

# ADULT EDUCATION AND LITERACY

## ASSESSMENT POLICY

*Program Year 2021*



**COMMUNITY COLLEGES &  
WORKFORCE PREPARATION**  
*PROSPERITY THROUGH EDUCATION*

**IOWA DEPARTMENT  
OF EDUCATION**



Grimes State Office Building

Phone: 515-281-8260  
Fax: 515-242-5988  
www.educateiowa.gov

Ann Lebo  
Director, Iowa Department  
of Education  
515-281-3436  
ann.lebo@iowa.gov

Jeremy Varner  
Administrator, Division of  
Community Colleges and  
Workforce Preparation  
515-281-8260  
jeremy.varner@iowa.gov

Paula Nissen  
Acting Chief, Bureau of  
Community Colleges  
515-418-0319  
paula.nissen2@iowa.gov

Alex Harris  
State Director of  
Adult Education and Literacy  
515-281-3640  
alex.harris@iowa.gov

Published: 2020

**State of Iowa  
Department of Education**  
Grimes State Office Building  
400 E. 14th Street  
Des Moines, IA 50319-0146

**State Board of Education**

Brook Axiotis, President, Des Moines  
Bettie Bolar, Marshalltown  
Joshua Byrnes, Osage  
Brian Kane, Dubuque  
Michael L. Knedler, Council Bluffs  
Mike May, Spirit Lake  
John Robbins, Iowa Falls  
Georgia Van Gundy, Waukee  
Kimberly Wayne, Des Moines  
Hannah Groos, Student Member, Norwalk

**Administration**

Ann Lebo, Director and Executive Officer  
of the State Board of Education

**Division of Community Colleges  
and Workforce Preparation**

Jeremy Varner, Division Administrator

**Bureau of Community Colleges**

Paula Nissen, Acting Bureau Chief  
Alex Harris, Education Consultant

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). If you have questions or complaints related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-0146, telephone number: 515-281-5295, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, telephone number: 312-730-1560, FAX number: 312-730-1576, TDD number: 877-521-2172, email: OCR.Chicago@ed.gov.

# Table of Contents

Preface.....	iii
Introduction .....	1
Summary and Overview .....	2
Section 100: General Guidelines.....	5
Section 200: Adult Basic Education (ABE) .....	9
Section 300: English-as-a-Second-Language (ESL).....	12
Section 400: Data Monitoring and Reporting.....	15
Section 500: Participant Files.....	18
Section 600: Special Programs.....	19
Section 700: Special Populations.....	21
Section 800: Purchasing Assessments .....	23
Section 900: Training, Dissemination, and Test Security .....	24
Section 1000: Distance Education .....	29
Appendices .....	33

## Preface

Assessment of adult education and literacy students is an essential part of providing an exemplary educational program that will help students reach success. The assessment requirements in this document provide a detailed explanation of the state and local program responsibilities for student assessment specific to the National Reporting System (NRS) and state requirements. These requirements apply to the approved assessments and test administration procedures that programs must use to report educational gains in compliance with NRS requirements.

Programs must adhere to the assessment requirements identified in order to provide fair and equitable access to services for learners, identify the need for program improvement, and make consistent judgments about learner placement and advancement.

All adult education and literacy programs funded by the state of Iowa must use the approved test series and forms. Local programs' assessment procedures must follow the publishers' guidelines and the established state requirement. Programs must administer an initial test to all learners within the first 12 hours of instruction and must follow up with a progress test during the period allowed under state requirement as described in this document. Uniform implementation of the assessment procedures outlined here is necessary for the successful comparison of program efforts and will be monitored by the state. Deviance from the requirements and procedures outlined here will be seen as a compliance issue.

Direct questions on assessment requirements and procedure or requests for technical assistance to:

Alex Harris     [alex.harris@iowa.gov](mailto:alex.harris@iowa.gov)

Lisa Gard        [lisa.gard@iowa.gov](mailto:lisa.gard@iowa.gov)

Dan Li            [dan.li@iowa.gov](mailto:dan.li@iowa.gov)

## Introduction

The Iowa Assessment Policy provides the guidance for implementing a comprehensive state and local assessment policy. These policies are consistent with the Office of Career, Technical and Adult Education (OCTAE) and the National Reporting System (NRS). The NRS is the accountability system for the federally funded adult education and literacy program mandated by WIOA, Title II. Iowa's adult education and literacy instructional programs include adult basic education, English-as-a-Second-Language (ESL), and adult secondary education. The objective of the assessment policy guidelines is to identify key areas that support:

- Selection and use of appropriate assessment instruments
- Appropriate test administration, scoring, and reporting of test scores.
- Pre and post testing after the recommended hours of instructional intervention.
- Certification of level and program completion.
- Appropriate use of tests results to inform instruction and improve programs.
- Reporting valid and reliable assessment results and related information for accountability
- Staff training and test security requirements for staff that administer the standardized assessments and use the database management system.

### **Need for an Assessment Policy**

Standardized, ongoing assessment of participant progress is essential to ensure that all participants become proficient in literacy and language skills. To ensure accuracy and consistency, the Iowa Department of Education prescribes that Iowa's adult education and literacy programs use standardized assessments with proven validity, reliability, and are approved for use by the NRS.

- Validity refers to the extent to which the instrument measures what it is intended to measure. To establish the content validity with respect to the requirements of the NRS, there must be evidence that the items/tasks of the instrument measure the skills associated with the educational functioning levels (EFL).
- Reliability refers to the degree of consistency in performance of an assessment: that is, the extent to which an examinee would be expected to perform similarly across multiple administration of the instrument or under different conditions.

Standardized assessment data are used to place reportable individuals at appropriate levels of instruction; to diagnose a reportable individual's strengths and weaknesses, to monitor progress, and to certify mastery at specific levels of instruction or readiness to exit adult education. In addition, data drives program quality, professional development, and program targets. Uniform implementation of policy allows for program comparison across program years, as well as comparability across programs within the state. Consistent policy ensures standardization.

### **Purposes for Uses of Assessment**

Iowa adult education and literacy (AEL) programs are encouraged to use a variety of assessments to assist in informing instruction. Standardized assessments used to document placement, progress, and level completion are described in detail in subsequent sections of this document. Informal assessments such as instructor-made tests, diagnostic assessments, unit tests, applied performance assessments, and observations are also encouraged to monitor learning and to inform instruction on an ongoing basis.

## Summary and Overview

### Appraisal and Locator Tests

An appraisal/locator test is used to help determine the appropriate pre-test to administer. Web-based locators will be utilized when available in the approved test series. When administering web-based locators, follow the vendor recommended guidelines in advising reportable individual to spend no more than one minute per question, within the locator.

Locators may not be used as a pre-test or to measure student progress. Published test administration manuals (TAMs) include specific recommendations about which level of pre-test to administer based on the appraisal test score. Current web-based assessment provides locators for reading, math, and listening. Web-based locators will be administered prior to the standardized assessment administration that levels reportable individual in an Educational Functioning Level (EFL). Reportable individual placement occurs prior to instructional intervention.

### CASAS Locators by Instructional Programs

	<i>Life and Work (including CBT format)</i>	<i>Life Skills (including CBT format)</i>	<i>Goals (including CBT format)</i>
<b>What basic skills does each series cover?</b>			
Reading	✓ *	✓ *	✓
Math			
Listening	✓ *		
<b>What programs use what series?</b>			
ESL	✓ *	✓ *	✓ **
ABE			✓
<b>What appraisal tests are used with each series?</b>			
ESL Reading and Listening	<i>Form 80, CAT 102R</i>	<i>CAT 102R</i>	
ABE Reading and Math	<i>Form 80, CAT 102R/M</i>	<i>Form 30 CAT 102R/M</i>	<i>900R</i>

### TABE Locators by Instructional Programs

 <b>TABE Locator Assessment Series</b>	<b>ABE</b>	<b>ESL</b>
Reading	✓	
Total Math	✓	
Language	✓	
TABE Word List	✓	
CLAS-E	✓	✓ *

A measurable skill gain may not be determined by administration of a locator.

**\*CASAS Life and Work, Life Skills and TABE CLAS-E can be used for ESL until February 2, 2021.**

**\*\*If approved by NRS**

**Initial Test / Pre Test**

The initial test/pre-test is the basis for placing a student in an entering instructional program and subsequent EFL. It is the baseline on which programs measure eligible individual learning gains, which is counted as a measurable skill gain under WIOA.

In program year 2021, minimum initial pre-test assessment standards are set at the following:

Instructional Program	Required Minimum Test	CASAS Modalities Available	TABE CLAS-E Modalities Available
ESL	2	Reading and Listening	Reading/Writing and Speaking/Listening
ABE	2	Reading and Math	

Processes will be established to ensure that pre testing occurs to determine if the individual is eligible for Title II funded programs. Student scoring above ABE 6 *without* a high school equivalency diploma can be served. However, if they have a diploma, they must score at least one pre-test with ABE level 5 or below to be served with Title II funds. In reference to the Adult Education and Literacy Administrative rule 281-23.5,(260C) “a participant with a high school diploma that does not score in one modality with an ASE Low (i.e., ABE Level 5) would not be eligible for Title II funded services and will be referred to an appropriate agency or provider.” Similarly, a reportable individual must pre-test within an ESL modality level or not have their high school diploma or degree to be served with Title II funds.

Programs are responsible for ensuring that appropriate processes include established orientation times, a centralized point of intake, and a local program policy that requires pre testing of all reportable individuals before twelve hours of instruction.

**Progress/Post Testing**

Any test given after the initial test is called a progress test or post-test. The primary method of measuring skill gain in adult education and literacy programs is determined by comparing the initial assessment educational functioning level (EFL) with the subsequent progress test EFL when reassessed using the standardized assessment. It is important to note that if a participant is not progress/post tested, level completion cannot be determined.

**Iowa Adult Education and Literacy Progress Testing by Instructional Program**

CASAS Assessment Series	ESL	ABE
Life Skills		
Math		
Reading	✓ *	
Life and Work		
Reading	✓ *	
Listening	✓ *	
Reading for Citizenship		
Reading	✓ *	
Goals		
Reading		✓
Math		✓

\*CASAS Life and Work, and Life Skills can be used for ESL until February 2, 2021.

TABE Assessment Series	ESL	ABE
TABE 11/12		
Math		•
Reading		•
TABE CLAS-E*		
Reading and Writing	•	
Speaking and Listening	•	

\* TABE CLAS-E can be used for ESL until February 2, 2021.

**Reportable Individual Goals, Instructional Program, Assessment and Instructional Focus**

Adult education and literacy programs will select standardized assessments based on a reportable individual's goals and the instructional focus of the program:

- English-as-a-Second-Language (ESL)
- Basic skills
- High School completion
- Life skills
- Transitions to Postsecondary education or training
- Employability

Upon program entry, the reportable individual will complete enrollment forms, including goal-setting. Based upon the reportable individual's goals, the program will select the appropriate NRS instructional program ESL, or ABE.

