

ASSESSMENT POLICY and DISTANCE EDUCATION POLICY

FOR VIRGINIA

ADULT EDUCATION AND LITERACY PROGRAMS

Effective Date: July 1, 2024

Updated: September 2024

Virginia Department of Education

Office of Adult Education

[**OAEL@doe.virginia.gov**](mailto:OAEL@doe.virginia.gov)

(804) 774-2377

Assessment Policy for Virginia Adult Education and Literacy Programs

[I. Introduction and Context 4](#_Toc144284595)

[A. Need for a State Assessment Policy 4](#_Toc144284596)

[Reliability and Validity 4](#_Toc144284597)

[Educational Functioning Level (EFL) Gain 5](#_Toc144284598)

[B. Purposes and Uses of Assessment 5](#_Toc144284599)

[Measure Learner Knowledge and Progress 6](#_Toc144284600)

[Guide and Determine the Effectiveness of Instruction 6](#_Toc144284601)

[Make Decisions Related to Learner, Staff, and Program Accountability 6](#_Toc144284602)

[C. Violation of Assessment Policy 6](#_Toc144284603)

[D. Summary 6](#_Toc144284604)

[II. General Assessment Requirements 7](#_Toc144284605)

[A. Learners to Be Assessed 7](#_Toc144284606)

[Pre-testing 7](#_Toc144284607)

[Post-testing 7](#_Toc144284608)

[Retesting 8](#_Toc144284609)

[B. Assessments Permitted 8](#_Toc144284610)

[C. Training for Administration of Assessments 9](#_Toc144284611)

[Assessment Staffing 10](#_Toc144284612)

[D. Accommodating for Learners with Disabilities or Other Special Needs 10](#_Toc144284613)

[Types of Accommodations 10](#_Toc144284614)

[Administering Assessments with Accommodations 11](#_Toc144284615)

[E. Assessment Reporting 11](#_Toc144284616)

[EFL Identification 12](#_Toc144284617)

[Pre-test versus Post-test Identification 12](#_Toc144284618)

[Test Type or Subject Change 12](#_Toc144284619)

[F. Quality Control Procedures 13](#_Toc144284620)

[Testing Environment 13](#_Toc144284621)

[Test Integrity and Security 13](#_Toc144284622)

[Security Guidelines 14](#_Toc144284623)

[III. Guidelines for Each Assessment 15](#_Toc144284624)

Distance Education Policy for Virginia Adult Education and Literacy Programs

[I. Introduction 45](#_Toc144284625)

[II. Definitions and Requirements 45](#_Toc144284626)

[A. Definition of Distance Education 45](#_Toc144284627)

[B. Identification of Adult Education Learners 45](#_Toc144284628)

[C. Approved Distance Education Hours 47](#_Toc144284629)

[Contact Hours 47](#_Toc144284630)

[Proxy Hours 47](#_Toc144284631)

[D. Approved Distance Education Curricula 48](#_Toc144284632)

[III. Assessment and Resources 48](#_Toc144284633)

[Appendices 49](#_Toc144284634)

[Appendix A: Assessment Policy Index 50](#_Toc144284635)

[Appendix B: FY2024-2025 SSWS Test Subject EFL Worksheet 52](#_Toc144284636)

# I. Introduction and Context

Reliable, quality data reporting is critical to presenting a clear picture of the services delivered by the programs funded through Title II, Adult Education and Family Literacy Act (AEFLA), of the *Workforce Innovation and Opportunity Act* (WIOA). These services provide critical foundation skills instruction to adults across the Commonwealth that contributes to their personal, educational, and career advancement. Accurately documenting the outcomes associated with adult education services provides a reliable means for tracking the impact of the federal and state investments and the progress toward meeting the ambitious goals of the *WIOA State Plan for the Commonwealth of Virginia*.

## A. Need for a State Assessment Policy

The assessment policies in this document are designed to guide adult education programs in Virginia. They provide explanations of the state and local program responsibilities for assessment specific to the National Reporting System (NRS) and state requirements.

The Virginia Department of Education (VDOE), Office of Adult Education (the Office) must make decisions about the quality of programs and the need for technical assistance. An assessment policy provides for consistency in program service delivery and a platform on which to build a system for equitable program comparability.

The consistent and accurate administration and interpretation of assessments ensure placement of learners in appropriate instructional levels that encourage classroom engagement, student retention, and educational functioning level (EFL) gains.

| **Policy 1**  **Programs must adhere to the assessment policies identified in this document.** |
| --- |

An assessment policy is necessary to:

* Ensure assessments are administered properly and as intended
* Ensure the accuracy of assessment data reported to the state
* Ensure that assessments are a reliable indication of educational gain

### Reliability and Validity

Assessments must be reliable and valid. Each of the standardized assessments identified in this policy manual have been reviewed by test publishers and the United States Department of Education for reliability and validity. Reliability and validity are defined below.

***Reliability***: Reliability refers to the degree of consistency in performance on an assessment. The greater the consistency of performance across multiple administrations or under different conditions, the greater the reliability of the assessment. An important condition that can differ across assessment administrations is the form of the assessment. Similarity in performance across forms is, therefore, an indication of assessment reliability.

***Validity***: Within the scope of the National Reporting System (NRS), validity refers to the appropriateness of an assessment for measuring educational gain. Determining whether the assessment is matched to the content of the NRS EFL descriptors and the extent to which assessment results are free from effects unrelated to what the assessment measures, such as practice effects or cultural-based knowledge, are important for evaluating validity. Validity also hinges on how assessments are used. When required, programs must administer locator or appraisal tests to ensure that the correct level of the assessment is administered and that the results are within the published validity ranges.

| **Policy 2**  **Staff responsible for administering NRS-approved assessments must comply with all testing policies and procedures established by the test publisher.** |
| --- |

### Educational Functioning Level (EFL) Gain

Educational functioning level (EFL) gain is one of five types of measurable skill gains (MSG) that states must report as part of their performance accountability reporting. While federal guidance on EFL gains indicates multiple ways for students to demonstrate an EFL gain, only one, Type 1a which is the comparison of a student’s initial and current EFL based on the student’s pre- and post-test results, is affected by the policies set forth in this document. When students first enroll in an adult education program and an enrollment path is determined, they may be administered a pre-test using an NRS-approved assessment. The pre-test is used for instructional placement and serves as a baseline for determining students’ educational gains.

There are 12 EFLs that represent three adult education program types. Adult basic education (ABE) is represented by four EFLs (ABE Levels 1-4), adult secondary education (ASE) encompasses two EFLs (ABE Levels 5 and 6), and English as a Second Language (ESL) contains six EFLs (ESL Levels 1-6). Each literacy level contains specific standards and competencies that individuals are expected to demonstrate. All EFLs feature basic reading and writing skills and functional and workplace skills. ABE and ASE students are also required to demonstrate numeracy skills; ESL students must also demonstrate speaking and listening skills. In 2024, the NRS introduced flexibility to allow for alternative placement; guidance for Virginia’s adult education providers on that new placement method is in development in consultation with administrators.

## B. Purposes and Uses of Assessment

Adult learners enter programs with a wide range of educational backgrounds, experiences, and proficiency levels. The purpose of educational assessment is to determine the skill levels of a learner. This determination establishes the learner’s educational functioning level at the time of the assessment. Program administrators and teachers are expected to use assessment information to identify the academic needs of their students. The information may also be used diagnostically to place learners, determine appropriate courses of instruction, or indicate an individual’s degree of progress after a set number of hours of instruction.

### Measure Learner Knowledge and Progress

Assessments identify the knowledge or skills that learners possess and help teachers develop educational plans based on that information. Program administrators and teachers must ensure that the assessments administered measure the knowledge and/or skills that are being taught. Assessments can also improve student retention by documenting improvement and providing learners with a way to monitor the progress they are making toward their goals.

### Guide and Determine the Effectiveness of Instruction

Assessments offer staff an opportunity to determine the effectiveness of instruction. When learners complete an assessment, teachers and administrators are able to identify specific competencies or skills that learners may or may not have mastered. Based on this information, adjustments or realignments of coursework may be required to address gaps in instruction.

### Make Decisions Related to Learner, Staff, and Program Accountability

Assessments provide an opportunity to evaluate not only the learners’ progress but also programmatic and instructional effectiveness. Decisions about the use of specific curricula, the intensity and quality of instruction, and classroom locations, for example, may be informed by assessment results. Assessment results may also influence program funding decisions.

## C. Violation of Assessment Policy

Adults seeking education services must be provided fair and equitable access to services. Providing students with accurate assessment services is essential to this requirement. Violations of the assessment policies identified in this document could result in actions and decisions that are detrimental to the goals of the program and the instructional needs of the students.

| Policy 3  Evidence of violation of the state assessment policy may lead to corrective action, a return of grant funds, expungement of assessment data affected by the violation(s), or other appropriate forms of redress. |
| --- |

## D. Summary

Local providers must adhere to the policies and guidelines set forth in this document. Decisions made at the class, program, and state levels are influenced by assessment results. If these results are unreliable or invalid, decisions based on the assessments may be inappropriate or incorrect. To practice continuous program improvement, local providers should review assessment procedures and results regularly. Complete descriptions of each of the approved assessments are provided in Section III, Guidelines for Each Assessment.

NOTE: While the use of approved assessments is still required to establish a student's EFL, federal guidance released in 2024 allows programs to use non-assessment-based methods to place a student in an "alternative placement" enrollment path. Information on how programs use these methods is available separately as it is still evolving.

# II. General Assessment Requirements

## A. Learners to Be Assessed

All learners, who are being placed in an educational functioning level and not alternatively placed, must be assessed using a state-approved assessment within the first 12 hours of instruction. The selection of assessment to use should be based on the type of instruction provided to the learner. For example, if a provider is offering ESL instruction in reading, the learner should be assessed on an instrument that measures reading gain for ESL learners.

Consider administering assessments in all subject areas in which instruction is provided. Programs serving both ABE and ESL learners should consider the selection and use of assessments that will reliably determine whether learners are successfully bridging the transition from an ESL to an ABE instructional program.

When applicable, a locator or appraisal must be administered as the first step in the assessment process in accordance with test publisher instructions. Locators and appraisals are typically used to determine the level of the assessment to be administered.

| **Policy 4**  **Students must be assessed based on the following standards:**   * **A pre-test must be administered within the first 12 hours of instruction to all**   **(100 percent) eligible learners being placed in an educational functioning level.**   * **If a test publisher requires the administration of a locator or appraisal prior to the administration of a pre-test, the program must do so; otherwise, the pre-test results will be invalid.** * **A post-test must be administered to** **a minimum of 60 percent of NRS participants placed in an educational functioning level according to applicable publisher post-test time frames.** * **A state-approved test result is valid for up to 365 days.** * **A student may not be allowed to accumulate instructional hours towards a post-test without a valid pre-test result.** |
| --- |

### Pre-testing

In Virginia, programs are required to administer a pre-test within the first 12 hours of instruction to learners placing in an educational functioning level. Pre-test information serves two fundamental purposes. First, it is the baseline by which programs will measure learners’ EFL advancement. Second, pre-test information is used to develop effective instructional plans for each learner.

### Post-testing

Post-testing is necessary to determine the educational progress of students who have a valid pre-test. It is also a measure of accountability required for NRS purposes. At a minimum, learners should be post-tested in the area in which they pre-tested and in which they received instruction. Policy 4 states that programs must post-test a minimum of 60 percent of NRS participants placed in an EFL according to applicable publisher post-test time frames.

The VDOE requires that a learner must meet the minimum number of instructional hours required by the publisher for post-testing. Some publishers establish recommended hours before post-testing along with the required minimum number of instructional hours while other publishers establish minimum hours only. See Section III, Guidelines for Each Assessment, for post-testing time frame requirements for specific publishers’ assessments.

