 - Rolling Hills Adult School (RHAS)		Level Scale: CASAS STEPS Reading													
Site: 1 - 1		Form Level: D													
Class: N/A		Student: Last name, First Name 12120811													
Teacher: N/A		Raw Score: 23 Scale Score: 220													
Form: 627R - Reading STEPS Level D															
<p>Competency Performance</p> <p>Level D - 627R</p> <table border="1"> <caption>Competency Performance Data</caption> <thead> <tr> <th>Competency Area</th> <th>Percent Correct</th> </tr> </thead> <tbody> <tr> <td>Consumer Economics</td> <td>56%</td> </tr> <tr> <td>Community Resources</td> <td>50%</td> </tr> <tr> <td>Health</td> <td>67%</td> </tr> <tr> <td>Employment</td> <td>67%</td> </tr> <tr> <td>Government and Law</td> <td>83%</td> </tr> </tbody> </table>				Competency Area	Percent Correct	Consumer Economics	56%	Community Resources	50%	Health	67%	Employment	67%	Government and Law	83%
Competency Area	Percent Correct														
Consumer Economics	56%														
Community Resources	50%														
Health	67%														
Employment	67%														
Government and Law	83%														
Competency Areas															
	N	% Correct													
1. Consumer Economics															
1.2 Apply principles of comparison shopping for goods & services	9	56%													
1.3 Apply principles of budgeting and management of money															
2. Community Resources															
2.2 Understand how to locate and use transportation	6	50%													
2.8 Interpret information about the educational system, from early childhood to post-secondary															
3. Health															
3.5 Understand basic principles of health maintenance	3	67%													
4. Employment															
4.3 Understand work-related safety standards and procedures	12	67%													
4.4 Understand concepts and materials related to job performance															
4.6 Communicate effectively in the workplace															
5. Government and Law															
5.6 Understand civic responsibilities and activities	6	83%													



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



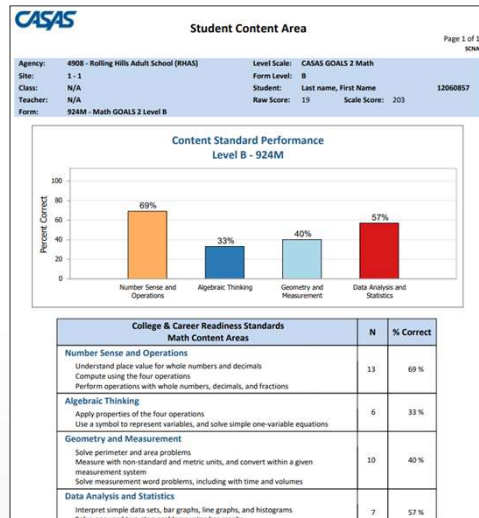
New - Class Competency Area Summary



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



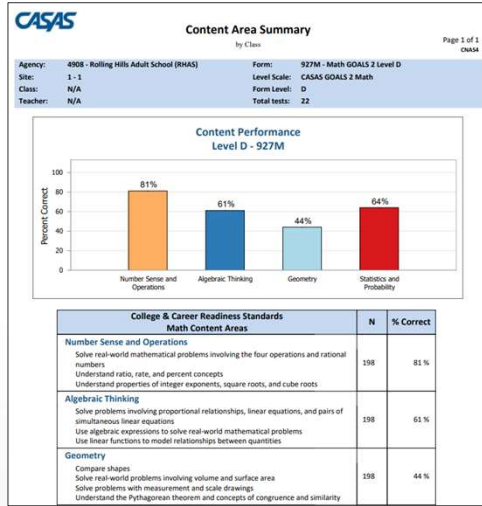
New - Student Content Area



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

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.



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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



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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.



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QuickSearch by Competencies

Matches	Title	Publisher	Level
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



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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)



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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?



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Module 2: Exploring CASAS eTests



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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



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Going Live! Checklist

First Steps



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

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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.



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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.



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Step 1. System Requirements

eTests[®]
CASAS



TOPSpro[®]
enterprise

CASAS eTests Online

Used to administer to tests.