1. Programs will administer the minimum number of assessments based on the appropriate instructional program.
2. Instructional intervention will occur in the area of the lowest scaled score modality.
3. If the reportable individual's goal conflicts with the lowest scaled score modality, instructional intervention will occur in the area supporting the reportable individual's goal. For example, if reportable individual sets a goal of "Improve Basic Skills" and has a documented personal goal of increasing reading fluency, the program would assess in reading and math. To best meet the goal, the program would provide targeted reading instruction. After sufficient hours of instruction the participant would be progress tested in reading to determine if a level gain has occurred.

**Post-Test Match Target for Program Year 2021**

Iowa's adult literacy programs are required to have percentage target post-test benchmarks for all enrollees. *Iowa has established that programs will post test a minimum of 65% of all enrollees in program year 2021.*

## Section 100: General Policies

- A. All Iowa AEL programs must employ proper testing, scoring and reporting protocols for the standardized instrument (s) being used.
- B. All staff administering a standardized assessment must be trained and/or certified (frequency is dependent upon the administration requirements of the vendor) in the proper test administration procedures provided by the assessment vendor. (See Section 900).
- C. Programs must keep a record of all persons trained for each assessment and who conducted the training. Training must include NRS policy, accountability policies, data collection process, definitions of measures and conducting, and interpreting assessments. (The Implementation Training Verification Form is used to document staff training on standardized assessments.)
- D. All programs must complete the Local Program Data Quality Checklist, annually to verify that they are following correct processes and procedures regarding NRS data quality standards. Programs must gather required data elements and document in the state system. Local program data is monitored throughout the year.
- E. Programs must administer all assessments to reportable individuals, including Distance Learning learners, by proctoring. Assessments not conducted through remote or face-to-face interaction with a trained test administrator in a secure setting are not allowed for NRS reporting.
- F. Any form of assessment not included in the approved list of this document may ONLY be used to inform instruction or achieve goals not specific to level gains. Unapproved assessments cannot be used for the purpose of documenting a measurable skill gain in WIOA. For example, *Work Keys: Applied Mathematics* and *Reading for Information*, as part of the NCRC credentialing, can no longer be used for placement or progress testing but may be used to help inform instructional needs.
- G. Policies for Administering Pre-tests:
 

Programs will administer a locator for guidance on the appropriate pre-test to administer (when available on web-based assessments). The locator may not be used for placement or post testing. If a locator is not available, programs must use alternative research based methods to determine the appropriate placement test.

  - 1. Reportable individuals must be pre tested with two ABE or two ESL approved standardized assessment, prior to receiving 12 hours of adult education and literacy services. In the event that a pre-test cannot be administered, a provisional educational functioning level (EFL) maybe assigned based on informal assessment methods until an NRS approved test can be administered. All test takers with a provisional EFL will be tracked by marking the circumstances by which a pre test could not be administered.
  - 2. As a result of the pre-test, reportable individuals must be placed for instruction according to their lowest educational functioning level (EFL) as determined by scaled scores on the standardized assessment. If a reportable individual has a specific academic goal that differs from the lowest pre-test score, class assignment will occur based on the goal. Programs are encouraged to record progress in all areas in which instruction is provided.
  - 3. If a participant stops out of their instructional program, but is not exited from services, another pre-test is not required. If the participant comes back in a new PY, a new pre-test is needed.
  - 4. If a participant exits the program and returns for another period of participation (PoP) in the same program year, no new pre-test is required. However, a progress test is required by the end of the program year.
  - 5. For a PoP that crosses the program year, participants will remain participants. Test scores will be carried forward and hours of instruction are cumulative. Once sufficient hours of instruction between assessments has occurred in the new program year, an additional progress test can be administered (refer to Table of Assessment Guideline). For example, a participant has 20 hours of instruction in the previous program year, remains active and in the new program year completes another 20 hours of instruction thereby qualifying for a progress assessment.

**Table of Assessment Guidelines**

Period of Participation		Program Year		Assessment
New PoP	+	New PY	=	Pre-test is needed, post-test students after 40+ hours of instruction if students are ready
New PoP	+	Same PY	=	Pre-test is not needed, but a test is required before the start of New PY.
New PoP	+	Across two PYs	=	Pre-test is not needed for new PY, post-test students after 40+ hours of instruction if students are ready (Please post-test students who have more than 40 hours of instruction before New PY)
Same PoP	+	New PY	=	Pre-test is not needed for new PY

**Note: There should be a new test in each PoP.**

H. Policies for Administering Progress/Post tests

1. Programs will administer post-tests to a minimum of 65% of participants in all instructional programs ABE, and ESL with an approved standardized assessment. The program goal is to measure skill gains through a progress test for all participants.
2. The same standardized assessment (e.g., CASAS and TABE) used for placement must also be used for the progress/post-test to ensure a match. The appropriate form must also be used to ensure a match. See Section 200: ABE and Section 300: ESL.
3. Programs will follow the test vendors' guidelines to determine the alternate test form used for progress/post-test. The test form used for progress/post testing will either be in the lowest EFL modality or in the area of instructional focus.
4. To assure valid test results, sufficient instructional time must occur between tests. The vendors minimum hours required between pre and progress/post testing must be strictly followed.
5. Programs must document each of the exceptions it makes to the recommended time frames for administering post-tests. Completed *Assessment Irregularity Documentation Forms* in Appendix D must be retained in participants' assessment files, and must be made available for monitoring purposes. Exceptions should be limited and rare. Excessive exceptions will be considered non-compliant and flagged for a risk assessment.
6. Failure of capturing a progress/post test match when a participant has sufficient hours of instruction reduces the ability of a program to demonstrate measurable skill gains.
7. Instructional hours are not carried over from periods of participation or from program year to program year (a continuous PoP across program years is an exception). However, instructional hours can be used from previous PoPs and program year to determine sufficient hours of assessment has been achieved.
8. Standard post-test guidelines suggest participants in adult education and literacy programs be progress/post tested for summative purposes no more than three times in a period of participation within a program year to demonstrate an Educational Functioning Level (EFL) gain. If subsequent testing is needed to qualify for class advancement, official high school equivalency practice testing or for formative and instructional purposes, the program director or testing administrator may choose to test at the end of a semester, term, quarter, or other substantial block of instruction and can determine if additional testing would be beneficial and not detrimental for participant's progress. Additional post-testing beyond three times must be the least intrusive method to the participant's progress.
9. Programs should administer post-tests, using specified alternate forms, at the end of a semester, term, quarter, or other substantial block of instruction to document measurable skill gains. CASAS recommends assessing after approximately 70-100 hours of instruction. TABE recommends assessing after approximately 50-95 hours of instruction.

10. For participants scored at ABE Level 5 in one modality and ABE Level 6 in another modality:

10.1 If the participants pass HiSET® before 40 hours of instruction, post tests are not needed.

10.2 If the participants have more than 40 hours of instruction but haven't passed HiSET®, post tests are needed.

**Hours of Instruction between Pre-Test and Initial Progress/Post Test**

Assessment Series	Vendor Recommendations
CASAS Life Skills * Life and Work * Reading for Citizenship * GOALS	70-100 hours recommended 40 hours minimum CASAS discourages random and frequent testing as it will not present valid gain scores and could create a practice effect, thus producing questionable or spurious scores. Instructional intervention between testing periods is strongly recommended to maximize gain. Proper use of the Locator Test as a determinant of appropriate content level testing is required.
TABE 11/12	50-60 hours recommended for ABE levels 1-4  40 hours minimum 30-59 hours recommended for ABE levels 5-6  30 hours minimum DRC-CTB discourages random and frequent testing as it will not present valid gain scores and could create a practice effect, thus producing questionable or spurious scores. Instructional intervention between testing periods is strongly recommended to maximize gain. Proper use of the Locator Test as a determinant of appropriate content level testing is required.
TABE CLAS-E *	DRC-CTB recommends 60-95 hours.  DRC-CTB discourages random and frequent testing as it will not present valid gain scores and could create a practice effect, thus producing questionable or spurious scores. Instructional intervention between testing periods is strongly recommended to maximize gain. Proper use of the Locator Test as a determinant of appropriate content level testing is also strongly recommended and is an integral part of the testing process.  If a test is to be administered as a retest because the initial test session was invalid, there is not a prescribed length of time that needs to occur. However, DRC-CTB strongly encourages some instructional time in order to avoid a practice effect.

\* CASAS Life and Work, Life Skills and TABE CLAS-E can be used for ESL until February 2, 2021.

I. Policies for Tracking Test and Attendance Data (See Section 400).

1. All testing data must be entered into the state system.

2. Attendance hours must be entered into the state system at least monthly. This should be done by the 10th of the month. Hours of instruction includes those delivered through approved distance education. (See Section 1000)

J. Programs must consistently use the same method for inputting attendance throughout the year. Policies for Updating Eligible Individual Records (See Section 400)

1. For participants who have no services for more than 90 days, the state system will exit them automatically.

2. For participants who have no services for more than 90 days but with planned services, attendance should be entered in accordance to state system to indicate "future planned services".

K. Policies for Record Storage (See Section 400)

1. For monitoring purposes, programs must retain test records in paper form or electronic for no less than three years following their exit from the program.
2. Security and confidentiality of records is critical and therefore the access of stored records must be limited to those staff/faculty required as documents might contain personal identifiable information.

## Section 200: Policies for Adult Basic Education (ABE)

The list provided below are the Federal and State approved assessments for Adult Basic Education for PY 2020.

- A. A minimum of **TWO** initial approved standardized assessments must be used for educational functioning level placement. A minimum of **ONE** progress/post-test should be administered.
- B. New assessments will only be added at the beginning of the fiscal year. All programs will be notified if new assessments become available and approved for Iowa use.
- C. Any unapproved assessment used by a program will prevent a participant from being included in the measurable skill gain for federal reporting.
- D. Adult literacy providers may find guidance for pre-test and post-test on vendor's website or test administration manual. If using eTests, the pre- and post-test selection happens automatically. Participant post-tests are administered at the same level or a higher level, depending on the participants' pre-test score. CASAS and TABE recommend an alternate test form for post-testing. Additionally, the post-test must be in the same content area as the pre-test to allow for a match, that is, programs cannot use a reading pre-test and a math post-test to determine participant gains.
- E. Standard post-test guidelines suggest participants in adult education and literacy programs be progress/post tested for summative purposes no more than three times in a period of participation to demonstrate an Educational Functioning Level (EFL) gain. If subsequent testing is needed to qualify for class advancement, official high school equivalency practice testing, or for formative and instructional purposes, the program director or testing administrator may choose to test at the end of a semester, term, quarter, or other substantial block of instruction and can determine additional testing would be beneficial and not detrimental for participant's progress.

	Assessment Services	Forms	ABE
Reading	GOALS	901R-908R	•
Math	GOALS	913M-918M	•
Reading		11/12	•
Math		11/12	•

### NRS ABE Educational Functioning Levels and Series Reading and Math Scale Score Ranges

NRS Levels	CASAS Reading GOALS 900 Series	CASAS Math GOALS 900 Series
ABE Level 1	203 and Below	193 and Below
ABE Level 2	204-216	194-203
ABE Level 3	217-227	204-214
ABE Level 4	228-238	215-225
ABE Level 5	239-248	226-235
ABE Level 6	249 and above	236 and above

NRS Levels	TABE 11/12
ABE Level 1	Reading: 300-441 Language: 300-457 Total Math: 300--448
ABE Level 2	Reading: 442-500 Language: 458-510 Total Math: 449-495
ABE Level 3	Reading: 501-535 Language: 458-510 Total Math: 496-536
ABE Level 4	Reading: 536-575 Language: 547-583 Total Math: 537-595
ABE Level 5	Reading: 576-616 Language: 584-630 Total Math: 596-656
ABE Level 6	Reading: 617-800 Language: 631-800 Total Math: 657-800

**Guidelines for Using Scores**

Vendor test administration manuals (TAMs) provide charts and guidelines for converting raw scores to scale scores. Iowa’s adult education and literacy programs will use these charts as reference points. Scaled score ranges have been subdivided into ranges that correspond to the NRS levels.