### Retesting

If a student placed in an EFL does not have a valid test within the past 365 days, and the program intends to continue to recognize the student as having an EFL, the program must administer a new pre-test. See Section III, Guidelines for Each Assessment,for retesting restrictions for specific publishers’ assessments. Adult education providers are encouraged to consider the instructional needs of each student who has been absent for an extended period of time when making the decision to re-test.

## B. Assessments Permitted

The following assessments, correlated to subject areas and program type, are accepted for measuring and reporting EFL performance and progress into the state MIS. Only the assessment instruments identified here may be used for these purposes.

Each assessment identified has been selected because it meets the following criteria:

* Is appropriate for measuring literacy and language development of adult learners,
* Has standardized administration and scoring procedures,
* Has alternate, equivalent forms for pre- and post-testing, and
* Is aligned to the NRS EFLs and is approved by the U.S. Department of Education.

| **Assessment Instrument** | **Subject** | **Program Type** |
| --- | --- | --- |
| ACT WorkKeys Applied Math | Math | ABE and ASE |
| ACT WorkKeys Workplace Documents | Reading | ABE and ASE (NRS levels 2-6) |
| BEST Literacy\* | Reading and Writing | ESL |
| BEST Literacy 2.0 | Reading and Writing | ESL (NRS levels 1-4) |
| BEST Plus 2.0\* | Oral (i.e., Speaking and Listening) | ESL |
| BEST Plus 3.0 | Oral (i.e., Speaking and Listening) | ESL |
| CASAS Math GOALS 2 Series | Math | ABE and ASE |
| CASAS Reading GOALS Series\*\* | Reading | ABE and ASE |
| CASAS Life and Work Series, Beginning Literacy Assessment\* | Reading and Reading for Language Arts | ESL |
| CASAS Life and Work 980 Series\* | Listening | ESL |
| CASAS Listening STEPS | Listening | ESL |
| CASAS Reading STEPS | Reading | ESL |
| TABE 11/12\* | Reading, Total Mathematics, and Language | ABE and ASE |
| TABE 13/14 | Reading, Total Mathematics, and Language | ABE and ASE |
| TABE CLAS-E (Forms A/B)\* | Reading, Listening, Speaking, and Writing | ESL |
| TABE CLAS-E (Forms C/D) | Reading, Listening, Speaking, and Writing | ESL |

*\*Assessment will sunset on June 30, 2025.*

*\*\*Assessment is anticipated to sunset on June 30, 2025.*

| **Policy 5**  **Assessments used for NRS-reporting purposes must be approved by the U.S. Department of Education.** |
| --- |

## C. Training for Administration of Assessments

To ensure consistent and accurate administration of assessments and the interpretation of assessment results, staff members administering assessments must be trained and, if required, certified to do so. Programs are responsible for maintaining a staff of qualified assessment administrators.

### Assessment Staffing

Programs must maintain a sufficient number of qualified staff to administer assessments.

| **Policy 6**  **Staff members who administer approved assessments must successfully complete certification and recertification training offered by the publisher on the approved assessment(s) administered by the program. Recertification training must be completed every two calendar years.** |
| --- |

To become and remain a certified assessor, individuals must successfully complete certification and recertification training. This training is offered through the test publishers. All assessment training is managed at the program level. Certification and recertification documentation must be collected by the regional or local program and reported and maintained in the state MIS.

| **Policy 7**  **Earned testing certifications must be documented in the staff record of the state MIS within 30 days of training completion.** |
| --- |

## D. Accommodating for Learners with Disabilities or Other Special Needs

Adults with learning, physical, mental, or emotional disabilities may not be able to adequately demonstrate their knowledge and skills during a standardized test administration or within a standard test environment. Adults who disclose a disability should be offered appropriate accommodations in accordance with test publisher guidelines.

| **Policy 8**  **Learners who self-disclose a learning, physical, mental, or emotional disability must be offered accommodations in accordance with test publisher guidelines.** |
| --- |

Programs may not deny or prevent access to services based on a learner’s disability. Programs may be responsible for furnishing the accommodations.

### Types of Accommodations

Most test publishers provide recommendations or guidelines for accommodating various disabilities. Local providers should review the specific test publisher guidelines for identified accommodations and the publisher’s available resources. Providers may consult with the [Virginia Assistive Technology System](http://www.vats.org/index.htm) and local service partners to explore accommodations and options.

The most common forms of accommodations include:

* Extended time
* Private room
* Use of a standard calculator or talking calculator
* One test per day
* Scribe
* Audio version
* Braille version
* Large-print version

Additionally, learners should have an opportunity to use test-taking aids that do not affect the administration and scoring of the test or the validity of the test scores. Test-taking aids, which do not require prior approval for their use, include:

* Magnifying glasses, lenses, or sheets
* Clear and/or colored overlays
* Straight edge
* Adhesive notes or flags
* Highlighters
* Visor
* Earplugs or headphones not connected to a device

Learners who self-disclose a disability that may require accommodations on a high-stakes test such as a high school equivalency test should seek information on the types of certifying documentation required by the test publisher to grant testing accommodations.

### Administering Assessments with Accommodations

In addition to meeting all of the standard requirements and policies related to assessing learners, the following administrative processes must be followed.

***Access:*** It is the responsibility of the program staff to provide the learner with access to the appropriate accommodations. Program staff must provide adequate resources for the variety of accommodations permitted. Two common examples include separate testing rooms and extended time. The cost of and time required to administer assessments with accommodations should be considered when planning a budget, especially when an interpreter or an audio version of an assessment may be required.

***Reporting:*** As with standard assessments, program staff must report the results of the assessments administered with accommodations. The results must be reported on the student intake form and in the state MIS. Both the student intake form and the MIS provide an opportunity to indicate when an accommodation is granted and the type(s) of accommodation provided.

## E. Assessment Reporting

It is the responsibility of local and regional programs to ensure timely assessment of learners both at program start and program completion and prompt reporting of the assessment results. Logic checks built into the state MIS will provide verification of the correct administration of assessments. These systematic logic checks also recognize anomalies such as out-of-range

scale scores and inappropriate post-test time frame so that program staff are alerted when an assessment has been improperly entered. Additionally, the data system provides reports with detailed information related to learner, staff, and class performance. Program staff should review these reports after each entry of learner assessment information to identify areas for improvement in assessment administration and instructor performance.

| **Policy 9**  **Programs must score and report each NRS assessment (pre- and/or post-test) administered to learners within a reasonable time frame. Some assessment scores are integrated directly into the state MIS. For those that are scored on site, assessments must be scored within seven business days of the test administration and reported within 30 business days during the fiscal year. The assessment must be reported in the state MIS. Each reported assessment must identify the following:**   * **Test type** * **Test date** * **Test subject** * **Test form** * **Scale score** * **Test identification** * **Accommodation use and type (if applicable)** |
| --- |

### EFL Identification

Consistent with training provided by LACES, programs are encouraged to use scaled scores only when entering test information. After the scaled score is entered, the system converts the scaled score into an EFL, which is the basis for determining placement in an EFL for reporting purposes and whether the student has made an educational gain. Program staff should discuss educational levels and assessment results with learners using scaled score results.

### Pre-test versus Post-test Identification

The administered assessment should measure and be reflective of the skills developed in an instructional program. The first assessment administered to the learner is identified as a pre-test. When learners have accumulated enough instructional hours, they are eligible to take a post-test. The results of the post-test are used to determine if the learner has made an educational gain. The minimum number of instructional hours required for a learner to post-test differs for each assessment. Consult Section III, Guidelines for Each Assessment to learn the post-test timeframe for each assessment.

### Test Type or Subject Change

Learners may be assessed in more than one subject area or on different assessments during the fiscal year. This type of situation might occur when an ESL learner works on speaking and listening skills in the first part of the year and on reading skills in the second part of the year. It is important to remember, however, that the results from different assessments (in this case a speaking and listening assessment and a reading assessment) cannot be compared with each other to measure educational gain.

| **Policy 10**  **Programs may not report pre-test and post-test results from two different assessments to demonstrate measurable skill gains (MSG) attainment.** |
| --- |

## F. Quality Control Procedures

Quality control measures are a set of procedures intended to ensure that a performed service adheres to a defined set of quality criteria. It is important that certain requirements and standards be met and maintained.

### Testing Environment

To ensure the reliability and validity of testing results, it is important that the testing environment be appropriate, whether it is an in-person or remotely proctored administration. Test publishers have provided guidelines for remote proctoring, establishing requirements for both the test taker’s environment as well as the proctor’s. For in-person testing, the following conditions and provisions should be available during testing:

* Appropriately sized room to properly accommodate the number of test takers
* Room location with reduced noise and distractions
* Proper and adequate room lighting
* Adequate heating and cooling
* Appropriately sized tables and chairs
* Access to a restroom
* Clock or other timing device visible to test takers
* Sufficient staffing for assistance
* Technology that complies with test publisher guidelines for administration

| **Policy 11**  **Programs must provide assessment locations and environments that maximize the opportunity for learners to demonstrate accurate educational functioning levels.** |
| --- |

### Test Integrity and Security

The integrity and security of a program’s assessment system is critical to ensure that assessment results are true indicators of learner performance. Poor management of assessment materials or poor administration practices may result in inaccurate assessment results. Such results would not be considered reliable or valid and could result in program sanctions.

| **Policy 12**  **Programs must have and adhere to a written test security policy that includes the administration and security of paper-based and computer-delivered assessments.** |
| --- |

The program’s test security policy should be maintained on file as well as shared with assessment staff and teachers, such as through a teacher handbook or in-service training.

All assessment-related materials (e.g., answer sheets, test booklets, norms booklets, answer keys, and passcodes for computerized assessments) should be secured and inventoried on a regular basis. To secure print-based materials, programs should provide lockable storage that is not accessible to learners or the public. Only those materials specifically needed for a test administration should be removed from the locked storage. Completed learner answer sheets and scratch paper are considered secure materials and should be handled accordingly. Test booklets should be reviewed after each test administration for stray marks, missing pages, recorded answers, and overall condition. Any test booklet deemed unusable should be shredded. Generally, test booklets should be replaced after 15 to 20 administrations. Access to assessment materials, both print-based and computerized, should be limited to qualified assessment staff.

### Security Guidelines

Local programs should adhere to the test publisher guidelines when securing assessments and related materials, both paper-based and computerized. The following points are intended to guide assessment staff concerning issues that would constitute a breach of test security.

* Learners must not be exposed to test items or to the answers of test items before or following test administration.
* Assessment staff may not provide learners with answers to any test item.
* Assessment staff may not make suggestions as to how to respond to a test item before, during, or after a test administration.
* Assessment staff should not review with learners the test items or test booklets before, during, or after test administration.
* Copying, printing, or photographing all or any part of an assessment or taking notes about the items included on an assessment are strictly prohibited. As stated in the copyrights, testing materials may not be reproduced in any form or by any means, electronic or mechanical.
* All persons are prohibited from logging into computer-assisted (online or local computer) assessment applications posing as a learner, current or fabricated, to view an assessment. Only an eligible learner is permitted to log in and take a computer-assisted assessment.
* All assessments must be administered in accordance with the instructions outlined in the administration manuals.
* Assessment items may not be used as a sample or practice item to demonstrate how to select responses. Sample items are included in assessments to familiarize learners with the format of the items and the procedures for selecting answers.
* All persons except qualified assessors are prohibited from scoring assessments, either formally or informally.
* All assessors, proctors, or interpreters administering a paper or online assessment to learners approved for accommodations are prohibited from answering test questions in the assessment before, during, or after the administration of the test.
* All persons are prohibited from changing learners’ answers to test items whether by providing hints or clues during a test administration, correcting wrong answers during or after a test administration, or by erasing and/or correcting answers or responses selected or recorded by the learner.