TOPSpro Enterprise

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



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Step 1. System Requirements (Cont.)

eTests[®]
CASAS

- **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](#)

TOPSpro[®]
enterprise

- **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



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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



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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



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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.



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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



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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



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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.



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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.

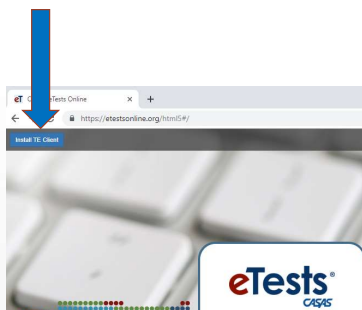


101

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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.



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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**

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



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

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

Password Change Is Required
✓ According to the application settings you are required to change your password to be granted access.

Change Password
Old Password: *****
New Password: *****
Retype Password: *****

TOPSpro Enterprise
✓ The password has been changed.
OK

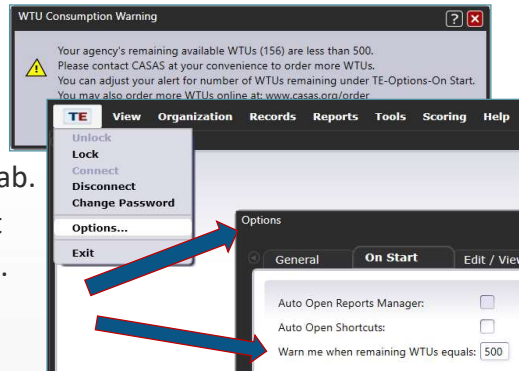


104

104

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.

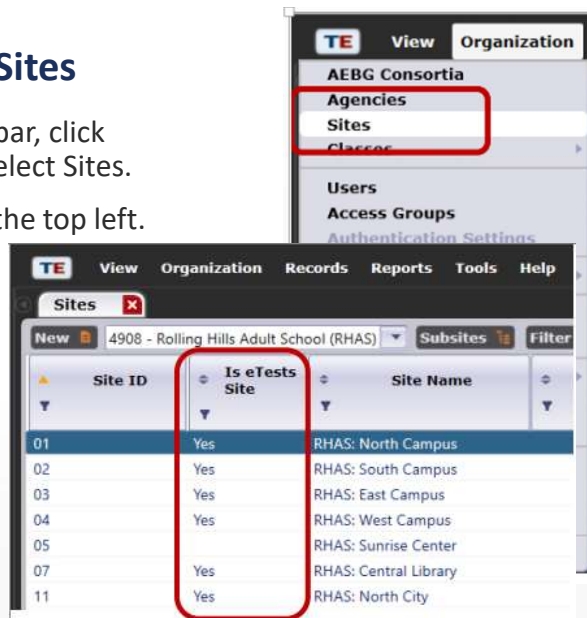


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Step 6. Add Sites

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



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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.

View Organization Records Reports Tools Help

Sites New Site

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



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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} ACCESS

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

eTests[®] ACCESS

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



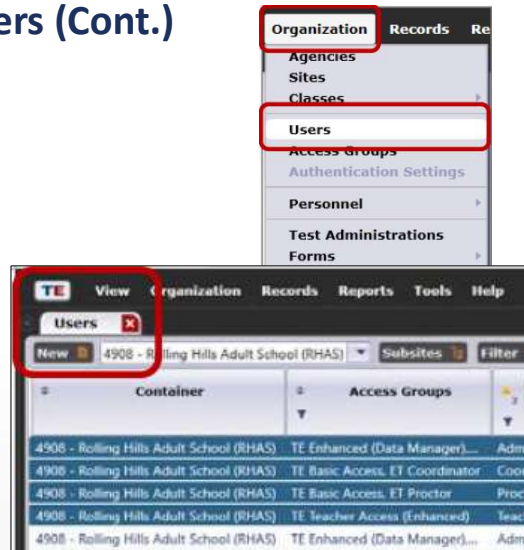
108

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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.