NRS guidelines prescribe that reportable individuals whose initial assessment place them in different instructional levels (i.e., ABE Level 4 and ABE Level 5) be placed in the area with the lower score. Placement at the lower instructional level should be the basis of determining which progress/post-test to administer. If the reportable individual’s goal conflicts with the lowest scaled score modality, instructional intervention will occur in the area supporting the reportable individual’s goal. (See Summary and Overview: Progress/Post Testing).

**Additional Guidelines for Administering Next TEST (TABE)**

Data recognition Corporation-CTB (DRC-CTB) recommends the following combinations for TABE pre- and post-testing.

In these recommended pre- and post-test combinations, the program would be testing with different forms of TABE that are on the same scale in order to measure gains. The participant is not taking the same set of test questions in these scenarios. Alternate test form 11 and 12.

TABE scales are calibrated across levels so scores from various levels of TABE may be compared to show progress. After sufficient instruction has taken place, it should be determined if a participant has advanced to a new level before they are re-tested. Advancement may be indicated by a very high score on the original pre-test, progress on informal assessments, or a higher score upon re-administration of the locator.

**TABE Assessment Series**

<b>Pre-Test</b>	<b>Post Test</b>
TABE 11	TABE 12
TABE 12	TABE 11

**Additional Guidelines for Administering Next Test**

Following Appendices provide additional information on administering next test. For CASAS eTest, system automatically determines the next test. For those administering paper version of CASAS test please refer to the following resources:

- [Appendix A: Assessment Chart for Placement, Progress and Post Testing ABE;](#)
- [Appendix C: Recommended Time Frames for Placement and Progress Testing.](#)

## Section 300: Policies for English-as-a-Second-Language (ESL)

The list provided below are the Federal and State approved assessments for English as a Second Language for PY 2021.

- A. A minimum of **TWO** initial approved standardized assessments must be used for educational functioning level placement of all ESL participants. A minimum of ONE paired progress/post-test should be administered.
- B. New assessments will only be added at the beginning of the fiscal year. All programs will be notified if new assessments become available and approved for Iowa use.
- C. Any unapproved assessment used by a program will prevent participants from being included in the measurable skill gain for federal reporting.
- D. The Iowa Adult Education and Literacy staff discourages random and frequent testing as it will not present valid gain scores and could create a practice effect. Instructional intervention between testing periods is necessary in order to maximize academic gain. All instructors must follow the test publisher's recommended timeframe for pre and progress/post testing as stated in this document.
- E. Iowa's Adult Education and Literacy Program requires that a minimum of 65% of the participants be post-tested.
- F. At each level multiple forms are listed; these are alternate forms for pre- and post-testing. In some instances an "X" follows a test form number (e.g., 32X). These tests are extended range tests and may be used as an additional post-test within that specified level (for example, 32 and 32X are alternative forms for 31, all at level A). This table also lists the appropriate appraisal test(s) to accompany different CASAS test series.

### Iowa Adult Education and Literacy Program's Approved ESL Standardized Assessments

CASAS Assessment Series	Forms	ESL
<b>Reading</b>		
Life Skills*	27, 28	✓
Life and Work*	081-188	✓
Reading for Citizenship*	951, 952	✓
<b>Listening</b>		
Life and Work*	981L-986L	✓

### TABE ESL Assessment Series

Pre-Test	Post-Test
TABE CLAS-E Form A*	TABE CLAS-E Form B*
TABE CLAS-E Form B*	TABE CLAS-E Form A*

\*CASAS Life and Work, Life Skills, Reading for Citizenship, and TABE CLAS-E can be used for ESL until February 2, 2021.

**NRS ESL Educational Functioning Levels and Series Scale Score Ranges**

NRS Levels	CASAS Reading	CASAS Listening	TABE CLAS-E Total Reading/Writing	TABE CLAS-E Total Speaking/Listening
ESL Level 1	180 and below (Level A)	162-180	225-394	230- 407
ESL Level 2	181-190 (Level A)	181-189	395-441	408-449
ESL Level 3	191-200 (Level A)	190-199	442-482	450-485
ESL Level 4	201-210 (Level B)	200-209	483-514	486-525
ESL Level 5	211-220 (Level B)	210-218	515-556	526-558
ESL Level 6	221-235 (Level C)	219-227	557-600	559-600

Refer to the TABE CLAS-E Technical Manual for score ranges for individual reading, writing, listening and speaking tests. Table shows only total scores.

**Recommended Time per Test for 980LW Series**

**980 Series Life and Work Listening**

CASAS Level	Form Number	Number of Test Items	Time Per Test
A	Form 981	38	49 minutes
A	Form 982	38	49 minutes
B	Form 983	38	52 minutes
B	Form 984	38	52 minutes
C	Form 985	38	51 minutes
C	Form 986	38	51 minutes

**Guidelines for Assigning ESL students in Instructional Programs**

Follow the procedures outlined in Appendix B: Assessment Chart for Placement, Progress and Post Testing ESL. Individuals scoring 236+ in Reading and 227+ in Listening using CASAS and 558+ in Reading and 607+ in Listening using TABE CLAS-E are ineligible for the ESL/ELL and Citizenship designation in State System. In the state system, individuals scoring above that range will be placed in an ABE instructional program.

**Guidelines for Using Scores**

Vendor test administration manuals (TAMs) provide charts and guidelines for converting raw scores to scale scores. Iowa’s adult education and literacy programs will use these charts as reference points. Scaled score ranges have been subdivided into ranges that correspond to the NRS levels.

NRS guidelines prescribe that reportable individuals whose initial assessment place them in different instructional levels (i.e., ESL Level 1 and ESL Level 5) be placed in the area with the lower score. Placement at the lower instructional level should be the basis of determining which progress/post-test to administer. If the reportable individual’s goal conflicts with the lowest scaled score modality, instructional intervention will occur in the area supporting the goal (see Summary and Overview: Progress/Post Testing).

**Additional Guidelines for ESL**

For CASAS eTest, the system automatically determines the next test. For those administering paper version of CASAS test refer to the following resources or test administration manual:

- [Appendix B: Assessment Chart for Placement, Progress and Post Testing ESL;](#)
- [Appendix C: Recommended Time Frames for Placement and Progress Testing;](#)

## Section 400: Data Monitoring and Reporting

### Policies for Data Quality Expectations

Iowa local programs will follow processes to ensure federal reporting requirements are met. The Iowa AEL office will monitor local program databases quarterly to review local program data for compliance issues. The following expectations are included in the review:

- Participant attendance data;
  - Participant attendance data must be entered monthly, this should be done by the 10th of the following month. Attendance should be entered by using the Student Update entry consistently throughout the year.
- Participant Update Status;
  - For participants who have no services for more than 90 days, the state system will exit them automatically.
  - For participants who have no services for more than 90 days but with planned services, attendance should be entered in accordance to state system to indicate “future planned services”.
- Data Integrity Report;
  - Programs are required to generate and review the data integrity report monthly and the timestamp for the last running of the report will be reviewed.
- Testing data;
  - All enrolled participants with more than twelve (12) hours of attendance will have a pre-test score entered in the state system. Pre-test information should be entered in the state system within two weeks of its administration, this allows up-to-date check of the program’s enrollment at each Educational Functioning Level. Any participant that scores below the accurate scaled score range must have the scores manually entered the state system. All paper-based assessments must be manually entered into the state system. If a local program is utilizing the item level answer data entry form for CASAS assessments, the scores will automatically transfer to the state system.
  - HiSET® testing data must be entered in for each participant on a monthly basis—the data includes the date for each subtest attempted and whether the participant passed or failed that subtest.
- Demographic data;
  - Programs are required to enter demographic data of reportable individuals and participants. Demographic data includes: name, date of birth, gender, race/ethnicity, barriers to employments, personal status entries (i.e., co-enrollment in Title I, Title III, and Title IV), and special programs. SSN is not required but strongly recommended.

### Policies for Security and Confidentiality of Records

Iowa, as a data matching state must comply with the Code of Federal Regulations (CFR) Title 34, Part 99 – Family Educational Rights and Privacy Act. The regulations in 34 CFR §99.31, which were published on December 2, 2011, articulate the specific conditions under which information may be disclosed or shared. As programs collect personal identifiable information (PII), a process must be in place to ensure that the confidentiality and security of the individuals is being served is protected. The following two processes have been approved as policy effective March 2013.

#### *(1) Prior Written Consent*

Educational agencies and postsecondary institutions have greater flexibility in disclosing protected information contained within a reportable individual’s educational record if the individual, or his or her parent, has provided prior written consent for the disclosure of information. Obtaining prior written consent

satisfies all other conditions associated with conducting record matching. Prior consent is established when a reportable individual or parent signs and dates a statement that specifies the records that may be disclosed; states the purpose of the disclosure; and identifies the party to whom disclosure may be made.

*(2) Written Agreements—Personal Confidentiality Statement*

To limit creating a procedure that may serve to only increase costs and provide less privacy protection, a reasonable method deemed appropriate and within the guidelines offered by the Department of Education would be a signed written agreement. This agreement would serve to provide assurances from all staff responsible for handling the collecting and reporting of personally identifiable information (PII). The written agreement must:

1. Designate the individual as an authorized representative;
2. Specify the information to be disclosed and the purpose for using it;
3. State that the information when no longer needed will be destroyed; and
4. Establish policies and procedures to protect personally identifiable information (PII) from further disclosure and unauthorized use.

**Additional Guidelines for Assessment Processes and Data Quality**

- A. Scale scores must be used to report measurable skill gain. Scale scores are more reliable than grade level equivalents for comparing achievement over time on the same test.
- B. Level completion is determined when the standardized test scale score meets the highest scale score within each educational functioning level of initial placement. Level completion and advancement is determined when a standardized test scale score meets and exceeds the highest score within the educational functioning level of initial placement. See Appendices A, B, and C for NRS descriptions of scaled score level completions for each vendor.
- C. If a reportable individual has a secondary credential and scores at least one pre-test with an ABE level 5 then they can be enrolled in the adult education and literacy program. However, if the pre-test score in both modalities are ABE Level 6, the individual would not be eligible and they should not be enrolled in an adult education and literacy program. The individual should be referred to another program for services.
- D. Programs will follow test administration protocol regarding scoring. Scores are most reliable when they fall near the middle of the distribution of scores in the corresponding EFL. Scores near the high end of the test indicate the eligible individual may know more than the test level allowed them to demonstrate. Eligible individual with scaled scores at the lower end may give little information about their skills. If the eligible individual is retested, testing must occur before instructional intervention.