# III. Guidelines for Each Assessment

Each assessment has specific administration procedures. Procedures have been established to maintain the reliability and validity of each assessment. The procedures for each assessment are identified on the following pages. Programs should pay special attention to the training requirements and when accommodations may be provided.

| **Assessment Name** | **ACT WorkKeys Applied Math** |
| --- | --- |
| Applicable Program | Suitable for use at all Adult Basic Education (ABE) levels of the NRS |
| Subject | Math |
| Active Date | July 13, 2023 |
| Expiration Date | July 13, 2026 |
| Applicable NRS Levels and Scale Score Ranges | See Appendix B. |
| Version Available | Computer-based |
| Administration Type | Individual or group |
| Administration Time | 55 minutes |
| Locator or Appraisal Required | There is not an Appraisal or Locator test with WorkKeys. |
| Forms Available | 014, 015, 016, and 017 |
| Length before Pre-test | Within first 12 hours of instruction |
| Length before Post-test | 30 hours recommended |
| Post-test Form Repetition | Less than 30 days, the system will assign (different form). More than 30 days, test administrator will need to force the form to be different |
| Retesting Restrictions | Cannot reuse the same form for 6 months (frequency bias), there are 4 forms of the test |
| Item Type/Content | The Applied Math assessment measures critical thinking, mathematical reasoning, and problem-solving techniques for situations that occur in today’s workplace. |
| Scoring Procedures | Online testing provides immediate scoring. |
| Accommodations | Extended time is available, visual accommodations available on computer screens. |
| Training Requirements | See [WorkKeys Training Website](https://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments/administration/training.html) |

| **Assessment Name** | **ACT WorkKeys Workplace Documents** |
| --- | --- |
| Applicable Program | Suitable for use at Adult Basic Education (ABE) levels 2-6 of the NRS |
| Subject | Literacy/English Language Arts |
| Active Date | July 13, 2023 |
| Expiration Date | July 13, 2026 |
| Applicable NRS Levels and Scale Score Ranges | See Appendix B. |
| Version Available | Computer-based |
| Administration Type | Individual or group |
| Administration Time | 55 minutes |
| Locator or Appraisal Required | There is not an Appraisal or Locator test with WorkKeys. |
| Forms Available | 018, 019, 020, and 021 |
| Length before Pre-test | Within first 12 hours of instruction |
| Length before Post-test | 30 hours recommended |
| Post-test Form Repetition | Less than 30 days, the system will assign (different form). More than 30 days, test administrator will need to force the form to be different |
| Retesting Restrictions | Cannot reuse the same form for 6 months (frequency bias), there are 4 forms of the test |
| Item Type/Content | The Workplace Documents assessment measures skills that individuals use when they read real workplace documents and use that information to make job-related decisions and solve problems. The documents include messages, emails, letters, directions, signs, bulletins, policies, websites, contracts, and regulations. |
| Scoring Procedures | Online testing provides immediate scoring. |
| Accommodations | Extended time is available, visual accommodations available on computer screens. |
| Training Requirements | See [WorkKeys Training Website](https://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments/administration/training.html) |

| **Assessment Name** | **Basic English Skills Test (BEST) Literacy** |
| --- | --- |
| Applicable Program | Suitable for use at all English-as-a-Second-Language (ESL) levels of the NRS |
| Subject | Reading and Writing |
| Active Date | July 1, 2017 |
| Expiration Date | June 30, 2025 |
| Applicable NRS Levels and Scale Score Ranges | See Appendix B. |
| Version Available | Print |
| Administration Type | Individual or group |
| Administration Time | 1 hour (approximately) |
| Locator or Appraisal Required | No |
| Forms Available | Forms B, C, and D are approved for use on paper |
| Length before Pre-test | Within first 12 hours of instruction |
| Length before Post-test | 60 hours minimum; 80-100 hours recommended |
| Post-test Form Repetition | Forms may not be repeated and must be alternated when administering a post-test. |
| Retesting Restrictions | None |
| Item Type/Content | The BEST Literacy assessment addresses reading and writing skills of English language learners. The learner must respond to and interpret everyday life reading and writing tasks. Examples of content include labels, items in a newspaper, addressing an envelope, and completing a simple application. |
| Scoring Procedures | Two skill areas are measured: Reading and Writing. Reviewers rate responses using rubrics on the specific parts of the assessment. A raw score is generated and converted to a scale score. (Scale score determines EFL.) |
| Accommodations | See Test Manual. |
| Training Requirements | To become an assessor for BEST Literacy, individuals must successfully complete the certification training provided by the Center for Applied Linguistics. |

| **Assessment Name** | **Basic English Skills Test (BEST) Literacy 2.0** |
| --- | --- |
| Applicable Program | Suitable for use at ESL levels 1-4 of the NRS |
| Subject | Reading and Writing |
| Active Date | July 13, 2023 |
| Expiration Date | July 13, 2030 |
| Applicable NRS Levels and Scale Score Ranges | See Appendix B |
| Version Available | Print |
| Administration Type | Individual or group |
| Administration Time | 1 hour (approximately) |
| Locator or Appraisal Required | None |
| Forms Available | Forms 1, 2, and 3 are approved for use on paper |
| Length before Pre-test | Within first 12 hours of instruction |
| Length before Post-test | 40 hours minimum |
| Post-test Form Repetition | Forms may not be repeated and must be alternated when administering a post-test. |
| Retesting Restrictions | None |
| Item Type/Content | The BEST Literacy 2.0 assessment addresses reading and writing skills of English language learners. The assessment is aligned with the 2016 English Language Proficiency Standards for Adult Education and the 2017 NRS EFLs for English as a Second Language. Updated question types and themes that reflect contemporary life in the U.S. |
| Scoring Procedures | Two skill areas are measured: Reading and Writing. Reviewers rate responses using rubrics on the specific parts of the assessment. A raw score is generated and converted to a scale score. (Scale score determines EFL.) |
| Accommodations | See Test Manual. |
| Training Requirements | To become an assessor for BEST Literacy 2.0, individuals must successfully complete the certification training provided by the Center for Applied Linguistics. |

| **Assessment Name** | **Basic English Skills Test (BEST) PLUS 2.0** |
| --- | --- |
| Applicable Program | Suitable for use at all ESL levels of the NRS |
| Subject | Speaking and Listening |
| Active Date | July 1, 2017 |
| Expiration Date | June 30, 2025 |
| Applicable NRS Levels and Scale Score Ranges | See Appendix B. |
| Version Available | Computer-adaptive; print |
| Administration Type | Individual |
| Administration Time | 3-20 minutes (approximately – depending on the learner’s ability) |
| Locator or Appraisal Required | Yes (print only, time varies) – A locator assesses the level of questions for the learner (levels 1, 2, or 3). |
| Forms Available | Forms B, C, and D are approved for use on paper and through the computer-adaptive delivery format |
| Length before Pre-test | Within first 12 hours of instruction |
| Length before Post-test | 60 hours minimum; 80-100 hours recommended or at the end of the period of instruction if it exceeds 60 hours |
| Post-test Form Repetition | Forms may not be repeated and must be alternated when administering a post-test *(print version only)*. |
| Retesting Restrictions | None |
| Item Type/Content | The BEST Plus 2.0 addresses speaking and listening skills of English language learners. The learner must respond to and interpret everyday life tasks in personal, occupational, and community areas. Examples of content areas include health, parenting, employment, citizenship, and transportation. |
| Scoring Procedures | Computer-adaptive: Learner responses are identified, rated on a scoring rubric by the reviewer, and then entered into the computer.  Print: All rated responses by the reviewer must be entered into the scoring software for conversion to a scale score. (Scale score determines EFL.) |
| Accommodations | See Test Administrator Guide. |
| Training Requirements | To become an assessor for BEST Plus 2.0, individuals must successfully complete the certification training provided by the Center for Applied Linguistics. |

| **Assessment Name** | **Basic English Skills Test (BEST) PLUS 3.0** |
| --- | --- |
| Applicable Program | Computer-adaptive: Suitable for use at all ESL levels 1-6; Print-based: Suitable for ESL levels 1-4 |
| Subject | Speaking and Listening |
| Active Date | July 13, 2023 |
| Expiration Date | July 13, 2030 |
| Applicable NRS Levels and Scale Score Ranges | See Appendix B |
| Version Available | Computer-adaptive; print |
| Administration Type | Individual |
| Administration Time | 3-20 minutes (approximately – depending on the learner’s ability) |
| Locator or Appraisal Required | Yes (print-based only). The computer-based version is multi-stage adaptive; therefore, no locator or appraisal is included. |
| Forms Available | Forms 1 and 2 are approved for use on paper and through a computer-based delivery format with adaptive (Part A) and fixed form (Part B) sections. |
| Length before Pre-test | Within first 12 hours of instruction |
| Length before Post-test | 40 hours minimum |
| Post-test Form Repetition | There is a minimum of two forms available to use for the print-based version at any given time. Use different test forms for pretesting and post-testing with any given examinee (*print-based only*).  At any given time, there are at least two computer-based forms of BEST Plus 3.0 available. Use different test forms for pretesting and post-testing with any given examinee. Test administrators will have the opportunity to select the form to administer in the CAL Test Platform application at the beginning of each test administration (*computer-based only*). |
| Retesting Restrictions | None |
| Item Type/Content | The BEST Plus 3.0 addresses speaking and listening skills of English language learners. The assessment is aligned with the 2016 English Language Proficiency Standards for Adult Education and the 2017 NRS EFLs for English as a Second Language. Part A assesses listening comprehension, language complexity, and communication. Part B assesses meaning development. |
| Scoring Procedures | The test is scored live as the student responds on a scoring rubric. Computer-based or print-based scores are entered into the online test platform to generate reports and manage data. |
| Accommodations | See Test Administrator Guide. |
| Training Requirements | To become an assessor for BEST Plus 3.0, individuals must successfully complete the certification training provided by the Center for Applied Linguistics. |

| **ASSESSMENT NAME** | Comprehensive Adult Student Assessment System (CASAS) Math GOALS 2 Series |
| --- | --- |
| Applicable Program | Suitable for use at all ABE and ASE levels of the NRS |
| Subject | Math |
| Active Date | July 13, 2023 |
| Expiration Date | July 13, 2030 |
| Applicable NRS Levels and Scale Score Ranges | See Appendix B. |
| Version Available | Paper-based or computer-based |
| Administration Type | Individual or group; in person or remote |
| Administration Time Guidelines | Forms 921/922M: 50 minutes. Forms 923/924M: 65 minutes. Forms 925/926M, 927/928M: 75 minutes. Forms 929/930M: 90 minutes. |
| Locator or Appraisal Required | Appraisal 919M (30 minutes); Locator 920M (15 minutes) |
| Forms Available | 921/922M, 923/924M, 925/926M, 927/928M, 929/930M |
| Length before Pre-test | Within first 12 hours of instruction |
| Length before Post-test | 70-100 hours recommended; 40 hours minimum. Forms may not be repeated and must be alternated when administering a post-test. |
| Retesting Restrictions | Guidelines: Examinees who score at the inaccurate range (marked with an asterisk\*) do not receive a scale score. Those who score in the inaccurate range of a Level B, C, D or E test should take the next lower test form to receive a scale score and NRS level. If a student scores at the inaccurate range on a Level A test, CASAS suggests additional mathematics instruction before retesting the student on a Level A test.  CASAS strongly recommends, but does not require, that students who score in the conservative estimate range (diamond score) of a Level A, B, C, or D test be retested at the next highest test level. Conservative estimate scores will yield a scale score and NRS level if re-testing at a higher level does not occur. |
| Item Type/Content | CASAS Math GOALS 2 offers tests at five levels, thus enabling the series to cover in greater depth the full range of ability levels in the College and Career Readiness (CCR) Standards for Adult Education and the NRS Educational Functioning Level Descriptors for Adult Basic Education mathematics standards. Math GOALS 2 measures academic mathematics and higher-order thinking skills contained in the CCRS Standards. Test content continues to be based on CASAS Competencies to maintain relevance for adult learners, including an emphasis on employment-related topics required by WIOA. |
| Scoring Procedures | CASAS eTests automatically scores the Math GOALS 2 assessments and generates reports for students and teachers. Printed answer keys and scoring charts are available for administrators in the Math GOALS 2 Test Administration Manual (TAM). Raw scores of correct learner responses are converted into scale scores. (Scale score determines EFL.) |
| Accommodations | Large or enhanced print, Braille, and audio editions are available or being developed. (See administrator’s guide or contact CASAS for a complete description.) |
| Training Requirements | To become an assessor for CASAS Math GOALS 2 Series, individuals must successfully complete the certification training provided by CASAS. |

