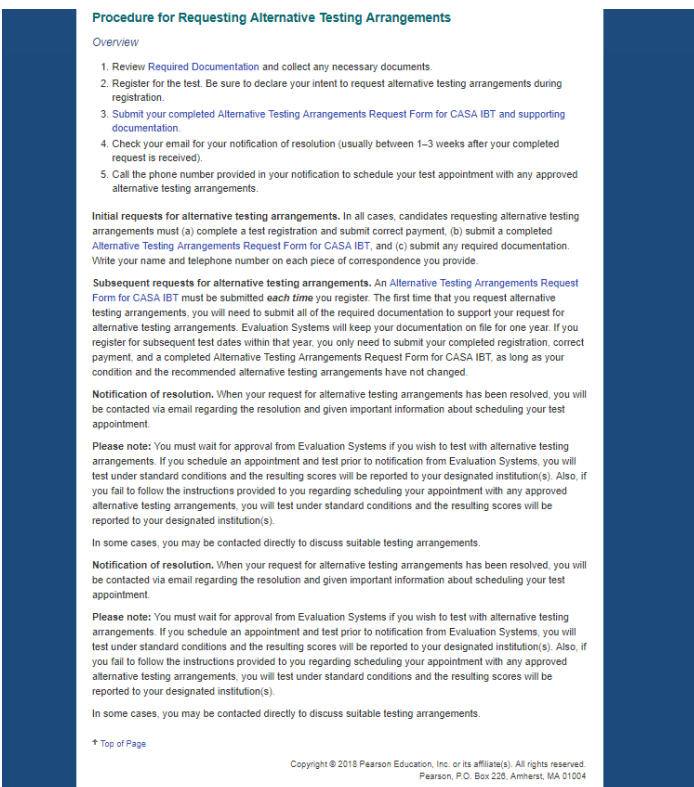


The process for requesting alternate testing is a bit confusing as the wording seems contradictory in the instructions. Here is the correct way to request alternative testing arrangements for documented learning disabilities:

1. Navigate to

[http://www.in.nesinc.com/TestView.aspx?f=INIBT\\_RequestedAlternativeTestingArrangements.html&t=N001](http://www.in.nesinc.com/TestView.aspx?f=INIBT_RequestedAlternativeTestingArrangements.html&t=N001)

You will land at a page that looks like the screen shot which follows. This page will explain and contains helpful links for understanding the process, as well as the kind of documentation you need to submit. It also has a CONTACT US link for help but we find it is better to call **800-215-0904**.



**Procedure for Requesting Alternative Testing Arrangements**

Overview

1. Review Required Documentation and collect any necessary documents.
2. Register for the test. Be sure to declare your intent to request alternative testing arrangements during registration.
3. Submit your completed Alternative Testing Arrangements Request Form for CASA IBT and supporting documentation.
4. Check your email for your notification of resolution (usually between 1–3 weeks after your completed request is received).
5. Call the phone number provided in your notification to schedule your test appointment with any approved alternative testing arrangements.

Initial requests for alternative testing arrangements. In all cases, candidates requesting alternative testing arrangements must (a) complete a test registration and submit correct payment, (b) submit a completed Alternative Testing Arrangements Request Form for CASA IBT, and (c) submit any required documentation. Write your name and telephone number on each piece of correspondence you provide.

Subsequent requests for alternative testing arrangements. An Alternative Testing Arrangements Request Form for CASA IBT must be submitted *each time* you register. The first time that you request alternative testing arrangements, you will need to submit all of the required documentation to support your request for alternative testing arrangements. Evaluation Systems will keep your documentation on file for one year. If you register for subsequent test dates within that year, you only need to submit your completed registration, correct payment, and a completed Alternative Testing Arrangements Request Form for CASA IBT, as long as your condition and the recommended alternative testing arrangements have not changed.

Notification of resolution. When your request for alternative testing arrangements has been resolved, you will be contacted via email regarding the resolution and given important information about scheduling your test appointment.

Please note: You must wait for approval from Evaluation Systems if you wish to test with alternative testing arrangements. If you schedule an appointment and test prior to notification from Evaluation Systems, you will test under standard conditions and the resulting scores will be reported to your designated institution(s). Also, if you fail to follow the instructions provided to you regarding scheduling your appointment with any approved alternative testing arrangements, you will test under standard conditions and the resulting scores will be reported to your designated institution(s).

In some cases, you may be contacted directly to discuss suitable testing arrangements.