**Guidelines for Use of Social Security Numbers and Data Match Requirements**

The state of Iowa uses data matching as the methodology to follow up on WIOA core measures. The Social Security Number (SSN) of the participant will be the unique identifier used in Iowa to report federally core measures, including, but not limited to, percentage of participants in unsubsidized employment during the second and fourth quarter after exit from the program; median earnings; and percentage of participants who obtain a postsecondary credential or diploma within one year after exit.

*POLICY STATEMENT*

*AEL programs are to ask all eligible individuals for the required WIOA demographics, including the unique identifier (social security number) during intake. Eligible individuals should have a signed consent form allowing the sharing of data between WIOA core partners.*

The social security number (SSN) of the eligible individual is used by the Adult Education and Literacy (AEL) program only for the purpose for reporting performance required under WIOA. Therefore, accurate

SSNs are critical to the success of the data matching process. Local programs are responsible for checking enrollment information for missing or invalid SSNs and are prohibited from “making up” a SSN. An eligible individual has the option of not providing their SSN, local programs should confirm that this is a choice and not by mistake.

SSN reported in other educational data system (i.e., Community MIS system, ETS, Diploma Sender) should also be reported in TE.

Local program personnel should include in the intake process an explanation of how personally identifiable information is used and its importance in demonstrating program performance, as this makes the eligible individual's achievement(s) non-reportable. This can be done by indicating to eligible individuals:

1. The purpose(s) for requesting a social security number;
2. The fact that this data is kept confidential;
3. Eligible individuals' names and other personal identifiers are not disclosed in the federal reporting process;
4. The need to have accurate data for outcome reporting to continued federal support for the program.

## Section 500: Participant Files

Files are used to help participants and instructors gauge learning and target instruction. Iowa AEL programs will keep up-to-date files. The local program file system may be electronically stored containing scanned original documents. Local programs choosing an electronic filing system are required to ensure records are also stored and backed up within an institutional backup system in order to prevent record loss.

- Programs are responsible for having the following records on file. Optional records are indicated.
- Adult Education and Literacy or English Language Learner Enrollment Forms.
- Release Form for 16- and 17-Year-Old Eligible Individuals.
- Conduct Form for Adult Education Classes (optional).
- Eligible individual's assessment scores.
- Learning Style Inventory (optional).
- Attendance—Sign-in sheets accessible and available to state upon request.
- Participant Competency and Progress Reports with any supporting Sign-in Sheets (optional).
- Entering Postsecondary/Training or Employment Survey Verification Forms (if applicable).
- Any additional data requested by the state.

Non-secured	Secured
Eligible Individual's Name	Personal Identifiable Information demographics
Instructor Name	Standardized Test Scores
Program Name	Release of Information forms
Instructional implications from screenings	Screenings and Inventories (LD screenings and learning style inventories)
Long term goals and timelines	
Short term goals and timelines	
Participant work to document progress toward and mastery of standards and benchmarks.	

Programs should maintain all required records for three years (current fiscal year and two prior fiscal years). The participants file will be reviewed during monitoring based on a random sampling of current program year files. Missing records could result in a program recommendation or finding. To ensure that files are current, programs should update them on an ongoing basis (at least every 90 calendar days).

## Section 600: Special Programs

Populations with special designations need to be coded and entered in the state system. Special designation coding creates the ability to disaggregate subsets of eligible individual served in Title II programs. Eligible individuals enrolled with a special designation must be assessed using an approved standardized assessment. Special program designation definitions are listed below. Additional coding information may be found in Section I, General Instructions of the [Iowa Data Dictionary](#).

**Jail\*:** eligible individual are within a city or county facility designated to confine or rehabilitate criminal offenders.

**Community Corrections\*:** eligible individuals are within a community based rehabilitation facility or halfway house.

**State Corrections\*:** eligible individuals are within a state correctional institution prison, jail, reformatory, work farm, detention center, or any other similar institution to confine or rehabilitate criminal offenders. For the purposes of coding Special Programs, State corrections refers **ONLY** to the five Iowa State Correctional Institutions with which community college adult literacy programs have contractual agreements to provide adult education and literacy services with the Iowa Department of Corrections.

**\*NOTE: According to WIOA Sec. 225—expenditures on all Corrections must not exceed 20% of funds provided under 231.**

**Homeless Programs:** provide instruction designed for homeless adults. A homeless individual is a person lacking a fixed, regular and adequate nighttime residence.

**Family Literacy:** programs provide parent education, adult education and literacy coursework, and child education.

**Workplace Education:** eligible individuals receive instructional intervention designed to teach specific workplace skills.

**Tutoring:** eligible individuals are those selected for individualized tutoring services.

**Distance Learning:** eligible individuals receive at least 51 percent of their instruction delivered via an online platform. Programs offering distance learning must have use a state approved program. For further information, refer to Section 1000: Distance Education.

**Special Needs:** eligible individuals with physical or mental impairments who, because of the limitations, cannot succeed without accommodations, special education assistance or a modified program. Eligible individuals needing accommodations must inform local program staff and provide adequate documentation of need (e.g., medical, psychological, vocational rehabilitation reports documenting specific condition or need).

**Alternative Education (K-12):** eligible individuals concurrently enrolled in K-12 and basic skills instruction. This designation would indicate an ineligible Title II participant.

**Non-traditional Training:** eligible individuals in blended learning environments including basic skills, postsecondary education, and training.

**CBET:** designation will be used to indicate a Students Achievement in Reading (STAR) enrolled eligible individual. All STAR eligible individuals should be ABE Intermediate Educational Functioning Level and instruction must be provided by a certified instructor.

**IET:** designation will be used to indicate participants that are concurrently enrolled in Adult education, workforce training, and workforce preparation as defined by WIOA.

**Carl Perkins:** eligible individuals qualify for any of the economically disadvantaged criteria included in the Carl Perkins Career and Technical Education Improvement Act of 2006.

**PACE:** designation will be used to indicate eligible individuals in the Pathways for Academic Career & Employment.

**GAP:** designation will be used to indicate eligible individuals in the GAP tuition assistance program.

## Section 700: Special Populations

Iowa's local adult education and literacy programs are responsible for providing fully accessible services. Accommodations may modify the conditions of administering a test or change the physical presentation of the assessment instrument in order to compensate for the disability. These accommodations are made to allow the test taker with a disability to demonstrate his or her skills and abilities more accurately than if no modifications were made. In all cases, accommodations must meet the needs of the examinee without changing what the test is intended to measure.

- A. Participants with disabilities are responsible for requesting accommodations and for submitting documentation of their disability at the time of registration, program entry, or after diagnosis. The request for accommodation should be documented in the participant's file. The documentation must show that the disability interferes with the eligible individual's ability to demonstrate performance on the assessment. This information can come from:
  1. the doctor's report;
  2. the diagnostic assessment from a certified professional; and
  3. other clinical records.
- B. Local programs should have in place a Special Learning Needs policy. The local program is responsible for coordinating special needs, staff training as needed, reporting, and accountability for all reportable individuals and participants served with special needs. An assigned staff/faculty member should be responsible for sharing current information about learning disabilities, ensuring that they are informed about availability of accommodations as part of their enrollment process or orientation, and attending state sponsored training.
- C. The accommodations provided in assessment should be similar to the accommodations used during instruction. All documentation of the reportable individual's and participants' needs for specific testing accommodations must be maintained in the individual's file and must not be revealed without proper authorization as outlined in the Family Educational Rights and Privacy Act (FERPA). Adult Education program staff should work to ensure that records are handled appropriately.

Accommodations in testing alter the conditions for administering a test or change the nature of an assessment instrument to allow participants with disabilities to demonstrate their skills and abilities more accurately. Proper accommodations meet the needs of the individuals without changing what a test is intended to measure.

CASAS provides some tests in a format appropriate for the individuals with disabilities, such as computer-based test (CBT) and large-print tests.

- All CASAS test booklets are available in large-print format.
- CBT are available in reading, math, and listening.

Please contact CASAS for more information on assessment accommodations. Never change a test format locally. Alternate test formats must meet standardized test development procedures.

TABE is available in large print and audio. In addition, TABE outlines a framework with assessment accommodations in three categories.

Category 1 accommodations are not expected to influence examinee's performance in a way that alters the interpretation of either criterion or norm-referenced test scores. Scores from examinees in this category should be interpreted and reported in the same way as scores of examinees who take the test under standard conditions. No notation is necessary. Example Category 1 accommodation: Take the test alone or in a study carrel.

Category 2 accommodations may have an effect on examinee's performance that should be considered when interpreting and reporting scores. Example Category 2 accommodation: Use extra

testing time for a timed test.

Category 3 accommodations may also have an effect on examinee's performance that should be considered when interpreting and reporting scores. Example Category 3 accommodation: Use a calculator for a mathematical computation test.

For additional information on these categories, refer to [TABE Guidelines to Inclusive Testing Accommodations](#).

- D. Local test administrators may provide or allow some accommodations in test administration procedures or environment for documented disabilities without vendor approval. Test administrators often use these same strategies as test taking strategies for other individuals who do not have documented disabilities. Reportable individuals may request to take only one test per day or to test in an alternate quiet room. Learners may also use a variety of strategies when they take a test, such as a plain straight-edge ruler, magnifying strips or glass, colored overlays, ear plugs, and other devices as deemed appropriate. Sample accommodations in test administration procedures or environment are shown below. Examples of these accommodations are extended time, supervised breaks, or sign language interpreter for test administration directions only. The accommodations listed are suggestions only. Accommodations are based on needs of individual learners and not on a disability category. Any testing accommodation must be consistent with documentation in the annual plan, such as an IEP. These strategies do not alter the validity of the test results. The local test administrator does not need to contact the vendor when providing these accommodations.

Disability	Test Administration Procedure
Specific Learning Disability and/or ADHD such as dyslexia, dyscalculia, receptive aphasia, hyperactivity, or written language disorder.	Extended time Alternate schedule Frequent breaks Scribe/writer/alternate room
Deaf or hearing impaired	Sign language interpreter for test directions only
Blind or visually impaired	Magnifier
Mobility impairment	Extended time Alternate site/equipment scribe/writer

- E. Using an approved standardized assessment instrument, individual learners assessed with accommodations will be placed in the appropriate instructional program based on the results of their assessment and their learning goals. All participants with a disability must have their test, attendance, and other NRS required data entered into the state system for federal reporting.
- F. Accommodated assessments shall be in compliance with test publisher's guidelines and the Americans with Disabilities Act (Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. §§ 12101-12213 (2000). Additional information from the respective vendors is available here:
- [Guidelines for Providing Accommodations Using CASAS Assessment for Learners with Disabilities](#);
  - [TABE Guidelines to Inclusive Testing Accommodations](#) and;
  - [HiSET Test Accommodations](#)

## Section 800: Purchasing Assessments

Local programs are authorized to order assessments directly from the test publisher.

### Test Vendor Contact Information

Vendor	Contact Information
CASAS	<a href="http://www.casas.org">www.casas.org</a>
TABE-Data Recognition Corporation-CTB	<a href="http://www.datrecognitioncopr.com">www.datrecognitioncopr.com</a>

### Testing Materials

Iowa local programs will manage their resources to facilitate the efficient use of Web Test Units (WTUs) through managed intake and a dedicated orientation processes to determine persistence and retention. Local programs are authorized to purchase electronic web-based assessments directly through the vendor. Funds provided under Section 231 of the Act can be used for the purchase of testing forms or computer based testing units for the purpose of assessing eligibility and for progress testing for achieving a measurable skill gain.