| **Assessment Name** | **Comprehensive Adult Student Assessment System (CASAS)**  **Reading GOALS Series** |
| --- | --- |
| Applicable Program | Suitable for use at all ABE and ASE levels of the NRS |
| Subject | Reading |
| Active Date | February 5, 2018 |
| Expiration Date | February 5, 2025  Anticipated sunset date is June 30, 2025 |
| Applicable NRS Levels and Scale Score Ranges | See Appendix B. |
| Version Available | Paper-based; computer based |
| Administration Type | Individual or group; in person or remote |
| Administration Time | Forms 901R/902R: 60 minutes. Forms 903R-908R: 75 minutes |
| Locator or Appraisal Required | GOALS Reading Appraisal 900R (30 minutes); eTests GOALS Reading Locator 104R (15 minutes) |
| Forms Available | 901R – 908R |
| Length before Pre-test | Within first 12 hours of instruction |
| Length before Post-test | 70-100 hours recommended; 40 hours minimum |
| Post-test Form Repetition | Forms may not be repeated and must be alternated when administering a post-test. |
| Retesting Restrictions | Guidelines: Conservative estimate (diamond) scores may be used for post-testing but not for pre-testing. Students who score in the conservative estimate range for pre-testing should be retested at the next highest test level. |
| Item Type/Content | CASAS Reading GOALS test content is aligned with College and Career Readiness (CCR) Standards for Adult Education. Comprehension questions draw on higher order reading skills, including inferring and determining an author’s point of view in complex texts. Test content also assesses relevant functional life and work competencies for adult learners drawn from the CASAS Competencies. |
| Scoring Procedures | Printed answer keys and scoring charts are available for administrators. Scoring software is also available. Raw scores of correct learner responses are converted into scale scores. (Scale score determines EFL.) |
| Accommodations | Large or enhanced print, Braille, and audio editions are available or being developed. (See administrator’s guide or contact CASAS for a complete description.) |
| Training Requirements | To become an assessor for CASAS Reading GOALS Series, individuals must successfully complete the certification training provided by CASAS. |

| **Assessment Name** | **Comprehensive Adult Student Assessment System (CASAS)**  **Life and Work Listening Assessments (LW Listening)** |
| --- | --- |
| Applicable Program | Suitable for use at all ESL levels of the NRS |
| Subject | Listening |
| Active Date | July 1, 2017 |
| Expiration Date | June 30, 2025 |
| Applicable NRS Levels and Scale Score Ranges | See Appendix B. |
| Version Available | Print (CD); computer based |
| Administration Type | Individual or group; in person or remote |
| Administration Time | 30 – 40 minutes (approximately) |
| Locator or Appraisal Required | Yes, Appraisal Form 80L: eTests Locator 89L (15 minutes) |
| Forms Available | Forms 981L, 982L, 983L, 984L, 985L, and 986L of this test are approved for use on paper (CD) and through the computer-based delivery format |
| Length before Pre-test | Within first six hours of instruction |
| Length before Post-test | 70-100 hours recommended; 40 hours minimum |
| Post-test Form Repetition | Forms may not be repeated and must be alternated when administering a post-test. The Life and Work Series may not be compared to the Life Skills series. |
| Retesting Restrictions | Guidelines: Conservative estimate (diamond) scores may be used for post-testing but not for pre-testing. Students who score in the conservative estimate range for pre-testing should be retested at the next highest test level. |
| Item Type/Content | CASAS Life and Work Series – Listening is an assessment of aural comprehension for English language learners that tests basic academic and everyday life skills. The assessment is computer-delivered and by test booklet (level A only) and CD. It includes items such as identifying similar statements, answering questions, finishing a conversation, and making meaning from a dialogue. See CASAS Listening Standards (2009) and CASAS Competencies. |
| Scoring Procedures | Printed answer keys and scoring charts are available for administrators. Scoring software is also available. Raw scores of correct learner responses are converted into scale scores. (Scale score determines EFL.) |
| Accommodations | Large or enhanced print, Braille, and audio editions are available or being developed. (See administrator’s guide or contact CASAS for a complete description.) |
| Training Requirements | To become an assessor for CASAS Life and Work Series-Listening, individuals must successfully complete the certification training provided by CASAS. |

| **Assessment Name** | **Comprehensive Adult Student Assessment System (CASAS)**  **Reading Assessments (Life and Work)** |
| --- | --- |
| Applicable Program | Suitable for use at all ESL levels of the NRS |
| Subject | Reading |
| Active Date | July 1, 2017 |
| Expiration Date | June 30, 2025 |
| Applicable NRS Levels and Scale Score Ranges | See Appendix B. |
| Version Available | Print; computer based |
| Administration Type | Individual or group; in person or remote |
| Administration Time | 1 hour (approximately) |
| Locator or Appraisal Required | Yes – Appraisal Form 80R; eTests CAT Locator 102R (15 minutes) |
| Forms Available | Forms 27, 28, 81, 82, 81X, 82X, 83, 84, 85, 86, 185, 186, 187, 188, 513 and 514 of this test are approved for use on paper and through the computer-based delivery format. |
| Length before Pre-test | Within first 12 hours of instruction |
| Length before Post-test | 70-100 hours recommended; 40 hours minimum |
| Post-test Form Repetition | Forms may not be repeated and must be alternated when administering a post-test. The Life and Work Series may not be compared to the Life Skills series. |
| Retesting Restrictions | Guidelines: Conservative estimate (diamond) scores may be used for post-testing but not for pre-testing. Students who score in the conservative estimate range for pre-testing should be retested at the next highest test level. |
| Item Type/Content | CASAS Life and Work Series – Reading is an assessment of reading comprehension for adult basic education learners that measures basic academic and everyday life skills. The assessment requires learners to scan and interpret functional items such as charts, forms, signs, and other types of reading samples. See CASAS Listening Standards (2009) and CASAS Competencies. |
| Scoring Procedures | Printed answer keys and scoring charts are available for administrators. Scoring software is also available. Raw scores of correct learner responses are converted into scale scores. (Scale score determines EFL.) |
| Accommodations | Large or enhanced print, Braille, audio editions are available or being developed. (See administrator’s guide or contact CASAS for a complete description.) |
| Training Requirements | To become an assessor for CASAS Life and Work Series-Reading, individuals must successfully complete the certification training provided by CASAS. |

| **Assessment Name** | **Comprehensive Adult Student Assessment System (CASAS)**  **Listening STEPS** |
| --- | --- |
| Applicable Program | Suitable for use at all ESL levels of the NRS |
| Subject | Listening |
| Active Date | July 13, 2023 |
| Expiration Date | July 13, 2030 |
| Applicable NRS Levels and Scale Score Ranges | See Appendix B. |
| Version Available | Paper-based and CDs; computer-based |
| Administration Type | Individual or group; in person or remote |
| Administration Time | 621/622L: 28 minutes. 623/624L 45 minutes. 625/626L: 52 minutes. 627/628L: 56 minutes. 629/630L: 38 minutes. |
| Locator or Appraisal Required | Yes, Appraisal Form 619L (30 minutes); Locator 620L (15 minutes) |
| Forms Available | 621/622L, 623/624L, 625/626L, 627/628L, 629/630L |
| Length before Pre-test | Within first 12 hours of instruction |
| Length before Post-test | 70-100 hours recommended; 40 hours minimum |
| Post-test Form Repetition | Forms may not be repeated and must be alternated when administering a post-test. |
| Retesting Restrictions | Guidelines: Examinees who score at the inaccurate range (marked with an asterisk \*) do not receive a scale score. Those who score in the inaccurate range of a Level B, C, D or E test should take the next lower test form to receive a scale score and NRS level. If a student scores at the inaccurate range on a Level A test, CASAS suggests additional English language instruction before retesting the student on a Level A test.  CASAS strongly recommends, but does not require, that students who score in the conservative estimate range (diamond score) of a Level A, B, C, or D test be retested at the next highest test level. Conservative estimate scores will yield a scale score and NRS level if re-testing at a higher level does not occur. |
| Item Type/Content | Listening STEPS offers tests at five levels, thus enabling the series to cover in greater depth the full range of ability levels in the English Language Proficiency Standards (ELPS) for Adult Education (2016). Listening STEPS measures academic vocabulary and higher-order thinking skills contained in the ELP Standards. Test content continues to be based on CASAS Competencies to maintain relevance for adult learners, including an emphasis on employment-related topics required by WIOA |
| Scoring Procedures | Printed answer keys and scoring charts are available for administrators. Scoring software is also available. Raw scores of correct learner responses are converted into scale scores. (Scale score determines EFL.) |
| Accommodations | Large or enhanced print, Braille, and audio editions are available or being developed. (See administrator’s guide or contact CASAS for a complete description.) |
| Training Requirements | To become an assessor for CASAS Listening STEPS, individuals must successfully complete the certification training provided by CASAS. |

| **Assessment Name** | **Comprehensive Adult Student Assessment System (CASAS)**  **Reading STEPS** |
| --- | --- |
| Applicable Program | Suitable for use at all ESL levels of the NRS |
| Subject | Reading |
| Active Date | July 13, 2023 |
| Expiration Date | July 13, 2030 |
| Applicable NRS Levels and Scale Score Ranges | See Appendix B. |
| Version Available | Paper-based and CDs; computer-based |
| Administration Type | Individual or group; in person or remote |
| Administration Time | 621/622R: 30 minutes. 623/624R: 50 minutes. 625/626R, 627/628R, 629/630R: 75 minutes. |
| Locator or Appraisal Required | Yes, Appraisal Form 619R (30 minutes); Locator 620R (15 minutes) |
| Forms Available | 621/622R, 623/624R, 625/626R, 627/628R, 629/630R |
| Length before Pre-test | Within first 12 hours of instruction |
| Length before Post-test | 70-100 hours recommended; 40 hours minimum |
| Post-test Form Repetition | Forms may not be repeated and must be alternated when administering a post-test. |
| Retesting Restrictions | Guidelines: Examinees who score at the inaccurate range (marked with an asterisk \*) do not receive a scale score. Those who score in the inaccurate range of a Level B, C, D or E test should take the next lower test form to receive a scale score and NRS level. If a student scores at the inaccurate range on a Level A test, CASAS suggests additional English language instruction before retesting the student on a Level A test.  CASAS strongly recommends, but does not require, that students who score in the conservative estimate range (diamond score) of a Level A, B, C, or D test be retested at the next highest test level. Conservative estimate scores will yield a scale score and NRS level if re-testing at a higher level does not occur. |
| Item Type/Content | Reading STEPS offers tests at five levels, thus enabling the series to cover in greater depth the full range of ability levels in the English Language Proficiency Standards (ELPS) for Adult Education (2016). Reading STEPS measures academic vocabulary and higher-order thinking skills contained in the ELP Standards. Test content continues to be based on CASAS Competencies to maintain relevance for adult learners, including an emphasis on employment-related topics required by WIOA |
| Scoring Procedures | Printed answer keys and scoring charts are available for administrators. Scoring software is also available. Raw scores of correct learner responses are converted into scale scores. (Scale score determines EFL.) |
| Accommodations | Large or enhanced print, Braille, and audio editions are available or being developed. (See administrator’s guide or contact CASAS for a complete description.) |
| Training Requirements | To become an assessor for CASAS Reading STEPS, individuals must successfully complete the certification training provided by CASAS. |

