Test Interruptions

eTests® CASAS | TOPSpro® enterprise

Online System

2017 National Summer Institute

Contents

Overview 3
Steps to Interrupt a Test-in-Progress 4
Score the Test 4
Score at the Testing Station 4
Score at the Management Console 6
Abort the Test 8
Abort at the Testing Station 8
Abort at the Management Console 10
Exit the Test 12
Exit at the Testing Station 12
Exit at the Management Console 15
Reconnect a Suspended Test 17
Pause the Test 19
Pause at the Testing Station w/Ctrl + E 19
Pause at the Testing Station w/Pause Icon 21
Reporting a Testing Irregularity to CASAS 23
CASAS Contact Information 24
Training Support 24
Technical Support 24

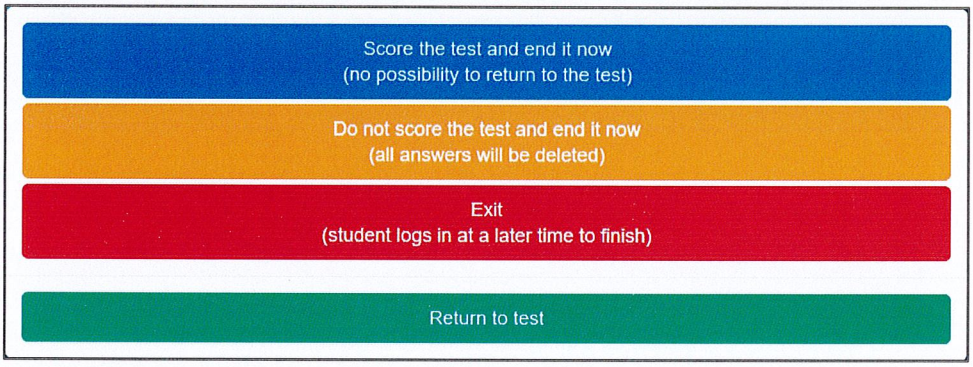
© 2017 CASAS. All rights reserved.

© 2017 CASAS. All rights reserved.

Overview

In certain circumstances, a proctor may need to interrupt a test. If the circumstance compromises test security or integrity, the test should be aborted if web-based, or destroyed if paper-based, 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.

- Proctors may **Interrupt a Test** from the –
  - **Testing Station,** or the
  - **Management Console**.
- Proctors use one of **two** methods for interrupting a test –
  1. From the **Testing Station** –
     - Proctors use the **Ctrl + E** key-command.
  2. From the **Management Console** –
     - Proctors use the **Intervene** button.
- Proctors may choose one of **four** options for interrupting a test-in-progress –



- Most interruptions with testing can be resolved within the local agency. Examples of testing interruptions include but are not limited to the following:
  - Administering the wrong test
  - Cheating
  - Illness during testing
  - Sudden, urgent, usually unexpected occurrence requiring immediate action
  - Computer malfunction
  - Lost connection to Internet
- Testing Irregularity
  - When a testing irregularity cannot be resolved at the local agency, please submit a Testing Irregularity Report (TIR) within the same day of the occurrence, or the next day at the very latest. CASAS will use this information to investigate.

© 2017 CASAS. All rights reserved.

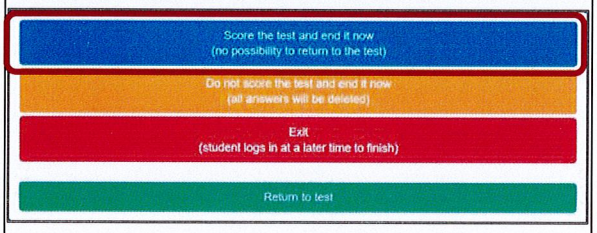
Steps to Interrupt a Test-in-Progress

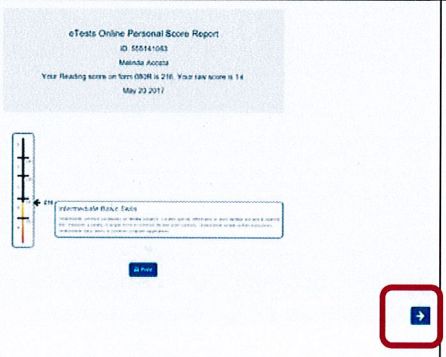
Score the Test

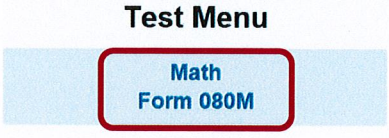
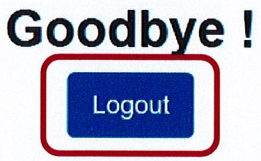
If a student indicates they are finished with the test, and the student spent enough time on the test even though time may remain to complete the test, you may ***Interrupt*** *and* ***Score the Test****-in-progress. This may be done at the* ***Testing Station*** *or the* ***Management Console****.*

Score at the Testing Station

Step	Screen	Description

1.		• At the **Testing Station,**
		  ○ Use the **Ctrl + E** key-command.
		• From the pop-up screen,
		  ○ Click **Score the test and end it now.**
		  ▪ The test is closed, **Scored**, and recorded.
		Note! There is no possibility for the student to return to the test.

2.		• At the **Testing Station,**
		  ○ The **Personal Score Report (PSR)** will automatically display (if enabled in session settings).
		  ○ Click the **right arrow** to continue.