Local program can purchase Web-Testing Units (WTUs) for \$1.55 per unit. Local programs are responsible for tracking their allocations and ensuring that there are sufficient WTU for their testing administration needs. Unused WTUs will carry forward.

## Section 900: Training, Dissemination, and Test Security

The OCTAE approved Iowa Assessment Policy will be disseminated to all sub-recipient's and core partners that are serving participants with low basic skills. Each provider needs to ensure that they are following all the assessment guidelines for pre and progress testing of participants. The most recent copy of [Assessment Policy Guideline](#) will also be placed on Iowa's Department of Education Adult Education and Literacy website under the section of Program Information.

Program coordinators or designees will have the opportunity to be trained annually—time and date for trainings will be posted on MyLearningPlan® and the AEL website. Each coordinator or designee will use the current posted Assessment Policy to provide local staff training. Adherence to correct progress/post-testing protocols is essential to ensure that the test results reflect participant achievement. The purpose of the training will be to ensure that all program coordinators and instructional staff are knowledgeable and coherent with the current approved Assessment Policy. This will in turn increase the reliability and validity, as well as, the integrity of data reported. As part of the assurances for the grant, programs are committed to make certain that post testing of participants is not occurring prior to the publisher's recommended number of instructional hours. Accurate data will serve as a catalyst for continuous program improvement.

### Iowa Training Guidelines

The adult education and literacy state staff, designated state trainers, and local coordinators will collaborate regarding the scheduling and implementation of training in assessment:

1. to ensure accurate use of tests;
2. to ensure appropriate interpretation of learner results; and
3. to maintain the integrity and quality of the assessment process.

Plans for disseminating, training, and monitoring the policy include but are not limited to the following:

- Current program coordinators or certified trainer will be trained on Iowa's Assessment Policy Guidelines (APG) by the state adult education and literacy staff. An attendance list of participants for the training (online or face to face) will be maintained. The handouts will be provided for use during local in-service staff meetings and individual training sessions;
- Training for local program instructional staff directly involved in the use and administration of pre and progress testing must be provided annually by the program coordinators or certified trainer. All new staff directly involved in test administration must be trained within 30 days of hire date. This can be done face to face or through a video/web conferencing service;
- The APG will be posted to the website 30 days prior to the beginning of the Program Year and will be marked as a draft until the official OCTAE letter is received. All programs will receive notice when the APG have been federally approved and directions to upload a current copy; and
- Ongoing technical assistance will be provided via desktop, phone, and on-site by the state adult education and literacy staff to ensure APG compliance and program improvement. As requested by the program coordinator or as the need is identified by state staff, additional APG training can be provided. Monitoring of the programs will include validation of compliance with the current APG.

Local program coordinators will monitor for assessment policy compliance by:

1. Training for local program staff must be provided annually by the program coordinators or certified trainer and needs to include training on the current APG. This can be done through a face to face or through a video/web conferencing service;
2. Provide access to each instructor to a current APG; and
3. Maintain copies of staff's attendance, agenda, and training materials as requested for monitoring.

State adult education and literacy staff will monitor for assessment policy compliance by:

1. Performing ongoing monitoring of data for validation of the Assessment Policy.

2. Maintaining an updated attendance sheet for all local program staff that attends a state Assessment Policy training.
3. Monitoring programs for compliance of the Assessment Policy during technical assistance site visits.

### **The National Reporting System (NRS)**

The National Reporting System (NRS) for adult education is an outcome-based reporting system. Developed by the U.S. Department of Education: Division of Adult Education and Literacy (USDE: DAEL). The NRS continues a process through which state adult education and literacy programs manage a reporting system that demonstrates participant outcomes. Refer to Appendix M for an overview of NRS. The American Institute of Research (AIR) offers specific trainings on the NRS and posts webinars and archived events on [NRS website](#). Iowa's adult education and literacy programs are encouraged to know NRS as it is the foundation upon which Federal reporting requirements are defined.

### **Database Management Training**

The state of Iowa offers database professional development opportunities throughout the year to assist programs in ensuring that the data entered meets the NRS guidelines and that the state is compliant with reporting requirements. Registration for trainings may be done through the [MyLearningPlan@](#).

New adult education and literacy program coordinators may request one-on-one trainings from the Iowa Department of Education staff. All coordinators are encouraged to attend test administration and database management trainings associated with Iowa's adult education and literacy to ensure the ability to monitor and evaluate the effectiveness of their local program. Program specific technical assistance related to online assessment, data management, and NRS can be requested through the *Request for State TA/Training for AEL Personnel* (see Appendices in Adult Education and Literacy Coordinator Handbook). In addition, zoom meetings, occurring the second Tuesday of every month, are hosted by the state adult education and literacy staff.

CASAS, TE®'s vendor, provides a detailed [instructional manual](#) and online support including [training and webinars](#). This information should be used to support the Iowa specific trainings. A Technology Support Team Member can be reached at 1-800-255-1036 (option 2, available 6:00 am-5:00 pm Pacific Time), or by sending an e-mail to [techsupport@casas.org](mailto:techsupport@casas.org). Making contact via this e-mail address alerts a support team to respond as quickly as possible.

### **Vendor Specific Assessment Training—Becoming Certified**

All adult education and literacy staff must be trained relative to their role in the data management and administration of the assessment instrument related to their program. Guidelines appearing in the publisher's test administration manual must be followed. Follow the related vendor training provided below and provide the related certification required for the Local Program's Extended plan status update as described.

#### **CASAS**

The Comprehensive Adult Student Assessment System (CASAS) is a nonprofit organization that focuses on assessment and curriculum development of basic skills for youth and adults. Iowa primarily utilizes the CASAS inventory of placement assessments that are approved for use by OCTAE.

Local programs will follow the vendor requirements of having a certified trainer for each program or site to provide training for other instructors/staffs in implementation. In addition, each proctor of the paper and e-test assessment must be annually certified. Finally, each staff member involved in data entry for the state system should receive training annual and participate monthly data specialist meeting. Copies of each

certification must be available for site monitoring and available to view upon request.

CASAS online trainings include:

- Implementation Training;
- Beyond Implementation Training (recertification for Implementation Training);
- eTests Online Proctor; and
- Coordinator Certification Training.

Online modules may be accessed at [CASAS website](#).

Proctor Certification

Iowa Department of Education requires that all staff involved in proctoring pre and post-tests must be certified by completing the e-Tests Online Proctor training annually. Proctor certificates must be kept on file and available upon request for monitoring. As part of the certification process, all local staff must be aware of and follow the Guidelines for Security and Confidentiality of Records and Test Security Policy. Proctors that will be administering remote testing must obtain a Remote Testing Certificate. For more information please refer to CASAS website <https://www.casas.org/product-overviews/remote-testing>

Training Certification

Implementation certification (IT) is good for two years from the date of issuance. Four modules specific to the needs of test administrators, instructors, and other staff are now available: Module 1-Implementation Basics, Module 2-CASAS eTests Implementation, Module 3-Paper Test Implementation, and Module 4-Test Results and Reports. Programs must complete Module 1 and either Module 2 or Module 3 to order and use CASAS tests. Table below listed required modules for administer eTests only, paper test only, and both eTest and paper test.

User Role	Module 1	Module 2	Module 3	Module 4
Tester – Administer eTests only	✓	✓		Recommended
Tester – Administer Paper only	✓		✓	Recommended
Tester – Administer eTests and Paper	✓	✓	✓	Recommended
Instructors, Counselors, Career Coaches	Recommended			Recommended

✓ = Required training

Staff can repeat the Implementation Training or participate in “Beyond Implementation” for recertification after their certificate has expired. Each program must have a certified trainer (which can be the local program coordinator or designee) that can provide training for staff. Once certified, that person can only train others within their own program. If the program needs additional certified trainers, to ensure training coverage for their program, those certificates must be maintained on file and available upon request as well.

Documentation detailing professional development offered at the program level for CASAS implementation must be maintained for monitoring purposes. Documentation should include the place where the training occurred, the date and time of the training, the participant list and the certificate of the trainer. CASAS requires programs to have a certified trainer before ordering and administering tests.

### Data Entry Certification

Data management staff, those entering information in to TE® must have completed the Coordinator Certification training annually and their certificate must be kept on file and available upon request.

### TABE

Data Recognition Corporation - CTB offers a wide range of assessment products that support students and educators in the pre-K through adult education markets. They are the vendor that publishes the Test of Adult Basic Education (TABE) Forms 9 and 10, TABE Survey, and TABE CLAS-E that will be utilized for federal reporting with the state system.

### Administrator Certification

All staff involved in proctoring pre and post-tests must be certified by completing the e-Tests Online Proctor training annually. Proctor certificates must be kept on file and available upon request for monitoring. As part of the certification process, all local staff must be aware of and follow the Guidelines for Security and Confidentiality of Records and Test Security Policy.

Access to the two part certification training will be available on Data Recognition Corporation's website shortly but can be accessed immediately:

[Part One](#)

[Part Two](#)

The password for both trainings is "tabecertdrc".

For technical difficulty contact TABE Help Desk: (800) 459-6522

[TABEHelpDesk@datarecognitioncorp.com](mailto:TABEHelpDesk@datarecognitioncorp.com).

### **Test Administration Manuals (TAM)**

Local adult literacy programs will follow the test administration guidelines in the test administration manuals released by test publishers. All local adult literacy programs are required to maintain copies of TAMs onsite for all assessments used. TAMs provide quality control guidelines to ensure proper test utilization, administration, scoring, and interpretation of results.

### **Test Security Agreements**

The Iowa Department of Education requires that all state and federal funded adult education and literacy program sign assurances, certifications, and an annual test security agreement included in the funding application. This agreement includes the following stipulations:

- The local adult education program coordinator assumes responsibility for safeguarding all assessment materials, including Test Administration Manuals, and answer sheets (which contain certain marks or responses).
- All assessment materials are stored in a locked (preferably fireproof) file cabinet accessible to the program coordinator or their designee (s).
- Staff administering assessments should return all materials immediately after use to the locked cabinet.
- All answer sheets and writing samples are treated as confidential until destroyed.
- No duplication of any test form or any portion of any test form is permitted for any reason.
- Inventory information concerning assessment materials will be supplied to the Iowa Department of Education when requested.
- Programs may not use displays, questions, or answers that appear on any assessment to create materials designed to teach or prepare learners to answer test items. Instead, programs should use

instructional resources provided by test publishers (e.g., Quick Search and other support materials) to link curriculum, assessment, and instruction.

Test Security agreements must be completed and kept on file when required for assessment administration (see Appendix E).

### **Quality Control Procedures**

Quarterly point-in-time snapshots of individual program data is reviewed for monitoring purposes. This procedure will ensure that the Iowa Department of Education can maintain compliance with federal guidelines for assessment policies.

Program coordinators, data specialists, and authorized personnel (instructors, etc.) are able to run real time reports in the state system:

1. to review data accuracy and comprehensiveness;
2. to benchmark attainment by instructor, class, instructional program and agency; and
3. to determine content standard and competency reports to guide instruction.