| **Assessment Name** | **Tests of Adult Basic Education (TABE 11/12)** |
| --- | --- |
| Applicable Program | Suitable for use at all ABE and ASE levels of the NRS |
| Subject | Reading, Math, Language |
| Active Date | September 7, 2017 |
| Expiration Date | June 30, 2025 |
| Applicable NRS Levels and Scale Score Ranges | See Appendix B. |
| Version Available | Computer based; off-line digital; print; large print; Braille; audio; text to speech |
| Administration Type | Individual or group |
| Administration Time Guidelines | See times per subject and level at [Link: http://www.tabetest.com/PDFs/TABE\_11\_12\_Max\_Testing\_Times.pdf](http://www.tabetest.com/PDFs/TABE_11_12_Max_Testing_Times.pdf) |
| Locator or Appraisal Required | Yes, Reading - 45 minutes; Mathematics - 45 minutes; Language – 30 minutes |
| Forms Available | Forms 11 and 12  Levels L, E, M, D, A |
| Length before Pre-test | Within first 12 hours of instruction |
| Length before Post-test | Alternate Form Testing - 50-60 hours recommended; 40 hours minimum for learners pre-testing in NRS levels 1-4; 30 hours minimum for learners pre-testing in NRS levels 5 and 6  Same Form Testing – 60-80 hours recommended |
| Retesting Restrictions | None |
| Item Type/Content | Reading focuses on reading items from everyday life, work, and other literary content. Visual items are included in the reading items. With different levels, the information increases in complexity. Questions are in a multiple-choice, drag and drop, multiple select, and evidence-based selected response format.  Mathematics focuses on mathematical items from everyday life, the world of work, and other familiar contexts. Visual items are included, such as charts, graphs, or documents. With different levels, the information increases in complexity. Questions are in multiple-choice, gridded response, drag and drop, and multiple select formats.  Language addresses the use, mechanics, formation, and development of English in life and the world of work. Items reflect the modern writing process, including editing. With different levels, the information increases in complexity. Questions are in multiple-choice, drag and drop, and multiple select formats. |
| Scoring Procedures | Raw scores are determined by counting the total points achieved. The total points are converted into a scale score for reporting. For the score to be valid, it must fall in the acceptable range for the form and level as established by the publisher. Scoring is completed in one of three ways: (1) manually - carbonless answer sheet or Answer Key; (2) scanning - scan the answer sheet with DRC’s Scanning Portal; (3) online - scored automatically by DRC’s Insight Testing Platform. (Scale score determines EFL.) |
| Accommodations | Large print, Braille, and audio editions are available. |
| Training Requirements | To become an assessor for TABE, individuals must successfully complete an online or in-person certification training provided by Data Recognition Corporation. |

| **Assessment Name** | **Tests of Adult Basic Education (TABE 13/14)** |
| --- | --- |
| Applicable Program | Suitable for use at all ABE and ASE levels of the NRS |
| Subject | Reading, Math, Language |
| Active Date | June 20, 2024 |
| Expiration Date | June 20, 2027 |
| Applicable NRS Levels and Scale Score Ranges | See Appendix B. |
| Version Available | Computer based, paper-based |
| Administration Type | Individual or group |
| Administration Time Guidelines | Reading - 100 minutes, Mathematics – 60 minutes, Language – 50 minutes |
| Locator or Appraisal Required | Yes, Reading - 35 minutes; Mathematics - 20 minutes; Language – 20 minutes |
| Forms Available | Forms 13 and 14  Levels L, E, M, D, A |
| Length before Pre-test | Within first 12 hours of instruction |
| Length before Post-test | TBD |
| Retesting Restrictions | None |
| Item Type/Content | Reading focuses on reading items from everyday life, work, and other literary content. Visual items are included in the reading items. With different levels, the information increases in complexity. Questions are in a multiple-choice, drag and drop, multiple select, and evidence-based selected response format.  Mathematics focuses on mathematical items from everyday life, the world of work, and other familiar contexts. Visual items are included, such as charts, graphs, or documents. With different levels, the information increases in complexity. Questions are in multiple-choice, gridded response, drag and drop, and multiple select formats.  Language addresses the use, mechanics, formation, and development of English in life and the world of work. Items reflect the modern writing process, including editing. With different levels, the information increases in complexity. Questions are in multiple-choice, drag and drop, and multiple select formats. |
| Scoring Procedures | Raw scores are determined by counting the total points achieved. The total points are converted into a scale score for reporting. For the score to be valid, it must fall in the acceptable range for the form and level as established by the publisher. Scoring is completed in one of three ways: (1) manually - carbonless answer sheet or Answer Key; (2) scanning - scan the answer sheet with DRC’s Scanning Portal; (3) online - scored automatically by DRC’s Insight Testing Platform. (Scale score determines EFL.) |
| Accommodations | Large print, Braille, and audio editions are available. |
| Training Requirements | To become an assessor for TABE, individuals must successfully complete an online or in-person certification training provided by Data Recognition Corporation. |

| **ASSESSMENT NAME** | **Tests of Adult Basic Education Complete Language Assessment System – English (TABE CLAS-E) (Forms A and B)** |
| --- | --- |
| Applicable Program | Suitable for use at all ESL levels of the NRS |
| Subject | Listening |
| Active Date | July 1, 2017 |
| Expiration Date | June 30, 2025 |
| Applicable NRS Levels and Scale Score Ranges | See Appendix B. |
| Version Available | Print and online |
| Administration Type | Individual or group |
| Administration Time Guidelines | 20 minutes for paper  <http://tabetest.com/PDFs/TABE_CLAS-E_Online_Test_Adminsitration_Times.pdf> |
| Locator or Appraisal Required | Yes |
| Forms Available | Forms A and B are approved for use on paper. |
| Length before Pre-test | Within first 12 hours of instruction |
| Length before Post-test | 50-60 hours recommended; 40 hours minimum |
| Retesting Restrictions | None |
| Item Type/Content | TABE CLAS-E Listening - With the use of a CD/audiocassette for paper or headphones for computer based, TABE CLAS–E presents items in a spoken format of varying lengths. Familiar adult contexts assess students in meaningful work, community, and education situations. Students’ tests cover quantitative literacy, listening comprehension, and interpersonal skills. |
| Scoring Procedures | The TABE CLAS-E Listening objective items are (manually) hand-scored or electronically scored by transferring the following information to a Level 1 CompuScan® answer sheet and filling in the appropriate circles: the examinee’s answers from the test book; demographic data for paper. Computer-based Listening tests are scored automatically by the system. |
| Accommodations | Large Print or text to speech for computer-based testing |
| Training Requirements | To become an assessor for TABE CLAS-E, individuals must successfully complete the certification training provided by Data Recognition Corporation. |

| **ASSESSMENT NAME** | **Tests of Adult Basic Education Complete Language Assessment System – English (TABE CLAS-E) (Forms A and B)** |
| --- | --- |
| Applicable Program | Suitable for use at all ESL levels of the NRS |
| Subject | Reading |
| Active Date | July 1, 2017 |
| Expiration Date | June 30, 2025 |
| Applicable NRS Levels and Scale Score Ranges | See Appendix B. |
| Version Available | Print and online |
| Administration Type | Individual or group |
| Administration Time Guidelines | 25 minutes for paper  <http://tabetest.com/PDFs/TABE_CLAS-E_Online_Test_Adminsitration_Times.pdf> |
| Locator or Appraisal Required | Yes |
| Forms Available | Forms A and B are approved for use on paper. |
| Length before Pre-test | Within first 12 hours of instruction |
| Length before Post-test | 50-60 hours recommended; 40 hours minimum |
| Retesting Restrictions | None |
| Item Type/Content | TABE CLAS-E Reading - To assess students’ reading proficiency, the Reading test employs realistic document-based passages such as schedules, forms, flyers, store receipts, advertisements, product instructions, and newsletters. Lower-level students also answer discrete, picture-based items. Assessed Reading objectives include quantitative literacy, read words (e.g., applying knowledge of morphemes and syntax, word meaning, and appropriate associated information and reading comprehension). |
| Scoring Procedures | The TABE CLAS-E Reading test objective items are (manually) hand-scored or electronically scored by transferring the following information to a Level 1 CompuScan® answer sheet and filling in the appropriate circles: the examinee’s answers from the test book; demographic data for paper testing. Computer-based tests are scored automatically by the system. |
| Accommodations | Large print or text to speech for computer-based testing |
| Training Requirements | To become an assessor for TABE CLAS-E, individuals must successfully complete the certification training provided by Data Recognition Corporation. |

| **ASSESSMENT NAME** | **Tests of Adult Basic Education Complete Language Assessment System – English (TABE CLAS-E) (Forms A and B)** |
| --- | --- |
| Applicable Program | Suitable for use at all ESL levels of the NRS |
| Subject | Writing |
| Active Date | July 1, 2017 |
| Expiration Date | June 30, 2025 |
| Applicable NRS Levels and Scale Score Ranges | See Appendix B. |
| Version Available | Print or online |
| Administration Type | Individual or group |
| Administration Time Guidelines | 47 minutes |
| Locator or Appraisal Required | Yes |
| Forms Available | Forms A and B are approved for use on paper. |
| Length before Pre-test | Within first 12 hours of instruction |
| Length before Post-test | 50-60 hours recommended; 40 hours minimum |
| Retesting Restrictions | None |
| Item Type/Content | TABE CLAS-E Writing - The Writing test uses selected-response items to gauge students’ knowledge of English language grammar and mechanics, and constructed-response items to measure their application of this knowledge in expository writing. Selected-response items test quantitative literacy, usage and conventions, and sentence formation and coherence. |
| Scoring Procedures | The constructed-response items are scored using holistic rubrics to assess students’ expository writing abilities. Lower-level students describe pictures and fill out realistic forms. Higher-level students write descriptions, brief work or community-related letters, and a short essay. |
| Accommodations | Large print or text to speech for computer-based testing |
| Training Requirements | To become an assessor for TABE CLAS-E, individuals must successfully complete the certification training provided by Data Recognition Corporation. |

| **ASSESSMENT NAME** | **Tests of Adult Basic Education Complete Language Assessment System – English (TABE CLAS-E) (Forms A and B)** |
| --- | --- |
| Applicable Program | Suitable for use at all ESL levels of the NRS |
| Subject | Speaking |
| Active Date | July 1, 2017 |
| Expiration Date | June 30, 2025 |
| Applicable NRS Levels and Scale Score Ranges | See Appendix B. |
| Version Available | Print or online |
| Administration Type | Individual |
| Administration Time Guidelines | 15 minutes |
| Locator or Appraisal Required | Yes |
| Forms Available | Forms A and B are approved for use on paper. |
| Length before Pre-test | Within first 12 hours of instruction |
| Length before Post-test | 50-60 hours recommended; 40 hours minimum |
| Retesting Restrictions | None |
| Item Type/Content | TABE CLAS-E Speaking - The Speaking test is individually administered. The test uses picture-based stimuli to determine student proficiency in quantitative literacy, social interaction, providing information, and accomplishing goals. Realistic work and community contexts integrate critical speaking skills, such as phone competency, the expression of opinions and abilities, negotiating meanings, and providing descriptions and instruction. |
| Scoring Procedures | In order to provide the most valid scores possible, the Speaking test introduces an innovative, multiple-criteria scoring rubric that simultaneously measures grammar, meaning, and the appropriateness of spoken responses. Students receive credit for strong performance in one or more areas, rather than simply receiving a one-dimensional score. |
| Accommodations | Large print or text-to-speech for computer-based testing |
| Training Requirements | To become an assessor for TABE CLAS-E, individuals must successfully complete the certification training provided by Data Recognition Corporation. |