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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.



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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 Rights	TE Access Groups			
	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	**	**	**



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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*				✓



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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

Lab: Assessment Center

Station: AC-01

Registration Status: Registered

Identification Info:

Model: DellPc: T950
CPU: Intel(R) Core(TM) i7-4700T CPU @ 2.40GHz
OS: 6.2.5206
SPVGENID:
VY7Y9LJQZQ38R7TNY7E2BC77454300A070C2V6KLP2H
CNCZL3D96V9W6E2P9F
ITBUID: 4CAC644-9548-5819-8542-C238F4C5632
MACADDR: B8:95:84:C8:34:80

Register Unregister



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Step 9. Review Testing Sessions - Templates

eTests Online - Rolling Hills Adult School (RHAS) Logout

Testing Sessions (4 records) Refresh

Template Name	Site	Number Of Sessions Using This Template
ABE/ASE	RHAS: 00 - Adult Education	8
ESL/ELL	RHAS: 00 - Adult Education	9
PRACTICE	RHAS: 00 - Adult Education	1
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.



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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



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Step 9. Review Testing Sessions – ABE/ASE

eTests Online - Rolling Hills Adult School (RHAS)

Testing Sessions

Filter by: Status

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



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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).



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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.



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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



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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.

Site	Lab Name	Template Name	Session Name
RHAS-00 - Adult Education	Assessment Center	ESU/ELL	LAB-AC - Appraisal
RHAS-00 - Adult Education	Assessment Center	ESU/ELL	LAB-AC - Intake: Pretest - Beginning Literacy Reading
RHAS-00 - Adult Education	Assessment Center	ESU/ELL	LAB-AC - Intake: Pretest - Level A
RHAS-00 - Adult Education	Assessment Center	ESU/ELL	LAB-AC - Intake: Pretest - w/Locator
RHAS-00 - Adult Education	Assessment Center	ESU/ELL	LAB-AC - Progress: Post-test
RHAS-00 - Adult Education	Assessment Center	ESU/ELL	LAB-AC - Retest: Scores Outside Accurate Range (Not Same Day)
RHAS-00 - Adult Education	Assessment Center	ESU/ELL	LAB-AC - Retest: Scores Outside Accurate Range (Same Day Only)
RHAS-00 - Adult Education	Assessment Center	ESU/ELL	LAB-AC - Returning Students: Pretest



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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.



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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



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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.



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CASAS eTests Administration



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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>.



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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.



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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.



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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.



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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.



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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.



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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



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Training Requirements

Implementing at Your Agency



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

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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



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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](#)

ADMINISTRATORS, COORDINATORS, DATA MANAGERS 1 Module 1: Exploring CASAS* Introduction to TOPSpro Enterprise e-TESTING? CASAS eTests Agency Agreement** 2 Module 2: Exploring CASAS eTests** 3 CASAS eTests Coordinator Certification* PAPER TESTING? Module 3: CASAS Paper Tests Implementation*	PROCTORS e-TESTING? 4 CASAS eTests Proctor Certification* PAPER TESTING? CASAS Paper Test Proctor Certification*	EDUCATORS Module 4a: Interpreting Test Results Module 4b: Instructional Reports
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	WORKFORCE PARTNERS Module 5: Exploring CASAS Appraisals
		BUSINESS AND INDUSTRY CASAS #WORKS Implementation
		IN-PERSON TRAINING PORTAL Training Completion Portal (By State) Training Completion Portal Request

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

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



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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.



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CASAS Online Training Portal

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

The screenshot shows the CASAS Online Training Portal dashboard. At the top, there is a navigation bar with 'Home', 'Dashboard', and 'My courses'. Below this is a blue banner that says 'Not sure which training you need? CLICK HERE'. The main content area is divided into several colored boxes representing different roles and training categories:

- 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*
 - PAPER TESTING?
 - Module 3: CASAS Paper Tests Implementation*
- PROCTORS** (Yellow box):
 - eTESTING?
 - CASAS eTests Proctor Certification*
 - 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** (Light Green 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** (Light Blue box):
 - Training Completion Portal (by State)
 - Training Completion Portal Request

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



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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.							