Coordinators are responsible for data review and verification of their monthly attendance and data quality reviews. Local programs are responsible for following the policies outlined in Section 400: Data Monitoring and Reporting.

## Section 1000: Distance Education

### General Distance Education Requirements

This policy defines distance education for adult basic education programs in Iowa and provides guidelines by which programs can report adult learners' distance education hours to the National Reporting System (NRS) using the state approved data management system. The goal of this policy is to describe the types of activities approved for distance education and outline the requirements and procedures for reporting distance education activities.

**Iowa Policy:** *Adult education programs must follow the steps and processes described in this document to report distance education classes and related attendance into the state approved data management system.*

Through the implementation of distance education, adult literacy programs will be able to reach the under-skilled employed and unemployed by offering flexible hours and instruction through various types of media. With a variety of instructional strategies available through distance learning, instructors will be able to engage eligible individuals previously not attracted to the traditional classroom delivery. Eligible individuals enrolled in distance education will have the same opportunity as the traditional eligible individuals to receive quality instruction through a new delivery system. This section will define distance learners, identify the methods to be used for assigning contact hours and proxy hours, define curricula and materials that may be used at a distance, and specifies assessment requirements for distance learners.

### Definition of Distance Education

The federal Office of Career, Technical and Adult Education (OCTAE) define distance education for adult education and literacy programs as follows:

*Distance education is a formal learning activity where participants 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. Instructors support distance learners through communication via mail, telephone, e-mail, or other web-based technologies or software.*

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

### Definition of Adult Education and Literacy Learners

- **Traditional Learners:** Participants who receive the majority (51% or higher) of their instruction through traditional face-to-face instruction.
- **Distance Learners:** Participants who receive a majority of their instruction through distance education services.
- **Blended Learners:** Participants who receive a majority of their instruction through traditional face-to-face instruction and also participate in distance education activities. For NRS reporting purposes, blended learners are classified as traditional learners.

**Iowa Policy:** *A Participant is classified as a distance learner if the majority (51% or higher) of the hours earned in a program year are derived by his or her participation in distance learning activities. However, a participant's hours in both distance and classroom activities must be reported into the data management system.*

### Approved Distance Education Curricula

Programs can select from the approved curricula for distance education listed in Appendix L. Choices should be made according to the type, level and goals of the distance learner. In addition, as instructors become more experienced and skilled at delivering distance education, they are likely to draw from multiple sources to best support their participants, as they do in the classroom.

In the event the program wishes to offer or use a different distance education program and if the program wishes to enter the hours associated with this program in the state system for inclusion in NRS reporting, then the local provider must submit in writing a request for approval to the using the Distance Education Curriculum Approval Request Form (Appendix K). Requests must be received by November 30 to be included in the following program year's Assessment Policy submitted annually to OCTAE. This request must include a detailed description of the program, as well as any evidence that this program is research-based or evidence from rigorous evaluations that demonstrate the program is appropriate for use with adults. If the curriculum is approved and published in the Assessment Policy, all Title II funded programs can begin using and counting hours of instruction for distance education effective July 1.

In addition, the requested curriculum should be aligned to the appropriate level and content associated with the College and Career Readiness Standards. An alignment document is available on the DE website to assist with providing evidence of this alignment for the appropriate educational functioning level.

The Adult Education and Literacy (AEL) team holds the right to reject any requests for curriculum approval if it deems the description or evidence of tracking hours to be insufficient. If changes to the curriculum occurs during the program year that renders it ineffective in tracking participant progress and hours of instruction upon review by the AEL team permission for use might be revoked.

**Iowa Policy:** *Only Iowa Department of Education, Division of Community College and Workforce Preparation approved distance education curricula may be used for reporting distance education activities.*

### Identifying and Reporting Approved Distance Education Hours

Distance learners must have at least twelve hours of contact with the program before they can be counted as a distance learner for state and federal reporting purposes. These twelve hours can be a combination of actual contact (in-person classroom, one-on-one, small group instruction, etc.) and contact through telephone, video, teleconference or online communication, *as long as these communications have an instructional focus*. These twelve hours must be verifiable. Local programs must ensure they have the proper documentation of these twelve hours on file and must enter them into the state system.

- **Contact Hours:** Contact hours are defined as time spent interacting with the participant. Contact hours for distance education learners can be a combination of actual face-to-face contact and contact by telephone, video, teleconference, or other online communication where participants and program staff are able to interact and through which learner identity is verifiable. Face-to-face interaction includes intake, orientation, assessment, goal setting, counseling, and classroom-based skills training.

The NRS guidelines state that proxy contact hours must be developed using one of three specified models: clock time, instructor verification or learner mastery. As these models are appropriate for different type of curricula, the Iowa Department of Education has chosen to use more than one proxy hour model. Local programs are required to follow the proxy hour model in Appendix L for each approved curriculum.

- **Proxy Hours:** Proxy hours are defined as the time distance education participants spend engaged in distance education activities, such as using distance education curricula. The hours for each 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 and engaged in an online or stand-alone software program that tracks time. The software must provide a mechanism to time-out or logout participants after a preset period of inactivity.

2. **Instructor Verification:** This model assigns a fixed number of hours of credit for each assignment based on the instructor's determination of the extent to which a learner engaged in, or completed, the assignment. Contact hours for the instructor verification model are determined and established through a study conducted by the local program according to the following plan:
  - Distance learning materials/resources are chosen;
  - A sample of classes track how long they spend teaching the content, on a unit-by-unit basis;
  - Average times for each unit are calculated from sample classrooms and that time is assigned for proxy contact hours for that unit; and
  - Training is conducted for each new set of educational materials added.
3. **Learner Mastery:** This model assigns a fixed number of hours of credit based on the participant's demonstrated mastery of the content of a lesson. This model requires previous engagement by the participant on curriculum and materials related to the test. A high percentage of correct responses on the mastery test earn the credit hours attached to the material.

### Assessment of Distance Learners

Distance learners must be assessed under the same guidelines as all adult learners in Iowa. Eligible individuals must be pre-tested using any of the NRS compliant tests (i.e., CASAS). All participants must be post-tested after the appropriate number of hours of instruction specified by the test developer, at the end of the semester, or upon completion of defined curricula. The Iowa Adult Education Assessment Policy, in other words, applies fully to distance learning participants and no distance learning participants will be included in state and federal reporting that do not have assessment results arrived at by following the state's assessment policy.

**Iowa Policy:** *All eligible individuals for adult education and literacy, including distance education participants must be assessed in accordance with the Iowa Assessment Policy Guidelines.*

- *All pre- and post-assessments must be administered in a proctored setting.*
- *All eligible individuals must be pre-tested prior to 12 hours of instruction. In the event that a pre-test cannot be administered, a provisional educational functioning level (EFL) maybe assigned based on informal assessment methods until an NRS approved test can be administered. All test takers with a provisional EFL will be tracked by marking the circumstances by which a pre test could not be administered.*
- *Distance education participants are subject to the same post-test instructional hour intervals as traditional learners.*

### Reporting Distance Learners

As a part the National Reporting System (NRS), each state is asked to provide information about participants enrolled in Distance Education. Distance learners will be identified in Tables 4C and 5A of the federal reporting tables. Therefore, for the purposes of NRS reporting, a participant may be counted in Distance Education when the following criteria are met:

1. The participant has been appropriately assessed according to Iowa's Assessment Policy. Distance learners must adhere to the same assessment policies as all other participant.
2. To be claimed as a Distance Education participant, the participant must meet the following criteria:
  - The majority (51% or higher) of the participant's attendance hours must be earned outside the traditional classroom via an Iowa approved distance educational instructional model.

- In the case of blended learners (participants that have attendance hours in both traditional and distance education classes), a determination will be made at the end of the program year or upon participant exit. If the majority of their attendance was distance education hours, they will be classified as distance learners.

**Iowa Policy:** *Programs must use the state system to report distance learner activities by setting up distinct classes in the system to track activities. All distance education hours, both contact hours and proxy hours, are to be reported and recorded in Table 4c.*

### **Implementing Distance Education Curriculum**

At the present time, there is no formal procedure required before implementing the use of approved distance education curriculum. Each program should be following these basic principles of implementation and will be reviewed by the state during monitoring:

1. Staff is qualified to administer the curriculum, track participant progress and hours of instruction;
2. The program has appropriate license and/or purchasing agreement to operate the distance education curriculum; and
3. Maintain communication with state staff via e-mail or telephone if challenges or changes occur with approved distance education curriculum.

### **Funding for Distance Education Curriculum**

Local adult education and literacy programs are responsible for all expenditures required for the successful implementation of an approved distance education curriculum. On occasion, funds from state leadership might be used to subsidize particular distance education curriculum. This is not an expected annual guarantee.

## Appendices

[Appendix A](#): Assessment Chart for Placement, Progress and Post Testing ABE

[Appendix B](#): Assessment Chart for Placement, Progress and Post Testing ESL

[Appendix C](#): Recommended Time Frames for Placement and Progress Testing

[Appendix D](#): Assessment Irregularity Documentation Form

[Appendix E](#): Test Security Policy

[Appendix F](#): Implementation Training Verification Form PY 2021

[Appendix G](#): Local Program Data Quality Checklist

[Appendix H](#): Prior Written Consent

[Appendix I](#): Personal Confidentiality Statement

[Appendix J](#): National Reporting System (NRS) for Adult Education and Literacy

[Appendix K](#): Distance Education Curriculum Approval Request Form

[Appendix L](#): Approved Distance Education Curriculum

[Appendix M](#): Approved Iowa Benchmarks PY 2021

Appendix A: Assessment Chart for Placement, Progress and Post Testing ABE

CASAS ABE Intake Process

Guidelines for determining level placement

- 1 Assess student's basic English language proficiency
- ✓ observe how well the student can fill out forms and perform other writing tasks
  - ✓ consider number of years of formal schooling and other information on demographic records
  - ✓ administer CASAS writing screening or other writing assessment
  - ✓ consider other factors affecting level placement
- ... then evaluate information and determine next step

Student has difficulty writing name and address and in completing writing sample, or has other significant limitations

Student writes name and address, and produces basic writing sample

- 2A Skip the locator or appraisal and administer the five practice items from Beginning Literacy Reading, Form 27, one-on-one.
- | <u>Results</u>            | <u>Test form to administer</u>                          |
|---------------------------|---|
| → some difficulty         | → Administer Form 27 as pretest                         |
| → little or no difficulty | → Administer Level A reading and math forms as pretests |

- 2B Administer the locator or appraisal for reading and math:
- Locator + pretest, or
  - Appraisal + pretest, or
  - Appraisal (alone)

- 3 Place student in an instructional level according to the lower of two pretest scores.
- The pretest score serves as the initial point of comparison for progress testing.
  - The appraisal score (alone) provides accurate placement information.