| **ASSESSMENT NAME** | **Tests of Adult Basic Education Complete Language Assessment System – English (TABE CLAS-E) (Forms C and D)** |
| --- | --- |
| Applicable Program | Suitable for use at all ESL levels of the NRS |
| Subject | Listening |
| Active Date | June 20, 2024 |
| Expiration Date | June 20, 2027 |
| Applicable NRS Levels and Scale Score Ranges | See Appendix B. |
| Version Available | Computer-based, paper-based |
| Administration Type | Individual or group |
| Administration Time Guidelines | 30 minutes |
| Locator or Appraisal Required | Yes, 25 minutes |
| Forms Available | C and D |
| Length before Pre-test | Within first 12 hours of instruction |
| Length before Post-test | TBD |
| Retesting Restrictions | None |
| Item Type/Content | TBD |
| Scoring Procedures | The TABE CLAS-E Listening objective items are (manually) hand-scored or electronically scored by transferring the following information to a Level 1 CompuScan® answer sheet and filling in the appropriate circles: the examinee’s answers from the test book; demographic data for paper. Computer-based Listening tests are scored automatically by the system. Items can also be scanned -scan the answer sheet with DRC’s Scanning Portal. |
| Accommodations | Large Print or text to speech for computer-based testing |
| Training Requirements | To become an assessor for TABE CLAS-E, individuals must successfully complete the certification training provided by Data Recognition Corporation. |

| **ASSESSMENT NAME** | **Tests of Adult Basic Education Complete Language Assessment System – English (TABE CLAS-E) (Forms C and D)** |
| --- | --- |
| Applicable Program | Suitable for use at all ESL levels of the NRS |
| Subject | Reading |
| Active Date | June 20, 2024 |
| Expiration Date | June 20, 2027 |
| Applicable NRS Levels and Scale Score Ranges | See Appendix B. |
| Version Available | Computer-based, paper-based |
| Administration Type | Individual or group |
| Administration Time Guidelines | 30 minutes |
| Locator or Appraisal Required | Yes, 20 minutes |
| Forms Available | C and D |
| Length before Pre-test | Within first 12 hours of instruction |
| Length before Post-test | TBD |
| Retesting Restrictions | None |
| Item Type/Content | TBD |
| Scoring Procedures | The TABE CLAS-E Reading test objective items are (manually) hand-scored or electronically scored by transferring the following information to a Level 1 CompuScan® answer sheet and filling in the appropriate circles: the examinee’s answers from the test book; demographic data for paper testing. Computer-based tests are scored automatically by the system. Items can also be scanned -scan the answer sheet with DRC’s Scanning Portal. |
| Accommodations | Large print or text to speech for computer-based testing |
| Training Requirements | To become an assessor for TABE CLAS-E, individuals must successfully complete the certification training provided by Data Recognition Corporation. |

| **ASSESSMENT NAME** | **Tests of Adult Basic Education Complete Language Assessment System – English (TABE CLAS-E) (Forms C and D)** |
| --- | --- |
| Applicable Program | Suitable for use at all ESL levels of the NRS |
| Subject | Writing |
| Active Date | June 20, 2024 |
| Expiration Date | June 20, 2027 |
| Applicable NRS Levels and Scale Score Ranges | See Appendix B. |
| Version Available | Computer-based, paper-based |
| Administration Type | Individual or group |
| Administration Time Guidelines | 55 minutes |
| Locator or Appraisal Required | Yes, 20 minutes |
| Forms Available | C and D |
| Length before Pre-test | Within first 12 hours of instruction |
| Length before Post-test | TBD |
| Retesting Restrictions | None |
| Item Type/Content | TBD |
| Scoring Procedures | The constructed-response items are scored using holistic rubrics to assess students’ expository writing abilities. Lower-level students describe pictures and fill out realistic forms. Higher-level students write descriptions, brief work or community-related letters, and a short essay. Items can also be scanned -scan the answer sheet with DRC’s Scanning Portal. |
| Accommodations | Large print or text to speech for computer-based testing |
| Training Requirements | To become an assessor for TABE CLAS-E, individuals must successfully complete the certification training provided by Data Recognition Corporation. |

| **ASSESSMENT NAME** | **Tests of Adult Basic Education Complete Language Assessment System – English (TABE CLAS-E) (Forms C and D)** |
| --- | --- |
| Applicable Program | Suitable for use at all ESL levels of the NRS |
| Subject | Speaking |
| Active Date | June 20, 2024 |
| Expiration Date | June 20, 2027 |
| Applicable NRS Levels and Scale Score Ranges | See Appendix B. |
| Version Available | Computer-based, paper-based |
| Administration Type | Individual |
| Administration Time Guidelines | 25 minutes |
| Locator or Appraisal Required | Yes, 25 minutes |
| Forms Available | C and D |
| Length before Pre-test | Within first 12 hours of instruction |
| Length before Post-test | TBD |
| Retesting Restrictions | None |
| Item Type/Content | TBD |
| Scoring Procedures | In order to provide the most valid scores possible, the Speaking test introduces an innovative, multiple-criteria scoring rubric that simultaneously measures grammar, meaning, and the appropriateness of spoken responses. Students receive credit for strong performance in one or more areas, rather than simply receiving a one-dimensional score. |
| Accommodations | Large print or text-to-speech for computer-based testing |
| Training Requirements | To become an assessor for TABE CLAS-E, individuals must successfully complete the certification training provided by Data Recognition Corporation. |

**Resources for Information and Assistance**

Virginia Department of Education

Office of Adult Education

Telephone: (804) 774-2377

Toll Free: (800) 292-3820

Fax: (804) 530-4517

[Link:](https://www.doe.virginia.gov/teaching-learning-assessment/specialized-instruction/adult-education/adult-education-regional-programs) <https://www.doe.virginia.gov/teaching-learning-assessment/specialized-instruction/adult-education>

Virginia Adult Learning Resource Center (VALRC)

Telephone: (804) 828-6521

Toll Free: (800) 237-0178

[Link: http://www.valrc.org](http://www.valrc.org/)

**Assessment Publisher Contacts**

ACT WorkKeys

200 ACT Dr.

Iowa City, Iowa 52243-0168

Tel: (800) 967-5539

Email: [workkeys@act.org](mailto:workkeys@act.org)

[Link:](https://www.act.org/content/act/en/products-and-services/act-workkeys.html) <https://www.act.org/content/act/en/products-and-services/act-workkeys.html>

BEST Literacy, BEST Literacy 2.0, BEST Plus 2.0, and BEST Plus 3.0

Center for Applied Linguistics

4646 40th St. NW

Washington, DC 20016-1859

Tel: (866) 845-BEST (2378)

E-mail: [aea@cal.org](mailto:aea@cal.org)

[Link: www.cal.org/aea](http://www.cal.org/aea)

CASAS

5151 Murphy Canyon Road, Suite 220

San Diego, CA 92123-4339

Tel: (858) 292-2900

Tel: (800) 255-1036

E-mail: [casas@casas.org](mailto:casas@casas.org)

[Link: www.casas.org](http://www.casas.org/)

TABE

Data Recognition Corporation

13490 Bass Lake Road

Maple Grove, MN 55311

Tel: (800) 538-9547

E-mail: [Customer\_Service\_Ind@ctb.com](mailto:Customer_Service_Ind@ctb.com)

[Link: www.tabetest.com](http://www.tabetest.com/)

Distance Education Policy

for Virginia Adult Education and Literacy Programs

# I. Introduction

This policy defines distance education for adult education programs in Virginia and provides guidelines by which programs can report adult learners’ distance education hours to the state Management Information System (MIS). The goal of this policy is to describe the types of activities and curricula approved for distance education and outline the requirements and procedures for reporting distance education activities to the state MIS.

| **Policy 13**  **Adult education programs must follow the steps and processes described in this document to report distance education attendance into the state approved MIS.** |
| --- |

Distance education is a way to increase services to adult learners in Virginia and a means to improve the state’s adult education outcomes. It is also a method of increasing access to educational resources for the state adult student population as well as building capacity to serve more students with a wider variety of delivery options.

Distance education’s incorporation of technology affords students who are not able or choose not to attend traditional classes another avenue to further their education and improve their skills. Students enrolled in distance education have the same opportunity as traditional students to receive quality instruction taught by trained, knowledgeable instructors.

# II. Definitions and Requirements

## Definition of Distance Education

The U.S. Department of Education, Office of Career, Technical, and Adult Education defines distance education for adult education programs as follows:

Distance education is a formal learning activity where students and instructors are separated by geography, time, or both for the majority of the instructional period.\* Distance learning materials are delivered through a variety of media including, but not limited to, print, audio recording, videotape, television broadcasts, computer software, web-based interaction, and other online technologies. Teachers support distance learners through communication via mail, telephone, e-mail, or other web-based technologies or software ([*Technical Assistance Guide for Performance Accountability under the Workforce Innovation and Opportunity Act*](https://nrsweb.org/sites/default/files/NRS-TA-April2024-508.pdf), 2024, p. 46).

\* Completion of instructional activities in a computer lab for traditional classes does not qualify as distance education.

## Identification of Adult Education Learners

All adult education students will be identified by their attendance records as one of two types of learners:

* Traditional learners are students who receive the majority of their instruction through traditional, face-to-face instruction.
* Distance learners are students who receive a majority of their instruction through approved distance education services.

The state MIS will determine where the majority of attendance hours have been recorded for each student and determine their status at the end of the year when a student’s distance education and contact hours are compared. If a student has more than 50 percent of instructional hours reported as distance education, the student will be identified as a distance learner. The student’s contact and distance education hours will be included in the NRS reports.

While all students should be guided to improve their digital skills and offered various opportunities to learn with digital materials, fully remote distance education may not be the right solution for every learner. Adult education programs should consider balancing the adult’s language and literacy skills, the content tasks covered in the distance education program, the technology requirements of the curriculum, and the human and built-in supports available. Various print-based materials are approved for use as distance education curricula as well; these can be especially useful in correctional settings where Internet connections are limited or for students who do not have access to reliable Internet or personal computing devices.

Virginia is a member of the [IDEAL Consortium](https://edtech.worlded.org/professional-development/ideal-consortium/), a multi-state technical assistance effort to assist adult education programs design and support high-quality and innovative distance and technology-enhanced education. The IDEAL Consortium provides the following definitions of technology-enhanced educational models in the [IDEAL Handbook](https://edtechbooks.org/ideal_dl_handbook):

**Blended education**: A model…in which instructors consider both in-class and online instruction as part of a collective whole, making adjustments to their face-to-face teaching based on what they see as they monitor student work online and altering online assignments based on what they observe in class….

**Hybrid education**: Hybrid models employ both an online curriculum product and in-class teaching, but though the teacher is checking it, the assigned work that students complete online may not be directly aligned to what happens in the classroom.

**HyFlex Model:** An instructional model that offers learners the opportunity to choose between in-person synchronous class, online synchronous class, and asynchronous online learning activities. Learners can shift among these options at any time, with each mode of instruction always being available, except when classes must be canceled.

**Supplemental use of technology**: Supplemental models make use of online curricula [in and] outside regular class time, are not required, and may not even be checked by the instructor. This is extra work that is somewhat aligned to the goals of a course, but it does not require any extra effort on the part of the instructor.

In the case of blended or hybrid instruction, the use of technology is required of the students for participation and the time spent using the curricula would be reported as attendance. Note that in the blended learning model, the content is tightly aligned across the in-person and online, or synchronous and asynchronous, instruction such that each component is critical to the experience. The time students spend using supplemental technology that is not required for class participation and time spent outside of class using the curricula would not be reported as attendance. This time investment is considered to be homework or self-study. Only hours associated with curricula or courses approved for distance education in Virginia may be considered as distance education attendance hours.