3.		• The application returns to the **Menu** screen. • If the student has more tests to take – ○ The student may click on the next test button and begin the test.
4.		• If no more tests are available for the student to take – ○ The student will **Logout**.

© 2017 CASAS. All rights reserved.

Step	Screen	Description

5.		• The application returns to the **Main** screen.
		• The **Testing Station** remains active for the next student to begin testing – i.e., **Enter ID**.
		• If not further testing will take place –
		  ○ **Exit** the **Testing Station** at top right.
		  ○ **STOP** the **Session** at the **Management Console**!

RHAS Training Activity – Score at the Testing Station

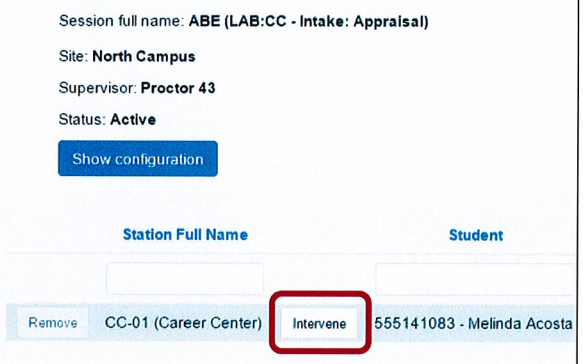
- To view each other's screen during each activity, pair-with the person seated next to you and decide who will be the **Proctor**, and who will be the **Student**.
- You may also have a group of three with one proctor in the middle and two students on each side.

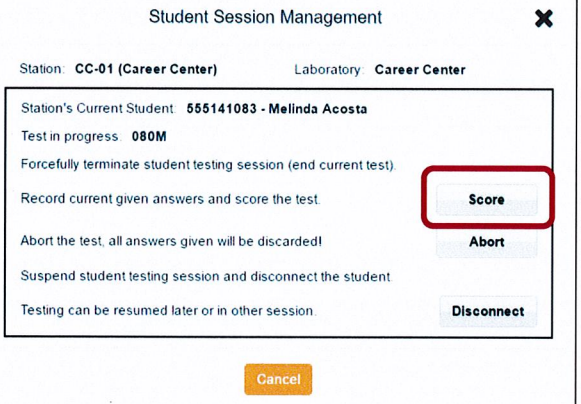
ROLE	**SCORE @ Testing Station**
PROCTOR – Management Console / Manage Session	
SIGN IN – Management Console	☐
START – Appraisal session	☐
ADD – Student station	☐
STUDENT – Testing Station / Take a Test	
RUN – CASASWebTests.exe file	☐
ENTER – "fictitious" ID	☐
BEGIN – Reading Form 80R, answer 3-5 items at random	☐
PROCTOR – Testing Station / Interrupt	
*CTRL + E – **Score the Test***	☐
STUDENT – Testing Station / Test Menu	
WAIT – for next activity	☐
PROCTOR – Management Console / Manage Session	
REFRESH – Session Activity screen & confirm student remains logged in.	☐

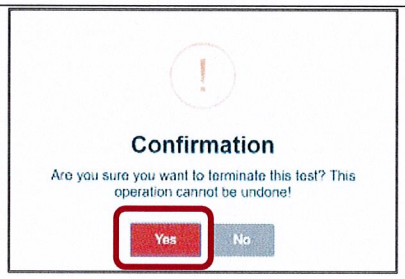
Proceed with *Score at the Management Console* activity in same Role. ➔

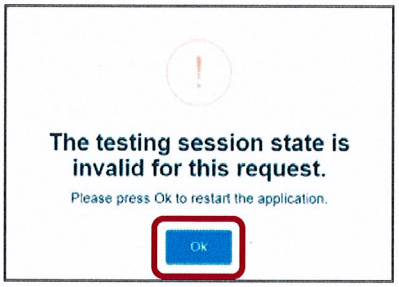
© 2017 CASAS. All rights reserved.

Score at the Management Console

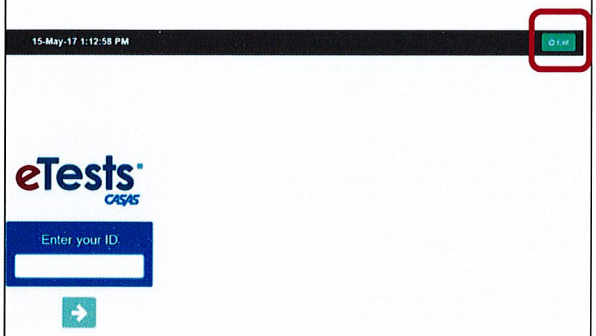
Step	Screen	Description
1.		• At the **Management Console,** ○ Click **Intervene**.

2.		• From the pop-up screen,
		  ○ Click **Score.**
		  ▪ The test is ended, **Scored**, and recorded.
		
		Note! There is no possibility for the student to return to the test.

3.		• From the pop-up message,
		  ○ Click **Yes.**
		  ▪ The test is ended, **Scored**, and recorded.

4.		• At the **Testing Station**,
		  ○ No **Personal Score Report (PSR)** will display (even if enabled in session settings).
		  ○ The pop-up message (at left) will display when a test is **Scored** from the **Management Console**.
		  ○ Click **Ok**.

© 2017 CASAS. All rights reserved.

Step	Screen	Description
5.		• The application returns to the **Main** screen. • The **Testing Station** remains active for the next student to begin testing – i.e., **Enter ID**. • If no further testing will take place – o **Exit** the **Testing Station** at top right. o **STOP** the **Session** at the **Management Console**!