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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-enrolment (Participant) option.
- Once enrolled, confirmation will be sent to your email account.

CASAS Paper Test Proctor Certification

Enrollment options

CASAS Paper Test Implementation

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.

CASAS Training

Contact

Self enrollment (Participant)

No enrollment key required.

Enroll now



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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>

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CASAS eTests Coordinator and Proctor Certification – Online Training



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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.



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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>

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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.



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

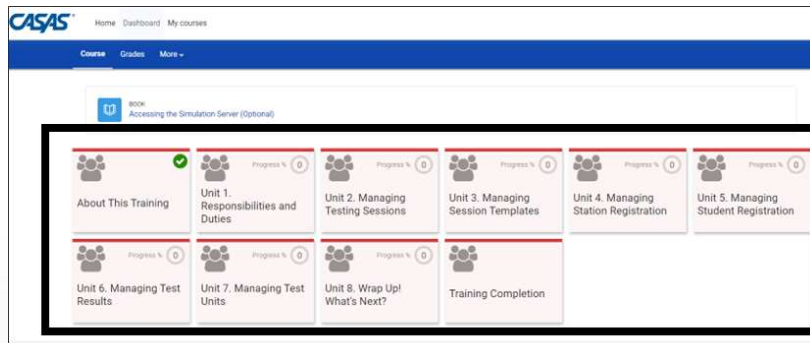
A screenshot of the CASAS eTests Coordinator Certification online training enrollment page. The page title is "CASAS eTests Coordinator Certification". Under "Enrollment options", there is a blue banner for "CASAS eTests Implementation". Below that, there is a section for "Self enrollment (Participant)" with a sub-section "No enrollment key required" and a blue "Enroll me" button. The "Enroll me" button is highlighted with a red box. The page also shows navigation links for "Home", "Dashboard", and "My courses" at the top.



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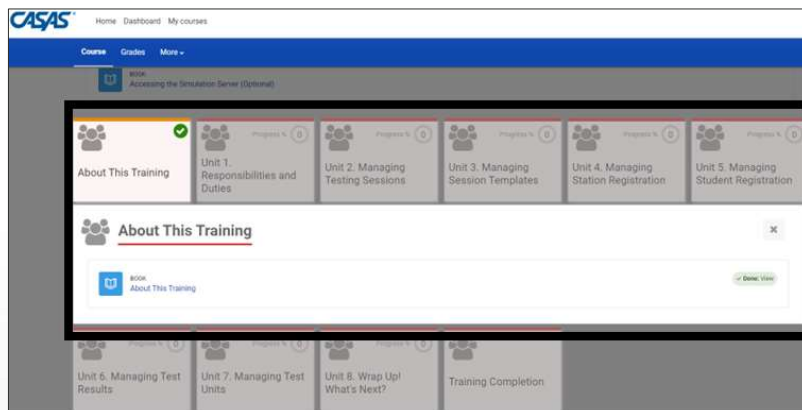
CASAS eTests Coordinator Certification Online Training – Items to Complete



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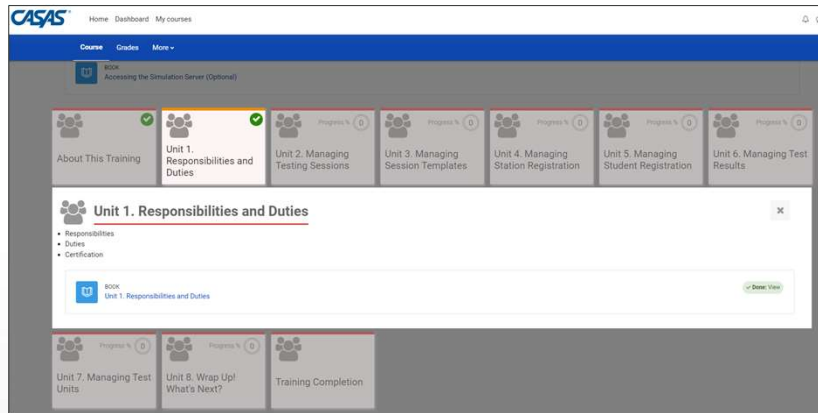
CASAS eTests Coordinator Certification Online Training – Complete “About This Training”



