

# SCHEDULING A CASAS READING ASSESSMENT

If you are using the TLC as your proctor site here is how you can pay and schedule your CASAS Reading Assessment. It's online, fast, and secure.

The scheduling page is found [HERE](#).

The first thing you do is choose **CASAS Reading Assessment**.

Next, you need to select whether you **Enrolling in a Manhattan Tech course, or a non-Manhattan Tech course**.

Confirm that you want to take the **CASAS Reading Assessment**. If a fee exist, you will see the charge amount here.

Pick the day and time you will test. Make sure to pay attention to your instructor's expectations. Do not schedule your exam on a day outside of its availability.

First - **Pick the calendar date**.

Second - **Pick the time**.

Remember to schedule all exams at least 12 hours in advance.

1 **Choose a group**

Choose a group

CASAS Reading Assessment \*

2 **Choose Your Status**

You do not need to bring any testing materials with you to your CASAS session. The Achievement Center provides pencils, paper, and testing materials to each individual during test sessions. Please remember that you may need to provide proof of payment if payment is required. A valid photo ID is required for all test sessions.

Choose Your Status \*

-

Enrolling in Manhattan Tech course

Enrolling in non-Manhattan Tech course

3 **Choose an exam**

Choose an exam \*

CASAS Reading Assessment (\$5.00)

4 **Choose a Date**

4 **Choose a Date**

Choose the Date \*

M/D/YYYY

< February 2018 >

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

5 **Choose a Time**

Exam Start Time \*

Now, tell us who you are.

You complete this page with your first and last name and an email.

Please make sure it's an email you use and check often. You will receive important information about your exam, as well as an email reminder.

**6 Who is taking this exam?**

Will you be taking this exam or are you registering for someone else? Please enter the test taker's information.

First Name  
Wylie

Last Name  
Coyote

Email  
wyliecoyote@acme.com

Verify Email  
wyliecoyote@acme.com

Read the acknowledgements and expectations. **No, seriously, read them.**

We want you to be aware of our guidelines and testing policies, so please read them.

You will need to **agree** to them in order to test with us in the TLC.

**7 Exam guideline acknowledgement**

I acknowledge the following:

My proctored test session will take place in the Achievement Center (AC) of the Teaching & Learning Center (TLC) on Manhattan Tech's main campus.

I will arrive 10 minutes prior to my scheduled test session. It is not necessary to arrive any earlier than this. A proctor will be available for my scheduled session.

I agree to follow the above guidelines

Just a few last items to complete. They are also required.

If you are **enrolling in a Manhattan Tech course**, please include:

- Your phone number.

If you are **enrolling in a non-Manhattan Tech course**, please include:

- Your phone number.
- Where you are taking your course.
- Where your report needs to be sent.
- FAX or email to send your report.

Now select **ADD TO CART**.

**8 Needed information**

Phone Number

Phone Number

**8 Needed information**

Phone Number

Organization Where I Am Taking My Class? (ex. WeCareOnline)

Organization Where I Am Taking My Class? (ex. WeCareOnline)

Name Of Individual Receiving My Score Report

Name Of Individual Receiving My Score Report

FAX or Email To Send Your Score Report To

FAX or Email To Send Your Score Report To

**ADD TO CART**

The next page is your cart

You are able to schedule other exams before completing your registration or paying.

If you want to add other exams, select **Add Another Exam**.

When you are ready to complete your registration and pay, select **CHECKOUT**.

Your Cart

**CASAS Reading Assessment** \$5.00 ✕  
Wednesday, March 28, 2018 2:00 PM

Total exam fees \$5.00

**READY TO CHECKOUT?** [+ Add Another Exam](#)

Please complete the payment information.

When you have completed, you will **PURCHASE EXAMS**.

You should now see a confirmation page. You have also been emailed the same confirmation.

This page also acts as your receipt. We do not require that you bring a copy of it, but you might want to have it available. Just in case.

Congratulations! You have successfully scheduled your exam.

Again, please make sure to read the acknowledgement agreement.

Payment Information

Billing Address  
Billing Address

City  
City

State  
Alabama

Zip  
Zip

First Name  
First Name

Last Name  
Last Name

Card Number  
Card Number

Month  
January

Year  
2018

CVC  
CVC

**PURCHASE EXAMS**

You should also receive an email the day prior to your scheduled exam. This only serves as a reminder.

If you need to reschedule or cancel your registration, please contact the Teaching & Learning Center by email at [TLC@manhattantech.edu](mailto:TLC@manhattantech.edu). Include as many details as possible, so we can assist you properly.