RHAS Training Activity – Score at the Management Console

- Proceed with this activity in the same **Proctor** and **Student** roles.

ROLE	**SCORE @ Management Console**
STUDENT – Testing Station / Take a Test	
BEGIN – Math Form 80M	☐
PROCTOR – Management Console / Manage Session	
REFRESH – Session Activity screen & confirm student is taking Test Form 80M	☐
PROCTOR – Management Console / Interrupt	
*INTERVENE – **Score the Test***	☐
STUDENT – Testing Station / Continue	
OK – Restart the application	☐
PROCTOR – Management Console / Manage Session	
REFRESH – Session Activity screen & confirm student is logged out of the application.	☐

Proceed with *Abort at the Testing Station* activity and switch Roles. ➔

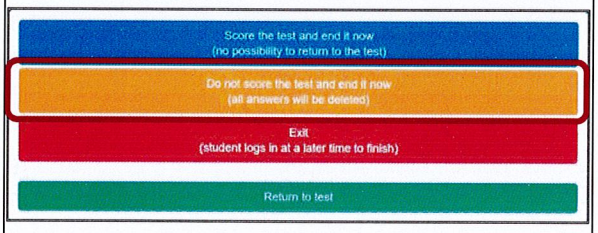
© 2017 CASAS. All rights reserved.

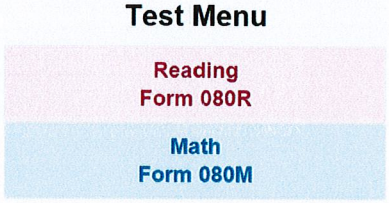
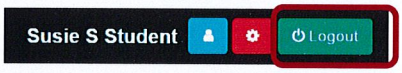
Abort the Test

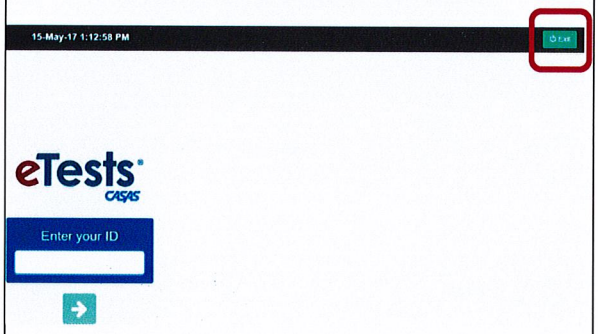
If a student just began taking a test (less than five items) and does not have enough time to complete the test in one sitting, or the test appears not to be the correct test for the student, you may ***Interrupt*** *and* ***Abort the Test****-in-progress. This may be done at the* ***Testing Station*** *or the* ***Management Console****.*

Abort at the Testing Station

Step	Screen	Description

1.		• At the **Testing Station,**
		  ○ Use the **Ctrl + E** key-command.
		• From the pop-up screen,
		  ○ Click **Do not score the test and end it now.**
		  ○ The test is **deleted**.
		Note! All answers will be deleted and no test record is recorded.

2.		• The **Test Menu** is reset and ready for when the student returns.
3.		• The student should **Logout** at top right.

4.		• The application returns to the **Main** screen.
		• The **Testing Station** remains active for the next student to begin testing – i.e., **Enter ID**.
		• If no further testing will take place –
		  ○ **Exit** the **Testing Station** at top right.
		  ○ **STOP** the **Session** at the **Management Console**!

5.	*Note!* If the **Aborted** test was incorrect for the student, • The proctor must consult the testing coordinator for assistance before the student may begin another test. • The testing coordinator may need to override the next-assigned test if necessary, or direct the proctor to test the student with a different session.	

© 2017 CASAS. All rights reserved.

RHAS Training Activity – Abort at the Testing Station

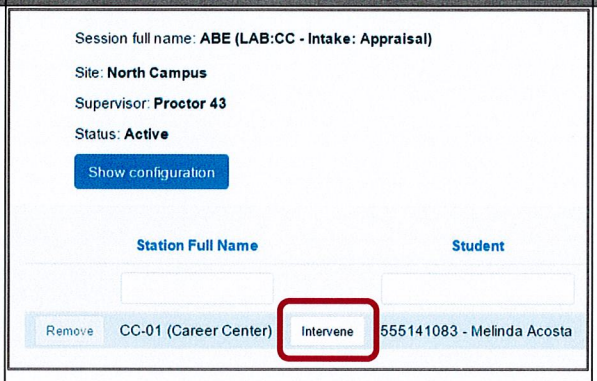
- Switch **Proctor** and **Student** roles.

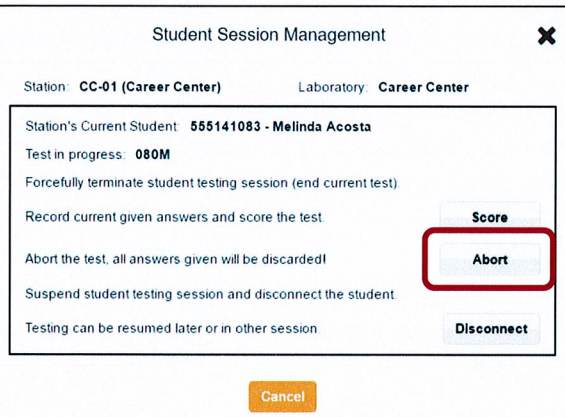
ROLE	**ABORT @ Testing Station**
PROCTOR – Management Console / Manage Session	
SIGN IN – Management Console	☐
START – Appraisal session	☐
ADD – Student station	☐
STUDENT – Testing Station / Take a Test	
RUN – CASASWebTests.exe file	☐
ENTER – "fictitious" ID	☐
BEGIN – Reading Form 80R, answer 3-5 items at random	☐
PROCTOR – Testing Station / Interrupt	
*CTRL + E – **Do Not Score***	☐
STUDENT – Testing Station / Test Menu	
WAIT – for next activity	☐
PROCTOR – Management Console / Manage Session	
REFRESH – Session Activity screen & confirm student remains logged in.	☐