Notification of resolution. When your request for alternative testing arrangements has been resolved, you will be contacted via email regarding the resolution and given important information about scheduling your test appointment.

Please note: You must wait for approval from Evaluation Systems if you wish to test with alternative testing arrangements. If you schedule an appointment and test prior to notification from Evaluation Systems, you will test under standard conditions and the resulting scores will be reported to your designated institution(s). Also, if you fail to follow the instructions provided to you regarding scheduling your appointment with any approved alternative testing arrangements, you will test under standard conditions and the resulting scores will be reported to your designated institution(s).

In some cases, you may be contacted directly to discuss suitable testing arrangements.

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2. Now - go ahead and create an account at <https://www.in.nesinc.com/> and proceed to Register for Test and indicate YES that you are requesting alternative testing accommodations.

\*The wording on the page might make you think you should stop before continuing with your registration, however – do go ahead and register and also pay for the CASA test (with credit or debit card). You should not be able to schedule the test until you receive your ALTERNATE TESTING decision via email from *Evaluations Systems*.

Indiana CORE Assessments for educator licensure | Student Portal | Try a sample practice test | Return | FAQs and Support

User Profile

Please review and update the following information. This portal is for **CASA and CASA practice tests only**. \* Denotes Required Field

**Alternative Arrangements**

\*If you are registering for the CASA, do you intend to request alternative testing arrangements? If you are requesting alternative testing arrangements, you must visit the Requesting Alternative Testing Arrangements page on the Indiana CORE Assessments for Educator Licensure website **before scheduling your test**.  
**If you are requesting alternative testing arrangements, you must visit the Requesting Alternative Testing Arrangements page on the Indiana CORE Assessments for Educator Licensure website before scheduling your test.**

Yes

**Educator Preparation Training**

In addition to the Indiana Department of Education, your test results for the test(s) for which you are registering will be released to the Indiana institution that you indicate in response to this question. The purpose of providing institutions with test results is to give them an opportunity to review their educator preparation programs in light of candidate performance and to make any modifications or changes to the programs that might be indicated as necessary by the test data.

Note: Practice test results are not reported to any Indiana institution. These results are for your information only.

\*Where have you received the majority of your educator preparation training?  
 Hanover College

\*In what state have you received the majority of your educator preparation training?  
 Indiana

3. So, on the next page, select the Purchase/Register tab (the link will just take you back to the **Requesting Alternate Testing Arrangements** from the first page).

Indiana CORE Assessments for educator licensure | Student Portal | Try a sample practice test | Home | Profile | FAQs and Support | Logout

Core Academic Skills Assessment | Practice Tests | **Purchase/Register**

**Core Academic Skills Assessment (CASA)**

Candidates for initial teacher licensure in Indiana can use passing scores on the Core Academic Skills Assessment (CASA) to demonstrate basic skills competency. CASA includes three subtests: CASA - Reading, CASA - Mathematics, and CASA - Writing. The CASA is an Internet-based test that can be taken at various locations in Indiana.

You may register to take each CASA subtest separately or to take all three subtests in one test session. To register for a test, view a list of available test centers, and set up your appointment, click the "Purchase/Register" tab above.

Do you need alternative testing arrangements? Visit the [Requesting Alternative Testing Arrangements](#) page on the Indiana CORE Assessments for Educator Licensure website. It is essential that you read these instructions **before you register**.

To purchase a practice test click the "Purchase/Register" tab above.

4. This is the second page of the Purchase/Register Process – you can take all three assessments at one sitting or you can take them one at a time.

Indiana CORE Assessments for educator licensure | Student Portal | Try a sample practice test | Home | Profile | FAQs and Support | Logout

Core Academic Skills Assessment | Practice Tests | **Purchase/Register**

View Cart | Order History

**Core Academic Skills Assessment**

Do you need alternative testing arrangements? Click [here](#) for more information. If you are requesting alternative testing arrangements, you can purchase your examination at any time; however, you must book your appointment after your request has been resolved.

Before registering for the CASA, please review the [Withdrawal/Refund Policy](#) and the [Rules of Test Participation](#). Note that any changes made to your registration or test appointment must be made more than 24 hours before your appointment in order for you to receive a refund.