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

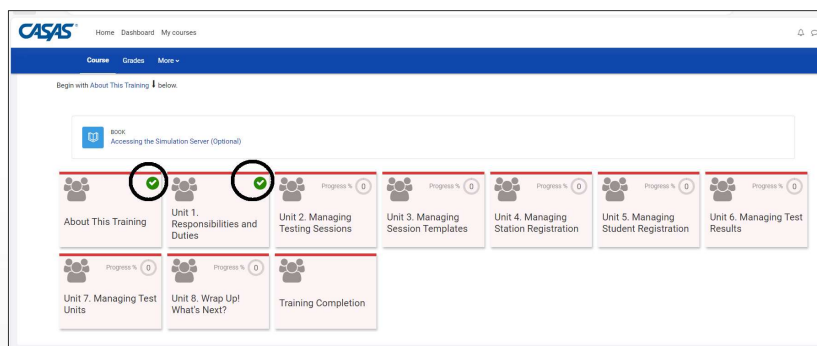


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CASAS eTests Coordinator Certification Online Training - Complete All Units

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

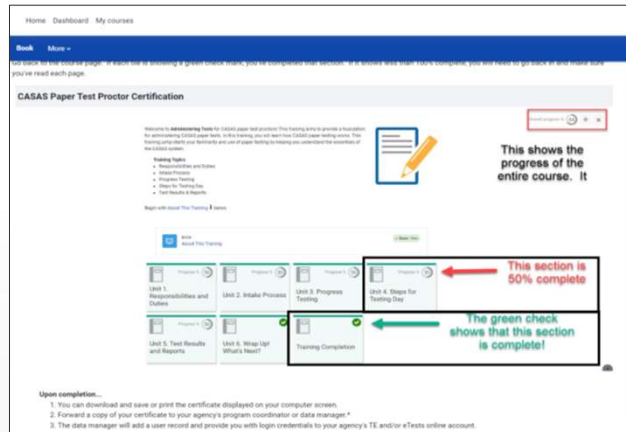


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CASAS eTests Coordinator Certification Online Training – How to Monitor Your Progress

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

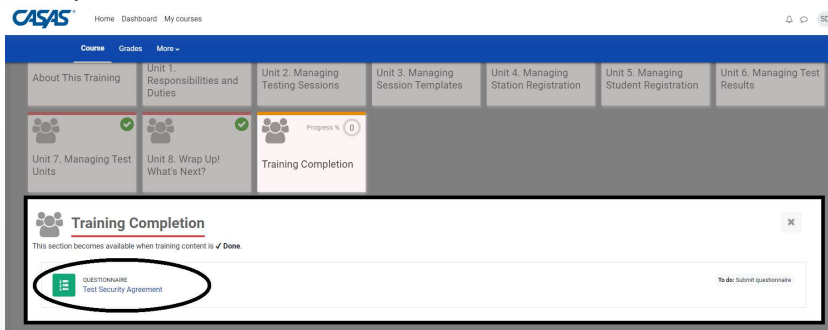


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CASAS eTests Coordinator Certification Online Training – Training Completion

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

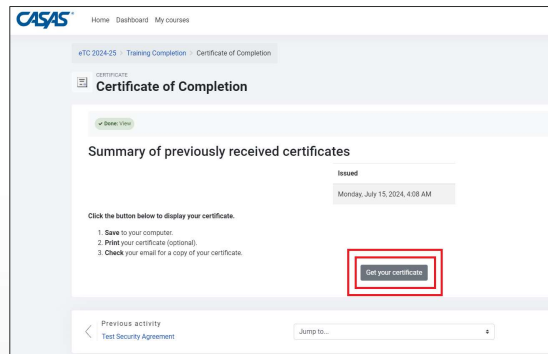


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CASAS eTests Coordinator Certification Online Training – Get Your Certificate

- 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.