## Approved Distance Education Hours

There are two types of attendance hours that may be counted for reporting purposes: *contact* *(instruction)* *hours* and *proxy (instruction-distance education) hours.*

| **Policy 14**  **Every adult education student’s attendance hours must be identified as either contact (instruction) hours or proxy (instruction-distance education) hours in the state MIS.** |
| --- |

### Contact Hours

Contact hours, identified in LACES as instruction hours, are defined as time spent by instructors interacting with the learner. Contact hours may be a combination of face-to-face contact and contact by telephone, video, teleconference, or other online communication where student and program staff are able to interact and through which learner identity is verifiable. Face-to-face interaction includes student intake and orientation, assessment, goal setting, counseling, and classroom-based skills training.

Intake, assessment, and orientation hours should be entered into LACES as unlinked-instruction hours. These hours are considered unlinked because the activities typically occur prior to enrollment in a class. Hours accumulated after a valid pre-test will accumulate toward the total number of hours required before a post-test.

### Proxy Hours

Proxy hours, identified in LACES as instruction-distance education hours, are defined as the time students spend engaged in approved distance education activities, such as using distance education curricula or in activities that are part of an approved online course. The hours for each approved activity are calculated using one of three models:

1. *Clock-time*: This model assigns contact hours based on the elapsed time that a learner is connected to or engaged in an online or stand-alone software program that tracks time.
2. *Teacher Verification*: This model assigns a fixed number of hours of credit for each assignment based on the teacher’s determination of the extent to which a learner engaged in, or completed, the assignment.
3. *Learner Mastery*: This model assigns a fixed number of hours of credit based on the learner’s demonstrated mastery of the content of a lesson. This model requires previous engagement by the student on curriculum and materials related to the test. A high percentage of correct responses on the mastery test earns the credit hours attached to the material.

## Approved Distance Education Curricula

See Section III. E for a link to the currently approved distance education curricula and their respective, approved proxy-hour models.

| **Policy 15**  **Hours spent engaged with the VDOE-approved distance education curricula must be reported in the state MIS as distance education hours.** |
| --- |

The Office maintains a Distance Education Curriculum Review Panel to review and recommend for approval as distance education curricula and materials. If programs wish to use curricula and/or materials not identified on the approved list for the purpose of distance education, they must submit the new curricula or materials to the Office’s Distance Education Curriculum Review Panel for review before attendance hours may be reported for students using the newly proposed distance education curricula. See Section III. D for a link to the form that programs may use to request review of proposed curricula or materials.

# III. Assessment and Resources

All assessments must be administered according to publisher guidelines. Pre-tests must be administered within the first 12 hours of instruction. Programs must adhere to all other policies outlined in this document.

If a learner self-discloses a disability, it is the responsibility of the adult education program to offer accommodations. Programs may not deny or prevent access to services based on a learner’s disability. Programs should consider a distance education curriculum’s accessibility features before making decisions about its purchase and use.

Distance education curricula are reviewed and recommended for approval by the Distance Education Curriculum Review Panel. There is a rubric that is used to review and recommend approval of curricula. Final approval of curricula is the responsibility of the VDOE. The criteria on the rubric evaluates how well the curriculum is reflective of innovative or promising practices, explicitly aligns with CCRS and/or the ELPS, integrates workforce preparation skills, and is usable for all learners (including those with the need for accessibility). The list of approved distance education curricula is maintained and disseminated by the Virginia Adult Learning Resource Center.

A full list of approved curricula and a link to the form to use to request that a product be reviewed for addition to the approved list may be found via the [Distance Education portal](https://valrc.org/resource/approved-distance-education-curricula/) on the VALRC website.

Integrating distance education opportunities into a program’s service delivery requires thorough planning and professional development. Teaching in a distance education format requires different skills and competencies from those required in an exclusively in-person setting. Program staff may request further technical assistance and training from either the Office or the Virginia Adult Learning Resource Center (VALRC). Contact information for each is below.

Virginia Department of Education

Office of Adult Education

Telephone: (804) 774-2377

Toll Free: (800) 292-3820

[Link: https://www.doe.virginia.gov/teaching-learning-assessment/specialized-instruction/adult-education](Link:%20https://www.doe.virginia.gov/teaching-learning-assessment/specialized-instruction/adult-education)

Virginia Adult Learning Resource Center (VALRC)

Telephone: (804) 828-6521

Toll Free: (800) 237-0178

[Link: http://www.valrc.org/](Link:%20http://www.valrc.org/)

# Appendices

## Appendix A: Assessment Policy Index

**Policy 1**

Programs must adhere to the assessment policies identified in this document.

**Policy 2**

Staff responsible for administering NRS-approved assessments must comply with all testing policies and procedures established by the test publisher.

**Policy 3**

Evidence of violation of the state assessment policy may lead to corrective action, a return of grant funds, expungement of assessment data affected by the violation(s), or other appropriate forms of redress.

**Policy 4**

Students must be assessed based on the following standards:

* A pre-test must be administered within the first 12 hours of instruction to all

(100 percent) eligible learners being placed in an educational functioning level.

* If a test publisher requires the administration of a locator or appraisal prior to the administration of a pre-test, the program must do so; otherwise, the pre-test results will be invalid.
* A post-test must be administered to a minimum of 60 percent of NRS participants placed in an educational functioning level according to applicable publisher post-test time frames.
* A state-approved test result is valid for up to 365 days.
* A student may not be allowed to accumulate instructional hours towards a post-test without a valid pre-test result.

**Policy 5**

Assessments used for NRS-reporting purposes must be approved by the U.S. Department of Education.

**Policy 6**

Staff members who administer approved assessments must successfully complete certification and recertification training offered by the publisher on the approved assessment(s) administered by the program. Recertification training must be completed every two calendar years.

**Policy 7**

Earned testing certifications must be documented in the staff record of the state MIS within 30 days of training completion.

**Policy 8**

Learners who self-disclose a learning, physical, mental, or emotional disability must be offered an accommodation in accordance with test publisher guidelines.

**Policy 9**

Programs must score and report each NRS assessment (pre- and/or post-test) administered to learners within a reasonable time frame. Some assessment scores are integrated directly into the state MIS. For those that are scored on site, assessments must be scored within seven business days of the test administration and reported within 30 business days during the fiscal year. The assessment must be reported in the state MIS. Each reported assessment must identify the following:

* Test type
* Test date
* Test subject
* Test form
* Scale score
* Test identification
* Accommodation use and type (if applicable)

**Policy 10**

Programs may not report pre-test and post-test results from two different assessments to demonstrate measurable skill gains (MSG) attainment.

**Policy 11**

Programs must provide assessment locations and environments that maximize the opportunity for learners to demonstrate accurate educational functioning levels.

**Policy 12**

Programs must have and adhere to a written test security policy that includes the administration and security of paper-based and computer-delivered assessments.

**Policy 13**

Adult education programs must follow the steps and processes described in this document to report distance education attendance into the state approved MIS.

**Policy 14**

Every adult education student’s attendance hours must be identified as either contact (instruction) hours or proxy (instruction-distance education) hours in the state MIS.

**Policy 15**

Hours spent engaged with the VDOE-approved distance education curricula must be reported in the state MIS as distance education hours.

## Appendix B: FY2024-2025 SSWS Test Subject EFL Worksheet

ABE and ASE Assessments

**ACT WorkKeys Applied Math**

| **Level Score** | **ABE Level 1** | **ABE Level 2** | **ABE Level 3** | **ABE Level 4** | **ABE Level 5** | **ABE Level 6** |
| --- | --- | --- | --- | --- | --- | --- |
| <3 | 71\* | --- | --- | --- | --- | --- |
| 3 | 72-73 | 74-75 | --- | --- | --- | --- |
| 4 | --- | 76-78 | 79 | --- | --- | --- |
| 5 | --- | --- | 80-82 | --- | --- | --- |
| 6 | --- | --- | --- | 83-85 | --- | --- |
| 7 | --- | --- | --- | --- | 86-87 | 88-90 |

**\****Below ABE Level 1 Mathematics: 65-70*

**ACT WorkKeys Workplace Documents**

| **Level Score** | **ABE Level 1** | **ABE Level 2** | **ABE Level 3** | **ABE Level 4** | **ABE Level 5** | **ABE Level 6** |
| --- | --- | --- | --- | --- | --- | --- |
| <3 | NA | --- | --- | --- | --- | --- |
| 3 | --- | 73-74 | 75 | --- | --- | --- |
| 4 | --- | --- | 76-77 | 78-79 | --- | --- |
| 5 | --- | --- | --- | 80 | 81-82 | --- |
| 6 | --- | --- | --- | --- | --- | 83-85 |
| 7 | --- | --- | --- | --- | --- | 86-90 |

**Comprehensive Adult Student Assessment System (CASAS) – Math GOALS 2 Series**

| **Level/Form** | **ABE Level 1** | **ABE Level 2** | **ABE Level 3** | **ABE Level 4** | **ABE Level 5** | **ABE Level 6** |
| --- | --- | --- | --- | --- | --- | --- |
| Level A/B/C  *Forms: 921M-922M*  *923M-924M*  *925M-926M* | 171-192 | 193-203 | 204-213 | 214-224 | --- | --- |
| Level D/E  *Forms: 927M-928M*  *929M-930M* | --- | --- | --- | 214-224 | 225-235 | 236-255 |

**Comprehensive Adult Student Assessment System (CASAS) – Reading GOALS Series**

| **Level/Form** | **ABE Level 1** | **ABE Level 2** | **ABE Level 3** | **ABE Level 4** | **ABE Level 5** | **ABE Level 6** |
| --- | --- | --- | --- | --- | --- | --- |
| Level A  *Forms: 901 and 902* | 165-203 | 204-212 | --- | --- | --- | --- |
| Level B  *Forms: 903 and 904* | 196-203 | 204-216 | 217-225 | --- | --- | --- |
| Level C  *Forms: 905 and 906* | --- | 210-216 | 217-227 | 228-238 | --- | --- |
| Level D  *Forms: 907 and 908* | --- | --- | --- | 228-238 | 239-248 | 249-263 |

**Tests of Adult Basic Education (TABE) Forms 11/12**

| **Test Level/Subject** | **ABE Level 1** | **ABE Level 2** | **ABE Level 3** | **ABE Level 4** | **ABE Level 5** | **ABE Level 6** |
| --- | --- | --- | --- | --- | --- | --- |
| Level L (Reading) | 300-441 | 442-500 | --- | --- | --- | --- |
| Level L (Total Math) | 300-448 | 449-495 | --- | --- | --- | --- |
| Level L (Writing) | 300-457 | 458-510 | --- | --- | --- | --- |
| Level E (Reading) | 300-441 | 442-500 | 501-535 | --- | --- | --- |
| Level E (Total Math) | 300-448 | 449-495 | 496-536 | --- | --- | --- |
| Level E (Writing) | 300-457 | 458-510 | 511-546 | --- | --- | --- |
| Level M (Reading) | --- | 442-500 | 501-535 | 536-575 | --- | --- |
| Level M (Total Math) | --- | 449-495 | 496-536 | 537-595 | --- | --- |
| Level M (Writing) | --- | 458-510 | 511-546 | 547-583 | --- | --- |
| Level D (Reading) | --- | --- | 501-535 | 536-575 | 576-616 | --- |
| Level D (Total Math) | --- | --- | 496-536 | 537-595 | 596-656 | --- |
| Level D (Writing) | --- | --- | 511-546 | 547-583 | 584-630 | --- |
| Level A (Reading) | --- | --- | --- | 536-575 | 576-616 | 617-800 |
| Level A (Total Math) | --- | --- | --- | 537-595 | 596-656 | 657-800 |
| Level A (Writing) | --- | --- | --- | 547-583 | 584-630 | 631-800 |

