St. Paul Community Literacy Consortium Assessment Policy
May 2013

For state reporting purposes, SPCLC members will use the National Reporting System (NRS) approved adult appropriate standardized tests of TABE 9/10 full battery or survey and CASAS Life and Work.

All tests are kept secure in a locked office and/or cabinets. Students may not access or look at these tests at any time other than when they are taking the test.

Assessments are administered in a standardized and consistent way by all programs according to publishing guidelines.

State and Local Consortium Benchmarks
1. NRS Level completion/gain – to meet or exceed that NRS target percentages for ABE
2. Post- test every 40-60 hours of instruction (testing schedule can be based on program intensity level and average hours of instruction)
3. Maintain a 70% or greater post-test rate

Initial Assessment/Pre-testing
1. All students are tested on CASAS or TABE reading within their first 12 hours of instruction. English Language students are tested on CASAS, native English speakers are tested on TABE. Some programs administer math assessment (CASAS and/or TABE) to learners planning to take math classes.
2. Test administrators will use the TABE Locator or CASAS Appraisal or student interview to determine the appropriate pre-test form.
3. Assessment publisher guidelines and state policy regarding timing of tests will be followed.

Special Testing Accommodations
1. Test publisher guidelines for testing accommodations are followed.

Test Scores Outside the Validity/Accuracy Range
1. If a student scores outside the test publisher's accuracy range for a particular form on their pre-test they are tested immediately on a more appropriate form. If the student cannot take another test immediately, the test is given the next time they attend class.
2. If a student scores outside of the accuracy range for a post-test, the score is recorded, but they are requested to post-test again on a more appropriate form immediately or the next time the student attends class.

Learners Re-entering or Transferring
1. Learners who have returned to the program after an absence of more than 2 months have passed since testing will be asked to re-test before re-entering class.

Post-Testing and Site Post-testing Frequency Options
1. Post-testing is done after 40-60 hours of instruction. The only exception is students who are in intensive, 15 or more hours per week of instruction, who are tested at intervals determined by the program such as quarterly, end of "units" or sessions. Programs with low-intensity courses (fewer than 60 hours in a term) post-test at appropriate intervals in their term. Post-testing is done in class, or students are pulled from class to test on a program determined schedule. Any student who is absent on an assessment day will be tested individually.
2. Assessment publisher guidelines will be followed when choosing the post-test form for each student. This is based on the score and form of their previous test.
3. A post-testing rate of at least 70% among students within a program year will be maintained.

Learners Exempt from Post-testing
1. Students who have scored in the High Adult Secondary level and students in Work Based Project Learner and Conditional Work Referral programs are exempt from post-testing. All other students will be post-tested regularly.

Learners Leaving the ABE Program
1. Any learner who informs us that they will no longer attend should be post tested prior to exit if possible (if the student informs us via phone they are not returning, and is unwilling to be post-tested, this will not be possible).

New Teacher/Staff Orientation to Assessment tools
1. All programs are required to have at least one staff person who has completed the official CASAS Implementation Training. This staff person can train others on staff. Opportunities to attend this training occur several times throughout the year including Summer Institute and metro area trainings.
2. Programs using the TABE are required to have at least one staff attend TABE certification training.
3. Staff who have attended official trainings select forms, correct tests and enter scores into MABE.

Train/Re-Train Teachers/Staff in the Use of Assessment Tools

1. In addition to certified training, yearly assessment training will be provided to all members by SPCLC staff. A SPCLC staff member works with individual agencies on issues relating to assessment including choosing the proper forms and recognizing and flagging inaccurate scores.

Use of MABE and assessment data to monitor program practices and program performance
1. SPCLC staff make annual site visits to each partner program and discuss and check-in on the following arease:
   a. Pre-assessment taking place in the first 12 hours
   b. Accurate test scores accepted for pre-tests
   c. 40 – 60 instructional hours prior to post-testing (except for intensive classes)
   d. NRS level gains
   If any of these areas need to be addressed, programs will work with SPCLC staff to remedy these issues.
2. Throughout the year SPCLC staff will review Table 4 NRS results for each provider. Areas found needing work will be discussed with the appropriate staff along with strategies for improvement. When common issues are identified, staff development will be implemented to address these issues.
3. Consortium wide NRS Tables will be monitored regularly and presented at bi-monthly governance and executive committee meetings. SPCLC staff and members will analyze SPCLC progress towards meeting state goals for each Educational Functioning Level. SPCLC strives to meet or exceed the state NRS target percentages for Minnesota ABE.
4. MABE reports will be used to identify learners who have been attending SPCLC ABE programming for over a year and a half without gaining an Educational Functioning Level. These learners will be targeted for intervention plans as per the Student Progress Policy.

Responsible for Implementing Assessment Policy (list staff roles determined by local program)
1. The site manager for each program is responsible for implementing the assessment policy.
   Depending on the staffing at each program site, testing staff includes:
   - Site Manager
   - Testers
   - Teachers

Policy Contact Information
1. SPCLC Contacts include: Tom Cytron-Hysom and Jenny Schlukebier