Test	Unit Price	Purchase
<b>Core Academic Skills Assessment Reading, Mathematics, and Writing Combined Test</b> - Combines all three CASA subtests (Reading, Mathematics, and Writing). Candidates have 75 minutes to complete 40 multiple-choice questions included in the CASA - Reading subtest. Then, candidates have 75 minutes to complete 40 multiple-choice questions in the CASA - Mathematics subtest. Finally, candidates have 105 minutes to complete 42 multiple-choice questions and 1 written assignment in the CASA - Writing subtest.	\$114.00	Buy
<b>Core Academic Skills Assessment Reading Subtest</b> - Includes 40 multiple-choice questions. Candidates have 75 minutes to complete the subtest.	\$38.00	Buy
<b>Core Academic Skills Assessment Mathematics Subtest</b> - Includes 40 multiple-choice questions. Candidates have 75 minutes to complete the subtest.	\$38.00	Buy
<b>Core Academic Skills Assessment Writing Subtest</b> - Includes 42 multiple-choice questions and 1 written assignment. Candidates have 105 minutes to complete the subtest.	\$38.00	Buy

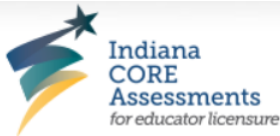
5. You can log back into this page at any time to purchase study materials, practice tests, etc.

[http://www.in.nesinc.com/TestView.aspx?f=HTML\\_FRAG/IN001\\_PrepMaterials.html](http://www.in.nesinc.com/TestView.aspx?f=HTML_FRAG/IN001_PrepMaterials.html)

#### Practice Tests

Test	Unit Price	Purchase
<b>Core Academic Skills Assessment Combined Practice Test</b> - This practice test, which combines items from all three Core Academic Skills Assessment subtests (Reading, Writing, and Mathematics), contains 122 multiple-choice questions, 1 written assignment, and all applicable test directions and reference materials. The practice test offers immediate questions automated scoring of the multiple-choice questions and the written assignment. After viewing their results, practice-test takers may review each multiple-choice question with its correct response, and view feedback on the written assignment. Includes 120-day access to activated practice test.	\$32.95	<a href="#">Buy</a>
<b>Core Academic Skills Assessment Reading Practice Test</b> - Contains 40 multiple-choice questions and all applicable test directions and reference materials, with immediate score reporting for submitted responses. After viewing their results, practice-test takers may review each multiple-choice question with its correct response. Includes 120-day access to activated practice test.	\$17.50	<a href="#">Buy</a>
<b>Core Academic Skills Assessment Mathematics Practice Test</b> - Contains 40 multiple-choice questions and all applicable test directions and reference materials, with immediate score reporting for submitted responses. After viewing their results, practice-test takers may review each multiple-choice question with its correct response. Includes 120-day access to activated practice test.	\$17.50	<a href="#">Buy</a>
<b>Core Academic Skills Assessment Writing Practice Test</b> - Contains 42 multiple-choice questions, 1 written assignment, and all applicable test directions and reference materials. The practice test offers immediate automated scoring of the multiple-choice questions and the written assignment. After viewing results, practice-test takers may review each multiple-choice question with its correct response and view feedback on the written assignment. Includes 120-day access to activated practice test.	\$19.00	<a href="#">Buy</a>

6. Now you need to complete and submit the actual **Request for Alternative Testing** document found at <https://reg3.nesinc.com/Contact/AccommodationDetails.aspx?p=CASA> and you will need to be able to upload the documentation into the application, so you will need a WORD or PDF file in order to do that.



## Alternative Testing Arrangements Request Form

A red asterisk \* indicates a required field.

Alternative testing arrangements may only be applied to unscheduled test registrations.

Prior to submitting this form:

- **Register** for the test(s) for which you are requesting accommodations.
- **Do not schedule** your appointment. If you did schedule a test date, please **cancel** your appointment before completing and submitting this form.

**Candidate ID Number:**\*  (Found in your registration account)

**First Name:**\*

**Middle Initial:**

**Last Name:**\*

**Last 5 digits of Social Security Number:**\*

**Email:**\*

**Confirm Email:**\*

**Mailing Address:**\*

7. Once you have submitted the request, you will receive an approval email from **Evaluation Systems** (check your Spam or Junk mail folders) in one to three weeks.
8. If you do not receive a response in that time, or if you encounter any difficulties in this process, contact the test administration company at **800-215-0904**.

**NOTE: Please note that if a retest is required, then you will have to request alternate testing accommodations each time. You will probably only have to say that your accommodations are on file and have not changed.**

**If you would like assistance in doing any of the above, please contact Mrs. Torline in the Education Student Services Office in Newby Hall [torline@hanover.edu](mailto:torline@hanover.edu)**