**Appendix A: Assessment Chart for Placement, Progress and Post Testing ABE**

ABE Level 1	ABE Level 2	ABE Level 3	ABE Level 4	ABE Level 5	ABE Level 6
<b>Grade Level Equivalent</b>					
0-1.9	2-3.9	4-5.9	6-8.9	9-10.9	11-12.9
<b>Scaled Score Ranges for Placement and Completion</b>					
<b>CASAS</b> Reading: 203 and below Math: 193 and below	<b>CASAS</b> Reading: 204-216 Math: 194-203	<b>CASAS</b> Reading: 217-227 Math: 204-214	<b>CASAS</b> Reading: 228-238 Math: 215-225	<b>CASAS</b> Reading: 239-248 Math: 226-235	<b>CASAS</b> Reading: 249 and above Completion: 256+ Mat: 236 and above
<b>TABE</b> Reading: 441 and below Math: 448 and below Language: 457 and below	<b>TABE</b> Reading: 442-500 Math: 449-495 Language: 458-510	<b>TABE</b> Reading: 501-535 Math: 496-536 Language: 511-546	<b>TABE</b> Reading: 536-575 Math: 537-595 Language: 547-583	<b>TABE</b> Reading: 576-616 Math: 596-656 Language: 584-630	<b>TABE</b> Reading: 617-800 Math: 657-800 Language: 631-800

**Appendix A: Assessment Chart for Placement, Progress and Post Testing ABE**

**Reading**

Level	GOALS
Beg. Lit.	901R-902R
A	
AX	
B	903R-904R
BX	
C	905R-906R
D	907R-908R

**Math**

Level	GOALS
<b>A/B</b>	913M
	914M
<b>C/D</b>	917M
	918M

Appendix B: Assessment Chart for Placement, Progress and Post Testing ESL

CASAS ESL Intake Process

Guidelines for determining level placement

- 1 Assess student's basic English language proficiency
- ✓ observe how well the student communicates and fills out forms
  - ✓ consider number of years of formal schooling and other information on demographic records
  - ✓ administer CASAS oral screening or other oral assessment
  - ✓ administer CASAS writing screening or other writing assessment
  - ✓ consider other factors affecting level placement
- ... then evaluate information and determine next step
- Scores on CASAS Oral Screening and Writing Screening or other factors

<u>Oral Screening</u>	<u>Writing Screening</u>	<u>Other Factors</u>
<6	0-1	poor

<6	1-2	good
6 or more	0-1	poor
6 or more	1-2	good

2A

Skip the locator or appraisal and administer the five practice items from Beginning Literacy Reading, Form 27, one-on-one.

<u>Results</u>	<u>Test form to administer</u>
→ some difficulty	→ Administer Form 27 as pretest
→ little or no difficulty	→ Administer Level A reading and listening forms as pretests

Administer the locator or appraisal for reading and listening:

- Locator + pretest, or
- Appraisal + pretest, or
- Appraisal (alone)

2B

3

- Place student in an instructional level according to the lower of two pretest scores.
- The pretest score serves as the initial point of comparison for progress testing.
  - The appraisal score (alone) provides accurate placement information.

**Appendix B: Assessment Chart for Placement, Progress and Post Testing ESL**

**Progress Test Forms**

**CASAS Reading**

Level	Life and Work*	Citizenship*
A	27R, 28R	27R, 28R
A	81R, 82R	951R, 952R
B	81RX, 82RX	951RX, 952RX
B	83R, 84R	
C	84RX	
D	185R, 186R 85R, 86R	

**CASAS Listening**

Level	Life and Work*
A	981L, 982L
B	983L, 984L
C	985L, 986L

Note: Listening Appraisal Form 80 can be used to place only into the Life and Work 980 Listening test series.

**TABE CLAS-E\***

Reading/Writing	A , B
Speaking/Listening	A , B

\*CASAS Life and Work, Life Skills and TABE CLAS-E can be used for ESL until February 2, 2021.

**Appendix B: Assessment Chart for Placement, Progress and Post Testing ESL**

**Scaled Score Ranges for Placement and Completion**

ESL Level 1	ESL Level 2	ESL Level 3	ESL Level 4	ESL Level 5	ESL Level 6
CASAS Reading: 180 and below Listening: below 180	CASAS Reading: 181-190 Listening: 180-189	CASAS Reading: 191-200 Listening: 190-199	CASAS Reading: 201-210 Listening: 200-209	CASAS Reading: 211-220 Listening: 210-218	CASAS Reading: 221-235 Listening: 219-227

**Scaled Score Ranges for Placement and Completion**

ESL Level 1	ESL Level 2	ESL Level 3	ESL Level 4	ESL Level 5	ESL Level 6
TABE CLAS-E Reading: 250-392 Writing: 200-396 Total: 225-394	TABE CLAS-E Reading: 393-436 Writing: 397-445 Total: 395-441	TABE CLAS-E Reading: 437-476 Writing: 446-488 Total: 446-488	TABE CLAS-E Reading: 477-508 Writing: 489-520 Total: 489-520	TABE CLAS-E Reading: 509-557 Writing: 521-555 Total: 521-555	TABE CLAS-E Reading: 558-588 Writing: 556-612 Total: 556-612
Listening: 230-389 Speaking: 231-425 Total: 230-407	Listening: 390-437 Speaking: 426-460 Total: 408-449	Listening: 438-468 Speaking: 461-501 Total: 450-485	Listening: 469-514 Speaking: 502-536 Total: 486-525	Listening: 515-549 Speaking: 537-567 Total: 526-558	Listening: 550-607 Speaking: 568-594 Total: 559-600

**Appendix C: Recommended Time Frames for Placement and Progress Testing**

Assessment	Recommended Time Frame	Contact Information
CASAS	<p>40 hours minimum; 70-100 hours recommended. Allow exceptions for courses with different schedules and intensity; e.g., allow more time for courses that meet infrequently or not intensively and for very intensive courses wait longer than the recommended number of hours to post test.</p> <p>Programs offering high intensity courses (e.g., class meets more than 15 hours per week) may choose to test at the end of a semester, term, quarter, or other substantial block of instruction, even though the instructional intervention is more than 100 hours of instruction.</p> <p>Programs offering low intensity courses with less than 70 hours in a semester, quarter, term, or other block of instruction may choose to progress test at the end of the instructional period.</p> <p>Programs may choose to assess participants who indicate they are leaving the program before the scheduled post-test time to maximize collection of paired test data.</p>	<p>Linda Taylor                      Director of Assessment Development                      CASAS                      800-255-1036 x186  <a href="mailto:ltaylor@casas.org">ltaylor@casas.org</a>  <a href="http://www.casas.org">www.casas.org</a></p>
TABE 11/12	<p>If the pre- and post-test are for the same level but using a different form (e.g., TABE 9 Level M to TABE 10 Level M): 40 hours minimum for ABE levels 1-4, 30 hours minimum for ABE levels 5-6.</p> <p>If the pre- and post-test are for the same level and use the same form (e.g., TABE 9 Level M to TABE 9 Level M): 120 hours.</p> <p>CTB/McGraw-Hill suggests the pre and post-test guidelines as Best Practices recommendations based upon the feedback and APA guidelines. The purpose for assessing with TABE will also have an impact on the implementation of these recommendations. CTB discourages random and frequent testing as it will not present valid gain scores and could create a practice effect, thus producing questionable or spurious scores. Instructional intervention between testing periods is strongly recommended to maximize gain. Proper use of the Locator Test as a determinant of appropriate content level testing is also strongly recommended and is an integral part of the testing process.</p> <p>If a test is to be administered as a retest because the initial test session was invalid, there is not a prescribed length of time that needs to occur. However, CTB strongly encourages some instructional time in order to avoid a practice effect.</p>	<p>TABE custom service  <b>800.538.9547</b>  <a href="mailto:TABEHelpdesk@datar.ecognitioncorp.com">TABEHelpdesk@datar.ecognitioncorp.com</a></p>
TABE CLAS-E	<p>CTB recommends 60-95 hours</p> <p>CTB/McGraw-Hill suggests the pre and post-test guidelines as Best Practices recommendations based upon the feedback and APA guidelines. The purpose for assessing with TABE will also have an impact on the implementation of these recommendations. CTB discourages random and frequent testing as it will not present valid gain scores and could create a practice effect, thus producing questionable or spurious scores. Instructional intervention between testing periods is strongly recommended to maximize gain. Proper use of the Locator Test as a determinant of appropriate content level testing is also strongly recommended and is an integral part of the testing process.</p> <p>If a test is to be administered as a retest because the initial test session was invalid, there is not a prescribed length of time that needs to occur. However, CTB strongly encourages some instructional time in order to avoid a practice effect.</p>	<p>TABE custom service  <b>800.538.9547</b>  <a href="mailto:TABEHelpdesk@datar.ecognitioncorp.com">TABEHelpdesk@datar.ecognitioncorp.com</a></p>

**Appendix D: Assessment Irregularity Documentation Form**

**Adult Education and Literacy  
Assessment Irregularity Documentation Form**

**Adult literacy educators must document reasons for ALL post-assessments administered prior to the minimum required 40 hours of instruction as stipulated in the Iowa Assessment Policy Guidelines. Post assessment before 40 hours is restricted to ONLY the approved reasons provided below.**

This form must be filed with the participants records. During the course of the program year, the state data monitoring will evaluate the percentage of participants testing prior to the recommended hours of instruction and if necessary request to view the participant's records

**Instructions:** Fill in participant's name and college issued participant identification number (DO NOT USE SSN).

1. Indicate approved exception
2. Complete the instructor section and sign
3. Complete coordinator signature section

**Participant Name:** \_\_\_\_\_ **Participant ID#** \_\_\_\_\_

**Assessment Used:** \_\_\_\_\_ **# of Instructional Hours:** \_\_\_\_\_

**Reason(s) for post-assessment exception** (check all that apply): Deleting participant records in the state system is expressly prohibited.

✓	Exception Guidelines	Specifics (Circle one or more when applicable)	Time Frame parameters for pre/post or retesting	Program Action Requirements
	Only 1 pre-test administered for the program year	Previous program year/period of participation had two pre-tests & completed one modality and continuing in another		Previous program year must reflect both modalities Documentation must be in electronic or paper file to reflect college tests
	Retest results in an invalid or * score.	Pre test scaled score falls below the accurate score range (<180)	Retest upon participant demonstration of skill increase. eTest Online automatically invalidates * pre-test. eTest Online recognizes the first pre-test in which the participant scores within the accurate range.	Enter into the state system. Keep all assessment records (valid and invalid) in participant file for 3 years. Enter hours of instruction into the state system.
	Pre-test results in a CASAS "Conservative Estimate" or "Diamond" score.	Participant's CASAS scaled scores are above the CASAS accurate scaled score range.	Retest with a higher level assessment before any hours of instruction	Scan and enter all CASAS assessments in the state system.
	eTests Online Assessment—Inaccurate program action	Personnel scored and saved an incomplete participant assessment (All assessments must be saved without scoring for completion at a later date).	Retest prior to instructional intervention for accurate placement.	Document staff training that occurred to prevent premature scoring of incomplete assessments in eTests Online. (Date, time, training given, instructor signature).
	Participant has more than 12 hours of instruction but less than 40 hours.	Participant leaving prior to 40 hours of instruction Instruction took place over two program years Tested by accident	Participant must have received a substantial block of instruction in between pre and post tests	Follow other standard post-test guidelines

**Instructor Name (please print):** \_\_\_\_\_ **Community College:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Adult Literacy Coordinator's Signature:** \_\_\_\_\_

**Appendix E: Test Security Policy**



**Agency Test Security Policy**

To protect the quality and standardization of CASAS assessments, I agree to:

1. Follow all test procedures as required in this Agency Test Security Policy.
2. Secure all CASAS test materials, before or after any test administration, so they are inaccessible to any non-testing personnel, examinees, or others not responsible for test administration. This includes paper tests and CASAS eTests.
3. Remain in the testing room at all times during the testing event and monitor all examinee activity in compliance with test security procedures.
4. Seat examinees at least three to five feet apart. Do not allow anyone to talk or seek help from others during the testing event.
5. Refrain from assisting examinees with test answers on any test before or during the testing event.
6. Not assist examinees with test answers on any test before or during the testing event.
7. Not review test questions with examinees after the testing event.
8. Require that agency staff members follow all specific testing procedures as stated in CASAS Test Administration Manuals.
9. Prohibit use of any CASAS assessments as practice tests or as instructional tools.
10. Instruct any agency, school, or testing entity to contact CASAS, and not my agency, with any inquiry about sharing or duplicating CASAS testing materials.
11. Not duplicate or in any way reproduce any CASAS testing materials, including but not limited to test booklets, answer keys, answer sheets, CDs, and CASAS eTests.
12. Report any violation of this test security policy.