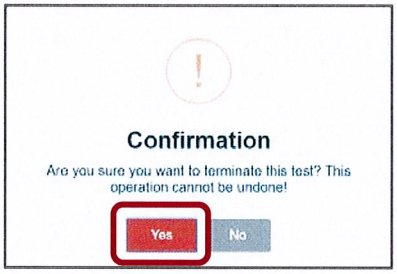
Proceed with *Abort at the Management Console* activity in same Roles. ➔

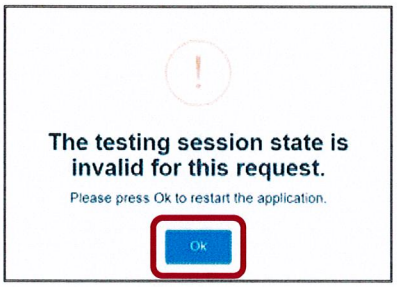
© 2017 CASAS. All rights reserved.

Abort at the Management Console

Step	Screen	Description
1.		• At the **Management Console,** ○ Click **Intervene**.

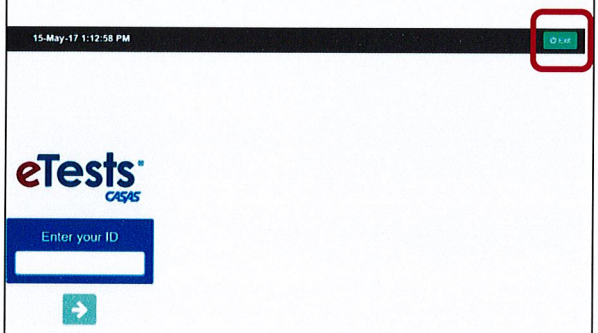
2.		• From the pop-up screen,
		  ○ Click **Abort.**
		  ▪ The test is **deleted**.
		Note! All answers will be deleted and no test record is recorded.

3.		• From the pop-up message,
		  ○ Click **Yes.**
		  ▪ The test is deleted.

4.		• At the **Testing Station**,
		  ○ The pop-up message (at left) will display when a test is **Aborted** from the **Management Console**.
		  ○ Click **Ok**.

© 2017 CASAS. All rights reserved.

Step	Screen	Description

5.		• The application returns to the **Main** screen.
		• The **Testing Station** remains active for the next student to begin testing – i.e., **Enter ID**.
		• If no further testing will take place –
		  ○ **Exit** the **Testing Station** at top right.
		  ○ **STOP** the **Session** at the **Management Console**!

RHAS Training Activity – Abort at the Management Console

- Proceed with this activity in the same **Proctor** and **Student** roles.

ROLE	**ABORT @ Management Console**
STUDENT – Testing Station / Take a Test	
BEGIN – Reading Form 80R, answer 3-5 items at random	☐
PROCTOR – Management Console / Manage Session	
REFRESH – Session Activity screen & confirm student is taking Test Form 80R	☐
PROCTOR – Management Console / Interrupt	
*INTERVENE – **Abort***	☐
STUDENT – Testing Station / Continue	
OK – Restart the application	☐
PROCTOR – Management Console / Manage Session	
REFRESH – Session Activity screen & confirm student is logged out.	☐

Proceed with *Exit at the Testing Station* activity in same Roles. ➔

© 2017 CASAS. All rights reserved.

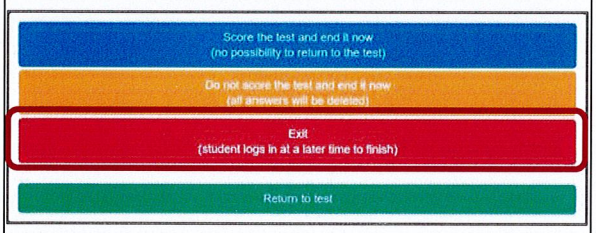
Exit the Test

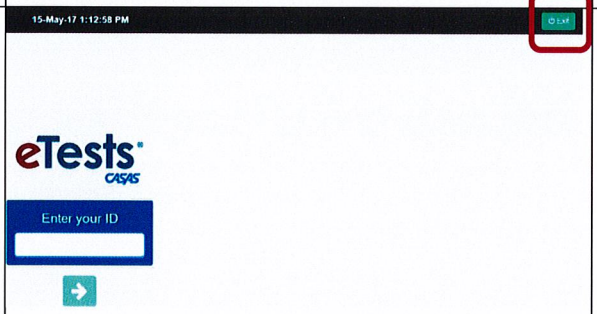
*If a student has been taking a test and cannot complete the test in the sitting, you may **Interrupt** and **Exit the Test**-in-progress. This will suspend the test until the student can return and finish. This may be done at the **Testing Station** or the **Management Console**.*