**Tests of Adult Basic Education (TABE) Forms 13/14**

| **Test Level/Subject** | **ABE Level 1** | **ABE Level 2** | **ABE Level 3** | **ABE Level 4** | **ABE Level 5** | **ABE Level 6** |
| --- | --- | --- | --- | --- | --- | --- |
| Level L (Reading) | 300-441 | 442-500 | --- | --- | --- | --- |
| Level L (Total Math) | 300-448 | 449-495 | --- | --- | --- | --- |
| Level L (Writing) | 300-457 | 458-510 | --- | --- | --- | --- |
| Level E (Reading) | 310-441 | 442-500 | 501-535 | --- | --- | --- |
| Level E (Total Math) | 310-448 | 449-495 | 496-536 | --- | --- | --- |
| Level E (Writing) | 310-457 | 458-510 | 511-546 | --- | --- | --- |
| Level M (Reading) | --- | 442-500 | 501-535 | 536-575 | --- | --- |
| Level M (Total Math) | --- | 449-495 | 496-536 | 537-595 | --- | --- |
| Level M (Writing) | --- | 458-510 | 511-546 | 547-583 | --- | --- |
| Level D (Reading) | --- | --- | 501-535 | 536-575 | 576-616 | --- |
| Level D (Total Math) | --- | --- | 496-536 | 537-595 | 596-656 | --- |
| Level D (Writing) | --- | --- | 511-546 | 547-583 | 584-630 | --- |
| Level A (Reading) | --- | --- | --- | 536-575 | 576-616 | 617-800 |
| Level A (Total Math) | --- | --- | --- | 537-595 | 596-656 | 657-800 |
| Level A (Writing) | --- | --- | --- | 547-583 | 584-630 | 631-800 |

ESL Assessments

**BEST Literacy\***

| **Subject** | **ESL Level 1** | **ESL Level 2** | **ESL Level 3** | **ESL Level 4** | **ESL Level 5** | **ESL Level 6** | **ESL Completer** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Reading and Writing | 0-20 | 21-52 | 53-63 | 64-67 | 68-75 | 76-78 | --- |

*\* Because Best Literacy does not assess skills beyond ESL Level 6, it is recommended that students pre-testing at ESL Level 6 using Best Literacy be retested with a different assessment.*

**BEST Literacy 2.0**

| **Subject** | **ESL Level 1** | **ESL Level 2** | **ESL Level 3** | **ESL Level 4** | **ESL Level 5** | **ESL Level 6** | **ESL Completer** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Reading | 100-177 | 178-203 | 204-233 | 234-261 | 262-300\*\* | --- | --- |
| Writing | 100-187 | 188-214 | 215-254 | 255-300 | --- | --- | --- |
| Composite | 100-182 | 183-209 | 210-244 | 245-300 | --- | --- | --- |

*\*\*Students can be placed into ESL Level 5 using Best Literacy 2.0, but the test does not assess skills beyond this level, so students cannot exit ESL Level 5 with this test. Retesting of students who enter this level with another assessment is recommended.*

**BEST Plus 2.0**

| **Subject** | **ESL Level 1** | **ESL Level 2** | **ESL Level 3** | **ESL Level 4** | **ESL Level 5** | **ESL Level 6** | **ESL Completer** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Speaking and Listening | 88-361 | 362-427 | 428-452 | 453-484 | 485-524 | 525-564 | 565-999 |

**BEST Plus 3.0 Computer-based Test**

| **Subject** | **ESL Level 1** | **ESL Level 2** | **ESL Level 3** | **ESL Level 4** | **ESL Level 5** | **ESL Level 6** | **ESL Completer** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Speaking and Listening | 600-677 | 678-702 | 703-726 | 727-752 | 753-785 | 786-849\*\*\* |  |

*\*\*\*Above ESL Level 6: 850 and higher on computer-based test.*

**BEST Plus 3.0 Print-based Test**

| **Subject** | **ESL Level 1** | **ESL Level 2** | **ESL Level 3** | **ESL Level 4** | **ESL Level 5** | **ESL Level 6** | **ESL Completer** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Speaking and Listening | 600-677 | 678-702 | 703-726 | 727-752\*\*\*\* |  |  |  |

*\*\*\*\*Above ESL Level 4: 753 and higher on print-based test.*

**Comprehensive Adult Student Assessment System (CASAS) – Reading and Listening**

| **Subject/Test Series** | **ESL Level 1** | **ESL Level 2** | **ESL Level 3** | **ESL Level 4** | **ESL Level 5** | **ESL Level 6** | **ESL Completer** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Reading (Life and Work, Reading Assessment)  *Forms: 27-28*  *81X-82X*  *81-86*  *185-188* | 0-180 | 181-190 | 191-200 | 201-210 | 211-220 | 221-235 | 236-999 |
| Listening (Life and Work)  *Forms: 981L-986L* | 162-180 | 181-189 | 190-199 | 200-209 | 210-218 | 219-227 | 228-999 |

**Comprehensive Adult Student Assessment System (CASAS) – Listening STEPS**

| **Subject/Test Series** | **ESL Level 1** | **ESL Level 2** | **ESL Level 3** | **ESL Level 4** | **ESL Level 5** | **ESL Level 6** | **ESL Completer** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Level A/B/C  *Forms: 621L-622L*  *623L-624L*  *625L-626L* | 158-181 | 182-191 | 192-201 | 202-211 | --- | --- | --- |
| Level D/E  *Forms: 627L-628L*  *629L-630L* | --- | --- | --- | 202-211 | 212-221 | 222-231 | 232-235 |

**Comprehensive Adult Student Assessment System (CASAS) – Reading STEPS**

| **Subject/Test Series** | **ESL Level 1** | **ESL Level 2** | **ESL Level 3** | **ESL Level 4** | **ESL Level 5** | **ESL Level 6** | **ESL Completer** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Level A/B/C  *Forms: 621R-622R*  *623R-624R*  *625R-626R* | 160-183 | 184-196 | 197-206 | 207-216 | --- | --- | --- |
| Level D/E  *Forms: 627R-628R*  *629R-630R* | --- | --- | --- | 207-216 | 217-227 | 228-238 | 239-251 |

**TABE Complete Language Assessment System-English (CLAS-E) Forms A/B**

| **Test Level/Subject** | **ESL Level 1** | **ESL Level 2** | **ESL Level 3** | **ESL Level 4** | **ESL Level 5** | **ESL Level 6** | **ESL Completer** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Level 1 (Reading) | 250-392 | 397-436 | 440-460 | --- | --- | --- | --- |
| Level 1 (Writing) | 200-395 | 397-443 | 446-487 | --- | --- | --- | --- |
| Level 1 (Reading and Writing combined) | 225-394 | 395-441 | 442-482 | --- | --- | --- | --- |
| Level 1 (Listening) | 230-385 | 390-434 | 441-459 | --- | --- | --- | --- |
| Level 1 (Speaking) | 230-425 | 426-460 | 461-501 | --- | --- | --- | --- |
| Level 1 (Listening and Speaking combined) | 230-407 | 408-449 | 450-485 | --- | --- | --- | --- |
| Level 2 (Reading) | 300-392 | 397-436 | 440-474 | 478-497 | --- | --- | --- |
| Level 2 (Writing) | 220-395 | 397-443 | 446-488 | 491-520 | --- | --- | --- |
| Level 2 (Reading and Writing combined) | 220-394 | 395-441 | 442-482 | 483-514 | --- | --- | --- |
| Level 2 (Listening) | 290-385 | 390-434 | 441-468 | 471-505 | --- | --- | --- |
| Level 2 (Speaking) | 290-425 | 426-460 | 461-501 | 502-536 | --- | --- | --- |
| Level 2 (Listening and Speaking combined) | 290-407 | 408-449 | 450-485 | 486-525 | --- | --- | --- |
| Level 3 (Reading) | 340-392 | 397-436 | 440-474 | 478-508 | 510-547 | --- | --- |
| Level 3 (Writing) | 240-395 | 397-443 | 446-488 | 491-520 | 522-555 | --- | --- |
| Level 3 (Reading and Writing combined) | 240-394 | 395-441 | 442-482 | 483-514 | 515-556 | --- | --- |
| Level 3 (Listening) | 320-385 | 390-434 | 441-468 | 471-513 | 517-541 | --- | --- |
| Level 3 (Speaking) | 320-425 | 426-460 | 461-501 | 502-536 | 537-567 | --- | --- |
| Level 3 (Listening and Speaking combined) | 320-407 | 408-449 | 450-485 | 486-525 | 526-558 | --- | --- |
| Level 4 (Reading) | 360-392 | 397-436 | 440-474 | 478-508 | 510-554 | 564-587 | 588-680 |
| Level 4 (Writing) | 260-395 | 397-443 | 446-488 | 491-520 | 522-555 | 559-611 | 612-730 |
| Level 4 (Reading and Writing combined) | 260-394 | 395-441 | 442-482 | 483-514 | 515-556 | 557-599 | 600-800 |
| Level 4 (Listening) | 350-385 | 390-434 | 441-468 | 471-513 | 517-546 | 554-606 | 607-710 |
| Level 4 (Speaking) | 350-425 | 426-460 | 461-501 | 502-536 | 537-567 | 568-593 | 594-800 |
| Level 4 (Listening and Speaking combined) | 350-407 | 408-449 | 450-485 | 486-525 | 526-558 | 559-599 | 600-800 |

**TABE Complete Language Assessment System-English (CLAS-E) Forms C/D**

| **Test Level/Subject** | **ESL Level 1** | **ESL Level 2** | **ESL Level 3** | **ESL Level 4** | **ESL Level 5** | **ESL Level 6** | **ESL Completer** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Level 1 (Reading) | 200-354 | 355-388 | 389-427 | --- | --- | --- | --- |
| Level 1 (Writing) | 210-384 | 385-414 | 415-437 | --- | --- | --- | --- |
| Level 1 (Listening) | 200-348 | 349-389 | 390-427 | --- | --- | --- | --- |
| Level 1 (Speaking) | 170-338 | 339-402 | 403-436 | --- | --- | --- | --- |
| Level 2 (Reading) | 200-354 | 355-388 | 389-427 | 428-448 | --- | --- | --- |
| Level 2 (Writing) | 210-384 | 385-414 | 415-437 | 438-461 | --- | --- | --- |
| Level 2 (Listening) | 200-348 | 349-389 | 390-427 | 428-457 | --- | --- | --- |
| Level 2 (Speaking) | 170-338 | 339-402 | 403-436 | 437-475 | --- | --- | --- |
| Level 3 (Reading) | --- | 355-388 | 389-427 | 428-448 | 449-487 | --- | --- |
| Level 3 (Writing) | --- | 385-414 | 415-437 | 438-461 | 462-500 | --- | --- |
| Level 3 (Listening) | --- | 349-389 | 390-427 | 428-457 | 458-488 | --- | --- |
| Level 3 (Speaking) | --- | 339-402 | 403-436 | 437-475 | 476-542 | --- | --- |
| Level 4 (Reading) | --- | **---** | --- | 428-448 | 449-487 | 488-580 | --- |
| Level 4 (Writing) | --- | --- | --- | 438-461 | 462-500 | 501-670 | 612-730 |
| Level 4 (Listening) | --- | --- | **---** | 428-457 | 458-488 | 489-620 |  |
| Level 4 (Speaking) | --- | --- | --- | 437-475 | 476-542 | 543-670 | 594-800 |

**BACK COVER**

***Statement of Non-Discrimination***

*VDOE does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation or against otherwise qualified persons with disabilities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans. The following position has been designated to handle inquiries regarding VDOE’s non-discrimination policies:*

*Director of Human Resources*

*Virginia Department of Education*

*P. O. Box 2120*

*Richmond, Virginia 23218-2120*

*Telephone: (804) 774-4280*

*For further information on Federal non-discrimination regulations, contact the Office for Civil Rights at*[*OCR.DC@ed.gov*](mailto:OCR.DC@ed.gov)

*or call 1-800-421-3481.*