

***[Local Agency Name]***  
**Workforce Investment Act Title II**  
**Local Guidelines for Implementing State Assessment Policy**  
***[Date]***

*[Local agency name]* developed and implemented the following local procedures for assessment and data collection consistent with the California Department of Education's (CDE) *Workforce Investment Act Title II: Adult Education and Family Literacy Act, Assessment Policy Guidelines for 2007-08*.

### **I. Training and Dissemination of Local Guidelines for Implementing State Assessment Policy**

The CDE requires annual training of local agency staff and dissemination of the agency's assessment guidelines. Please refer to the CASAS website [https://www.casas.org/online\\_registration/](https://www.casas.org/online_registration/) for the list of regional and online trainings.

- *Instructions: Provide a description of the local agency's guidelines to provide training to agency staff and disseminate local assessment guidelines, e.g., who will be trained and frequency of training and timeline. Training of staff may include any of the following: individual, group, electronic, bound paper format, PowerPoint, video, or other means of conveying appropriate assessment and data collection procedures. Use a sign-in sheet to document staff participation.*

### **II. Initial Orientation and Placement into Program and Instructional Level**

The CDE strongly encourages the use of appraisal tests for newly enrolled adult learners whenever feasible to ensure appropriate educational placement, appropriate administration of pretest forms, and appropriate selection of short- and long-term instructional goals.

- *Instructions: Provide the following: (1) a description of the local agency's initial class and level placement process for Adult Basic Education (ABE), English as a Second Language (ESL), and Adult Secondary Education (ASE), and (2) the names and/or titles of the person or persons responsible for student orientation, initial appraisal, and placement.*

### **III. Progress Testing: Pretest and Post-Test**

Adult education local agency staff must administer pretests for learners as soon as feasible after enrollment but no later than two weeks after enrollment into the program:

either during the intake process after an appraisal is given or after placing the learner into the appropriate instructional level.

- *Instructions: Provide a description of the following: (1) how the local agency administers a pretest as soon as feasible after enrollment into the program, and (2) the local agency testing schedule for pretesting and post-testing, including the number of hours between pretesting and post-testing.*

#### **IV. Use of Test Administration Manuals**

The CDE requires that local adult literacy providers follow the test administration guidelines in each Test Administration Manual (TAM) published by CASAS for each **test series** used. All local adult literacy providers must maintain copies of TAMs onsite for all assessments used. TAMs provide quality control guidelines to ensure proper test use, administration, scoring, and interpretation of results.

- *Instructions: Provide the following: (1) a description of how the local agency follows the test administration guidelines in each TAM, (2) a copy of TAM inventory, and (3) the storage and safekeeping process, and the name or title of the person responsible for maintaining the security of the TAMs.*

#### **V. Training Requirements for Administering Standardized Assessments**

The CDE requires all adult literacy providers to comply with the CASAS training policy. The CDE also requires each agency to participate in Annual California Accountability Training, which provides guidance on specific state data and accountability requirements, including timelines. Training in CASAS assessments is required to ensure accurate use of tests and appropriate interpretation of learner results, and to maintain the integrity and quality of the assessment process. CASAS requires that at least one person from each agency using the CASAS system successfully complete CASAS Implementation Training. Once trained, this individual will train others within his or her respective agency but may not train outside that agency. Agencies may use the packet titled "California Teachers New to CASAS," which is included in the CASAS Implementation Training packet, to train others within the agency. Please refer to the CASAS website [https://www.casas.org/online\\_registration/](https://www.casas.org/online_registration/) for the list of regional and online trainings.

- *Instructions: Provide the following: (1) the names and/or titles of persons responsible for attending CASAS Implementation Training and California Accountability Training and for providing training to other agency staff, if appropriate, and (2) a description of how the local agency trains all staff within the agency on implementation and accountability procedures. Include dates and times, location, and sign-in sheets.*

## VI. Test Security Agreements

The CDE requires that all WIA Title II funded adult literacy providers sign an annual test security agreement. The following stipulations must be part of the local assessment guidelines:

- A. The local adult education program director or administrator assumes responsibility for safeguarding all CASAS-developed assessment materials, (paper-based and computer-based), including test administration manuals and answer sheets (which contain marks or responses).
- B. All CASAS materials are stored in a locked, preferably fireproof, file cabinet accessible to the program director or administrator, or their designee(s).
- C. Staff members who administer assessments return all materials immediately after their use to the program director or administrator, or their designee(s).
- D. All answer sheets and writing samples are treated as confidential until destroyed.
- E. Duplication of any test form or any portion of any test form for any reason is prohibited.
- F. The adult literacy provider maintains inventory information of CASAS materials and will supply this information to the CDE upon request.
- G. Defaced materials are not destroyed, unless authorized by the CDE-AEO.
- H. Adult literacy providers may not use displays, questions, or answers that appear on any CASAS test to create materials designed to teach or prepare learners to answer CASAS test items. Instead, programs are to use instructional resources provided by CASAS *Quick Search* and other support materials to link curriculum, assessment, and instruction.