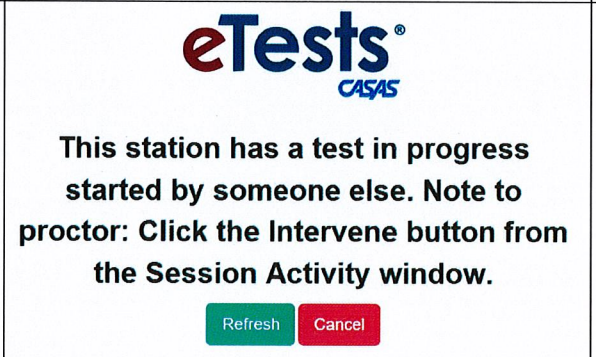
CAUTION! Suspending a test should *only* be done on rare occasion and *not* routine practice. Any suspended test may compromise test security or integrity of the assessment. Proctors should follow the local policy of their agency for permissible interruptions that are not likely to compromise test security or test integrity.

Exit at the Testing Station

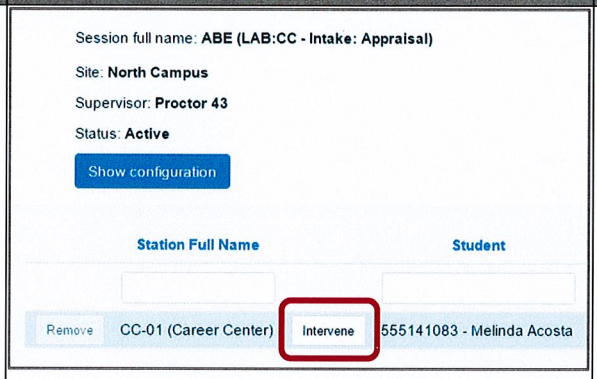
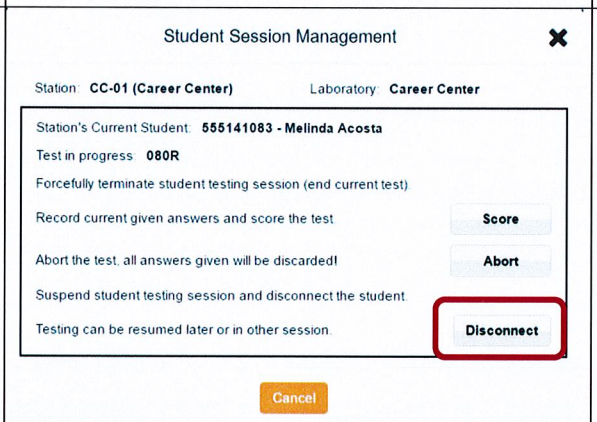
Step	Screen	Description

1.		• At the **Testing Station,**
		  ○ Click the **Ctrl + E** key-command.
		• From the pop-up screen,
		  ○ Click **Exit.**
		  ▪ The test is **suspended**.
		Note! The student is allowed to log in later to finish the test.

2.		• If no further testing will take place – ○ **Exit** the **Testing Station** at top right.

3.		• If further testing will take place –
		  ○ The proctor must **Disconnect** the test from the **Testing Station.**
		  ▪ Before another student can begin testing, and
		  ▪ Before you can **STOP** the **Session**.

© 2017 CASAS. All rights reserved.

Step	Screen	Description
4.		• At the **Management Console,** o Click **Intervene**.
5.		• From the pop-up screen, o Click **Disconnect.** ▪ The test-in-progress is disconnected from the **Testing Station** and suspended. ▪ The student is automatically logged out of the **Testing Session**.
6.		• The **Testing Station** is now available for the next student to begin testing – i.e., **Enter ID**. • If no further testing will take place – o **Exit** the **Testing Station** at top right. o **STOP** the **Session** at the **Management Console**!

RHAS Training Activity on next page.

© 2017 CASAS. All rights reserved.

RHAS Training Activity - Exit at the Testing Station

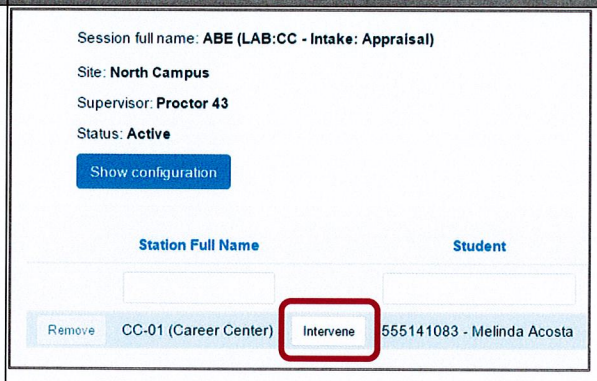
- Proceed with this activity in the same **Proctor** and **Student** roles.