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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.



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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.



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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>



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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.



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

CASAS Home Dashboard My courses

CASAS eTests Proctor Certification

Enrollment options

eTests eTests eTests eTests 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



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CASAS eTests Proctor Certification Online Training – Items to Complete

CASAS Home Dashboard My courses

Course Grades More

CASAS eTests Proctor Certification

You are enrolled in the course.

Overall progress % 0

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



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

CASAS Home Dashboard My courses

Course Grades More

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

CASAS eTests Proctor Certification

SCORM PACKAGE
NEW CASAS eTest Proctor Certification

To do View

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

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.



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

The screenshot shows the CASAS eTests Proctor Certification training dashboard. At the top, there is a navigation bar with 'Home', 'Dashboard', and 'My courses'. Below this is a blue header with 'Course', 'Grades', and 'More'. A welcome message reads: 'Welcome to CASAS eTest Proctor Certification training. This training is required for all staff who will be proctoring CASAS eTests.' The main content area features four cards: 'CASAS eTests Proctor Certification', 'Test Security Agreement' (highlighted with a red box), 'Certificate of Completion', and 'CASAS eTests Resources'. Below these cards is a search bar with the text 'Test Security Agreement' and a magnifying glass icon. Under the search bar, there is a 'QUESTIONNAIRE Test Security Agreement' card with a 'To do: Submit questionnaire' button.



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

The screenshot shows the CASAS eTests Proctor Certification training dashboard. At the top, there is a navigation bar with 'Home', 'Dashboard', and 'My courses'. Below this is a blue header with 'Course', 'Grades', and 'More'. A welcome message reads: 'Welcome to CASAS eTest Proctor Certification training. This training is required for all staff who will be proctoring CASAS eTests.' The main content area features four cards: 'CASAS eTests Proctor Certification', 'Test Security Agreement', 'Certificate of Completion' (highlighted with a red box), and 'CASAS eTests Resources'. Below these cards is a search bar with the text 'Certificate of Completion' and a magnifying glass icon. Under the search bar, there is a 'Certificate of Completion' card with a close button (X).



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

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 Mark as done

URL CASAS eTests Sampler Mark as done



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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.



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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).



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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, there is a 'Need to check your training history? Here's how!' section with a 'Log In' button. The main content area is titled 'User Profile' and contains a form with fields for 'Full Name', 'Email Address', 'Country', 'State', 'Phone Number', 'Organization Name', 'Bio Name', 'Street Address', 'City', 'State', 'Zip/Postal Code', 'House #', and 'Fax #'. A red arrow points to the 'Training History' section, which contains a table with columns for 'Certification' and 'Completion Date'. The table lists three certifications: 'TOP Introduction' (completed 8/5/2003), 'Organization Training - Module 1, 2, 3 & 4' (completed 8/20/03), and 'Module 2 - Ethics of Certification' (completed 8/17/2003). A red callout box points to the 'Log In' button with the text: 'Log into the CASAS website (casas.org) then click on your name to view your training history.'



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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);



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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.



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CASAS Weekly Office Hours

The screenshot shows the CASAS website interface. At the top, there is a navigation menu with links for Home, Product Overviews, Training and Support, Education Providers, Workforce Development, Business and Industry, and Social Media Newsroom. A search bar and utility links (Welcome, Slack, Directory, Logout, About, Contact Us, Order) are also present. The main header features the 'Training & Support' section with a sub-header 'Think of us as your adult assessment partner. We're invested in your success and are with you every step of the way.' Below this, the 'CASAS Office Hours' section is highlighted, listing various training events with dates and times. A video player is embedded in the content area, featuring a woman and the text 'Do you have questions about CASAS?'. A sidebar on the left contains a list of links for CASAS eTexts Help, TOPSrs 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, and TOPSrs Enterprise Sample Reports.

[CASAS Live Office Hours](#)



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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 \(govinfo.gov\)](#)



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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



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