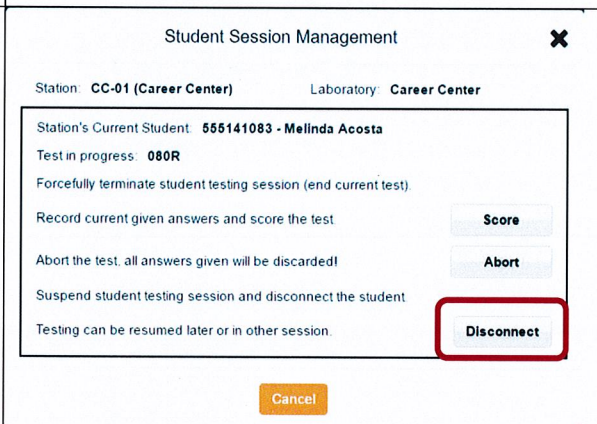
ROLE	**EXIT @ Testing Station**
STUDENT – Testing Station / Take a Test	
ENTER – "fictitious" ID (use same student as previous activity).	☐
BEGIN – Reading Form 80R, answer 3-5 items at random.	☐
PROCTOR – Testing Station / Interrupt	
*CTRL + E – **Exit the test***	☐
STUDENT – Testing Station / Test Menu	
WAIT – for next activity.	☐
PROCTOR – Management Console / Manage Session	
REFRESH – Session Activity screen & confirm logged-on student is inactive.	☐
*INTERVENE – **Disconnect** student's test from testing station.*	☐
REFRESH – Session Activity screen & confirm student is logged out.	☐

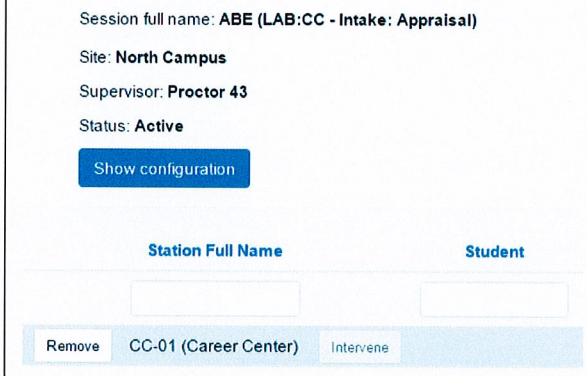
Proceed with *Reconnect a Suspended Test* activity in same Role. ➔

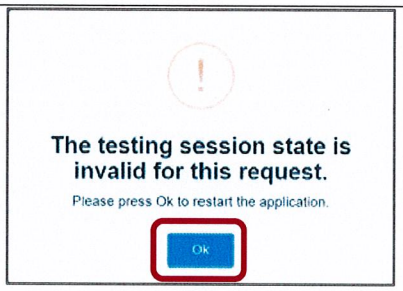
© 2017 CASAS. All rights reserved.

Exit at the Management Console

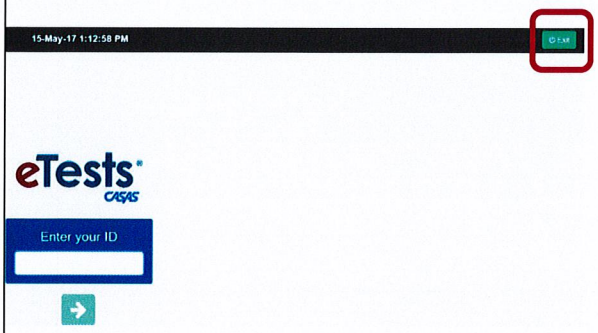
Step	Screen	Description
1.		• At the **Management Console,** ○ Click **Intervene**.

2.		• From the pop-up screen,
		  ○ Click **Disconnect.**
		  ▪ The test-in-progress is disconnected from the **Testing Station.** and suspended.
		Note! The student is allowed to log in later to finish the test.

3.		*Note!* There is <u>no</u> **Confirmation** message. • The student is automatically logged out of the **Session**.

4.		• At the **Testing Station**,
		  ○ The pop-up message (at left) will display when a test is **Disconnected** from the **Management Console**.
		  ○ Click **Ok**.

© 2017 CASAS. All rights reserved.

Step	Screen	Description
5.		• The **Testing Station** is now available for the next student to begin testing – i.e., **Enter ID**. • If no further testing will take place – o **Exit** the **Testing Station** at top right. o **STOP** the **Session** at the **Management Console**!

RHAS Training Activity - Exit at the Management Console

- Proceed with this activity in the same **Proctor** and **Student** roles.

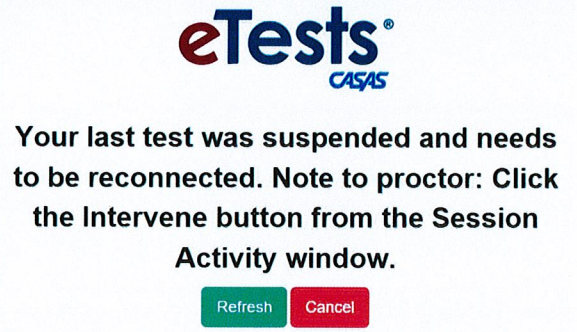
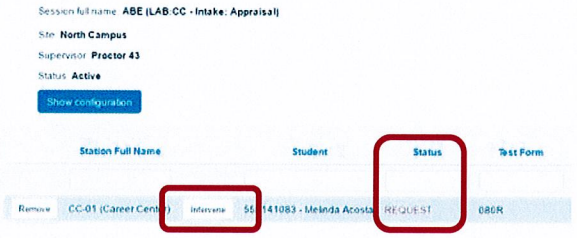
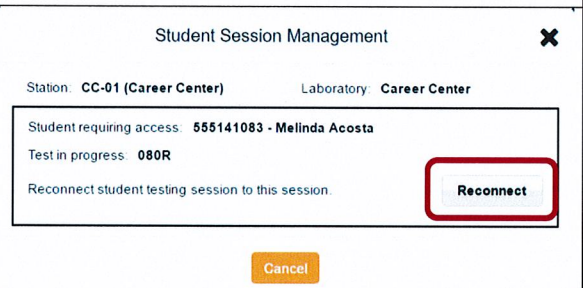
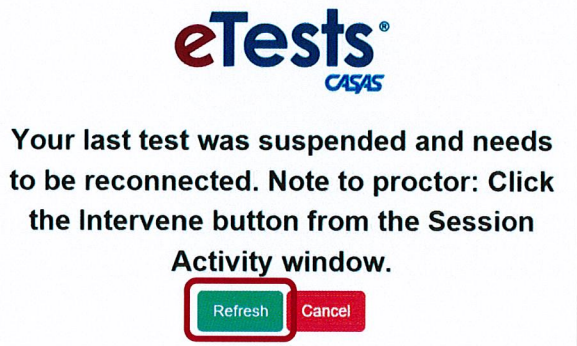
ROLE	**EXIT @ Management Console**
STUDENT – Testing Station / Take a Test	
CONTINUE – Reading Form 80R, answer 3-5 items at random	☐
PROCTOR – Management Console / Manage Session	
REFRESH – Session Activity screen & confirm logged-on student is active.	☐
*INTERVENE – **Disconnect** student's test from testing station.*	☐
REFRESH – Session Activity screen & confirm student is logged out.	☐
STUDENT – Testing Station / Continue	
OK – Restart the application	☐
STUDENT – Testing Station / Test Menu	
WAIT – for next activity.	☐

Proceed with *Reconnect a Suspended Test* activity in same Role. ➔

© 2017 CASAS. All rights reserved.

Reconnect a Suspended Test

When a student returns to complete a suspended test, the proctor must reconnect the test before the student may continue and finish the test. This is done at the ***Management Console****.*

Step	Screen	Description
1.		• The message (at left) will display on the **Testing Station –** ○ When the student returns to finish the test – ▪ On <u>any</u> **Testing Station,** ▪ At <u>any</u> **Site** location.
2.		• At the **Management Console,** ○ Click **Refresh** if needed. ○ Click **Intervene** for the **Student** with the **Station REQUEST Status.**
3.		• From the pop-up screen, ○ Click **Reconnect.** • The suspended test is **Reconnected** and the student may –
4.		• At the **Testing Station,** ○ Click **Refresh.** • The student will continue the test at the same spot when the test was suspended. • The test-timer (if enabled) will continue with remaining time available.

© 2017 CASAS. All rights reserved.

Step	Screen	Description
5.		• If no more tests are available for the student to take – o The student will **Logout**.
6.		• If no further testing will take place – o **Exit** the **Testing Station** at top right. o **STOP** the **Session** at the **Management Console**!

RHAS Training Activity – Reconnect a Suspended Test

- Proceed with this activity in the same **Proctor** and **Student** roles.

ROLE	**RECONNECT @ Management Console**
STUDENT – Testing Station /Take a Test	
ENTER – "fictitious" ID (use same student as previous activity).	☐
PROCTOR – Management Console / Manage Session	
REFRESH – Session Activity screen & confirm student is logged in.	☐
*INTERVENE – **Reconnect** student's test.*	☐
STUDENT – Testing Station /Take a Test	
REFRESH – testing station screen	☐
WAIT – for next activity	☐

Proceed with *Exit at the Management Console* activity in same Role. ➔

Afterwards,

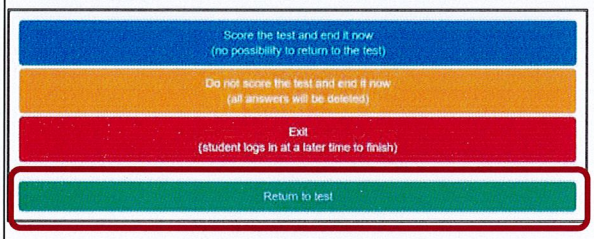
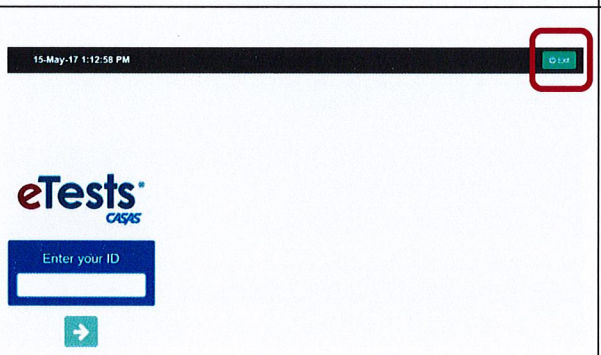
Proceed with *Pause at the Testing Station* activities in same Role. ➔

© 2017 CASAS. All rights reserved.

Pause the Test

*If a student needs to take a brief break during the test, you may **Interrupt** and **Pause the Test**-in-progress. This can only be done at the **Testing Station.***

Pause at the Testing Station w/Ctrl + E

Step	Screen	Description
1.		• At the **Testing Station,** o Click the **Ctrl + E** key-command. ***Note!*** This will automatically **Pause** the test-in-progress, including the test timer. • When the student is ready to continue, o Click **Return to test.**
2.		• If no more tests are available for the student to take – o The student will **Logout**.
3.		• If no further testing will take place – o **Exit** the **Testing Station** at top right. o **STOP** the **Session** at the **Management Console**!

RHAS Training Activity on next page.

© 2017 CASAS. All rights reserved.

RHAS Training Activity – Pause at the Testing Station with Ctrl + E

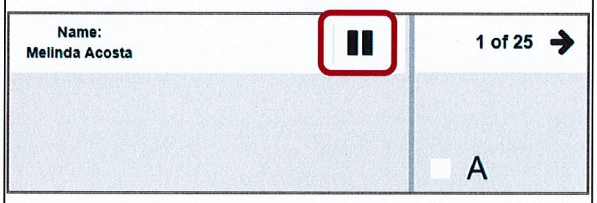
- Proceed with this activity in the same **Proctor** and **Student** roles.

ROLE	**PAUSE @ Testing Station**
STUDENT – Testing Station / Take a Test	
CONTINUE – Reading Form 80R, answer 3-5 items at random	☐
PROCTOR – Testing Station / Interrupt	
CTRL + E – Key command	☐
STUDENT – Testing Station / Continue	
RETURN TO TEST – Continue Reading Form 80R, answer 3-5 items at random	☐
WAIT – for next activity.	☐

Proceed with *next* activity in same Role. ➔

© 2017 CASAS. All rights reserved.

Pause at the Testing Station w/Pause Icon

Step	Screen	Description
1.		• If **Pause** is <u>not enabled</u> in session settings, you may enable it from the **Tools** icon at top right of the test screen. ***Note!*** On-screen **Tools** is *only* accessible from the **Test Menu** screen <u>before</u> the student clicks on a test button.
2.		• If **Pause** <u>is enabled</u> in session settings, or is enabled from on-screen **Tools**, students may then, o Click the **Pause** (‖) icon from the **Toolbar** during the test. ***Note!*** This will automatically **Pause** the test-in-progress, including the test timer.
3.		• The pop-up message (at left) will display on the **Testing Station** screen until the student is ready to continue. o Click **Return.**
4.		• If the student will not take any more tests, o The student will **Logout**.
5.		• If no further testing will take place – o **Exit** the **Testing Station** at top right. o **STOP** the **Session** at the **Management Console**!

© 2017 CASAS. All rights reserved.

RHAS Training Activity – Pause at the Testing Station with Pause Icon

- Proceed with this activity in the same **Proctor** and **Student** roles.

ROLE	**PAUSE @ Testing Station**
STUDENT – Testing Station / Take a Test	
CONTINUE – Reading Form 80R, answer 3-5 items at random.	☐
STUDENT – Testing Station / Interrupt	
PAUSE – Icon.	☐
STUDENT – Testing Station / Continue	
RETURN– Continue Reading Form 80R.	☐
*END– Finish the test, Logout and Exit; OR**	☐
****PROCTOR – Management Console / Manage Session***	
REFRESH – Session Activity screen & confirm student is logged in.	☐
*INTERVENE – **Score or Abort** the test.*	☐
****STUDENT – Testing Station / Continue***	
OK – Restart the application. *EXIT – Application.*	☐
PROCTOR – Management Console / Manage Session	
STOP – Session	☐
LOGOUT – Management Console	☐
EXIT – Testing application.	☐

If you made it this far, you experienced multiple ways to Interrupt a Test-in-Progress.

CONGRATULATIONS!

Feel free to repeat this entire module in reverse roles.

© 2017 CASAS. All rights reserved.

Reporting a Testing Irregularity to CASAS

When a testing irregularity cannot be resolved at the local agency, please submit a ***Testing Irregularity Report (TIR)*** *within the same day of the occurrence, or the next day at the very latest. CASAS will use this information to investigate.*

How to complete and submit the TIR:

1. **COPY** the fillable TIR to your computer.
2. **OPEN** the fillable TIR from your computer and fill in the information.
3. **SAVE** the completed TIR to your computer.
4. **ATTACH** the completed TIR to an e - mail and send to techsupport@casas.org .

Note! If the same irregularity occurred with multiple students in the same session, submit one form.

TESTING IRREGULARITY REPORT (TIR)	
Agency/Site ID:	
Agency Name:	
IRREGULARITY DETAILS	
Date:	
Time:	
Session Name:	
Station Name(s):	
Student ID(s):	
Student Name(s):	
Test Form(s):	
Irregularity Description:	

To download a fillable PDF form, Click Here.

© 2017 CASAS. All rights reserved.

CASAS Contact Information

Mail:	*CASAS* 5151 Murphy Canyon Rd., Suite 220 San Diego, CA 92123-4339
Website:	www.casas.org
Telephone:	(858) 292-2900 or toll free (800) 255-1036
Fax:	(858) 292-2910
	E-mail:
General questions:	casas@casas.org
Training questions:	training@casas.org
Ordering questions:	orders@casas.org
California Accountability:	capm@casas.org
California AEBG - Adult Ed Block Grant:	aebg@casas.org
CASAS Technology Support Team:	techsupport@casas.org

Training Support

Help documentation is available at: CASAS Home > Training and Support >

- eTests Online Help
- TOPSpro Enterprise Help.

Enroll in a complimentary workshop at: CASAS Training Registration.

Technical Support

The *CASAS* **Technology Support Team** is available at techsupport@casas.org to provide technical assistance for successful online implementation and uninterrupted test delivery. Team members are available 6:00 am – 5:00 pm (Pacific), M – F, at 1-800-255-1036, option 2.

If you have any questions or if there is anything that we may help you with, please let us know.
CASAS Technology Support Team
techsupport@casas.org | 1-800-255-1036, option 2

© 2017 CASAS. All rights reserved.

Comprehensive Adult Student Assessment Systems
5151 Murphy Canyon Road, Suite 220
San Diego, CA 92123-4339
(858) 292-2900
www.casas.org

"Helping individuals to improve basic skills for education and workplace success"