My signature on this document certifies that I have read the above policy, will follow all test administration directions as stated in the CASAS Test Administration Manual, and agree to abide by all test security procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Agency Name



**Appendix G: Local Program Data Quality Checklist—Assessment**

Task Description	Information	Assigned to: Instructor, Coordinator or TE® Specialist	Due Date Entry into the state system	Status Not started In Process Complete
Pre tests	NRS approved pre-tests are administered before instructional intervention			
Progress tests	NRS approved alternate forms are administered after appropriate hours of instructional intervention.			
Paired Accurate Progress Tests	Learner is administered progress test resulting in paired accurate scores.			
Learning Gains	Learning gains evaluated and shared with participant.			
Level Completion	Level completions evaluated and shared with participant.			
Program Outcomes	Program outcomes evaluated and discussed with participant at least quarterly and at the end of the program year.			
Table 4 NRS Performance Report	Level completion of participant reflected on Table 4 (all Title II eligibility criteria met).			
HSED Status	Sub-sections of HSED test battery attempted and passed entered into the state system Sub-sections of HSED test battery, modality and date of assessment entered into the state system.			
High School credits earned	Number of credits earned through adult high school diploma program (excludes alternative high school programs in which credits are reported back to the local school district for use to award a diploma through the local school district)			

**Appendix G: Local Program Data Quality Checklist—Program Information, Instructional hours and Status**

Task Description Intake	Information Required	Assigned to: Instructor, Coordinator or Data Specialist	Due Date Entry into the state system	Status Not Started In Process Complete
Demographics	Name, address, phone, SID, SSN, DOB, Gender, Ethnicity, Race, Native Language, Highest Year of School, School Outside US, Highest Degree or Diploma, Earned outside US	Data Specialist	7-1-2013	In Process
Goals and Labor Force Status	Primary goal, secondary goal, labor force status			
Special Program Entries	<i>None, jail, community corrections, state corrections, homeless program, family literacy, workplace education, tutoring, distance learning, special needs, alternative education (K-12), non-traditional training, EL Civics, Carl Perkins, Even Start, other</i>			
Personal Status Entries	TANF, Other public assistance, WIA IB, Rehabilitation, Enrolled in High school/k-12, dislocated worker, veteran, physically disabled, learning disabled, displaced homemaker, single parent, <i>other</i>			
Release of Information	Signed and maintained in the Participant File System.			
Prior Written Consent/Follow up Notification	Core measure cohorts—eligible individual is informed at intake that information may be subject to follow-up measurement to determine program outcomes. Eligible individual is informed that information is reported in aggregate form and is not personally identified in publications or reports.			
Postsecondary	Instructor identifies resources within the program and externally for assisting eligible individuals who have identified postsecondary education as a goal.			
Employment Goals	Instructor identifies and shares resources within the program and externally for assisting eligible individuals who have identified employment goals.			
Participant Needs	Includes counseling of participants to identify needs and follow-up throughout the program year.			
Barriers to Employment	Indication of any barriers to employment at entry			

**Appendix G: Local Program Data Quality Checklist—Program Information, Instructional hours and Status**

<b>Task Description Intake</b>	<b>Information Required</b>	<b>Assigned to: Instructor, Coordinator or Data Specialist</b>	<b>Due Date Entry into the state system</b>	<b>Status Not Started In Process Complete</b>
<b>Program Information</b>				
Class Enrollment	Eligible individual is enrolled in a class using the first date of attendance.			
Instructor Class Assignment	Instructors assigned to class or classes taught within the program year.			
Program Enrollment	Instructional program (ABE/ASE/ESL) assigned to eligible individual (where date of program entry is equal to the date of assessment)			
<b>Instructional Hours</b>	<b>Information Required</b>	<b>Assigned to: Instructor, Coordinator or Data Specialist</b>	<b>Due Date Entry into the state system</b>	<b>Status Not Started In Process Complete</b>
Attendance	Entered attendance hours			
<b>Status in Program Year</b>	<b>Information Required</b>	<b>Assigned to: Instructor, Coordinator or Data Specialist</b>	<b>Due Date Entry into the state system</b>	<b>Status Not Started In Process Complete</b>
Program Status	Retained in program, left program, no show or did not attend at least 12 hours			
Exit participants without 90 days of instruction	Participants without 90 days of instruction have been exited.			
Exit Date	Last date of attendance in program year			



**Appendix H: Prior Written Consent (ESPAÑOL)**

Ley de Educación de Educación de Adultos y Familia  
FORMULARIO DE CONSENTIMIENTO FERPA  
Adult Education and Family Literacy Act  
FERPA CONSENT FORM

Apellido \_\_\_\_\_ Nombre \_\_\_\_\_  
Nombre Impreso

- Yo, un participante asistiendo una institución de educación post-secundaria y mayor de 18 años, otorgo mi consentimiento para la divulgación de información de identificación personal identificable de mi expediente de educación; o
  
- Yo, un padre o tutor de un participante asistiendo una institución de educación post-secundaria menor de 18 años, otorgo mi consentimiento para la divulgación de información de identificación personal identificable del expediente de mi hijo/ hija.

Yo, entiendo que los registros divulgados incluyen mi número de seguro social y otra información personal de mis expedientes educativos. Reconozco que el propósito de la revelación es para ayudar al Departamento de Educación de Iowa en el proceso y presentación de información sobre la ubicación y retención de los estudiantes en el empleo como lo requiere la sección 212 Workforce Innovation and Opportunity Act (WIOA). Yo entiendo que la información de identificación personal será compartida con los socios principales de WIOA (Iowa Workforce Development, Iowa Vocational Rehabilitation Services, Iowa Adult Education and Literacy, Department for the Blind) y la National Student Clearinghouse. Esta información no podrá ser divulgada con otros socios y será destruida tan pronto como se haya realizado todos los análisis estadísticos, o cuando ya no se necesite la información, cual fecha ocurra primero.

\_\_\_\_\_  
Firma del estudiante o padre o participante

\_\_\_\_\_  
Fecha

## Appendix I: Personal Confidentiality Statement

### IOWA'S ADULT EDUCATION AND LITERACY

### PERSONAL CONFIDENTIALITY STATEMENT

**This form must be completed by the local Adult Education and Literacy (AEL) program coordinator and any AEL or One-Stop Center staff receiving restricted or confidential data from participants in Adult Education and Family Literacy Act funded program as a result of data matches conducted for federal reporting.** The data is to be used for the sole purpose of establishing and evaluating state and federal reporting on student performance measures related to gaining and retaining employment, enrolling in postsecondary education and training, and obtaining a High School Equivalency Diploma.

I, \_\_\_\_\_, am an employee of \_\_\_\_\_, which understands that in the course of my employment I may have access to confidential information from participants that will be used by the Iowa Department of Education to perform data matching as required by the Adult Education and Family Act, Title II of the *Workforce Innovation and Opportunity Act (WIOA) of 2015*. These records contain personally identifiable and directory information including social security numbers. Information will be shared with WIOA core partners (including but not limited to Iowa Workforce Development, Iowa Vocational Rehabilitation Services, and Iowa Department for the Blind) and the National Student Clearinghouse, and DiplomaSender™ for the purpose of matching core measures. ***No other use will be made of confidential data without a written consent by the participant on file.***

In connection with access to any confidential information furnished by the above, I acknowledge and agree to abide by the terms of the following assurances:

- I will access and use the confidential information only as necessary for the performance of my official job duties and only for the purpose(s) of carrying out the obligations as defined by WIOA reporting requirements.
- I will establish or enforce policies and procedures for safeguarding the confidentiality of such data, including but not limited to staff safeguards, physical safeguards and technical safeguards. Individuals may be civilly or criminally liable for improper disclosure.
- I will store the confidential information only on my employer's premises in an area that is physically safe from access by unauthorized persons during duty hours, as well as non-duty hours or when not in use.
- I will process the information and any records created from the information in a manner that will protect confidentiality by direct or indirect means, and in such a way that unauthorized persons cannot retrieve the information by any means.
- I will retain identifiable records only for the period of time required and will then destroy the records. (Data should not be needed once final changes are made in the state system from the last data match for each fiscal year, usually a 21 month period (for example, March 31, 2016 – December 31, 2018).

**Appendix I: Personal Confidentiality Statement**

I will immediately notify the State AEL Program of *any* suspected or actual violation of confidentiality.

- I will inform the State AEL Program when I no longer need restricted access to data match information provided by participants.
- I have read the above-cited agreement and will comply with the terms, including but not limited to, the following: protecting the confidentiality of my personal access codes (e.g., username, password, etc.); securing computer equipment, memory devices and offices where confidential data may be kept; verifying that individuals requesting access to the data are authorized to receive them; and following procedures for the timely destruction of the data.
- I understand if I violate any confidentiality provisions, my access privileges may immediately be suspended or terminated.

By signing below, I acknowledge that I have read and understand the information about the confidentiality requirements for the data gathered from participants and shared with Iowa's Department of Education, WIOA core partners, and the National Student Clearinghouse, and I will adhere to them. I understand the possible penalties for failure to comply.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

Program Name/Address: \_\_\_\_\_

Telephone/Fax/Email Address: \_\_\_\_\_

**Please keep the original signed form on file. Documents must be available upon request for monitoring. This agreement should be updated annually.**

Appendix J: National Reporting System for Adult Education and Literacy



### About the NRS

What is the NRS

The NRS is an outcome based reporting system for the state-administered federally funded Adult Education program.

What does the NRS Do?

The NRS Tracks five important outcomes for adult learners

- Educational Gain
- Enter Employment
- Retain Employment
- Obtain a Secondary Credential
- Enter Postsecondary Education

... to determine what is already **working well** for adult learners, and where we can **make improvements** to support adult learning and the adult education system.

### Big Picture of the NRS

Staff at the federal, state, and local levels use **data** to inform **decision making** and to **improve** adult literacy programs

#### Federal Level

Develop framework and measures for the NRS	Provide training, technical assistance, materials development, quality control of state data collection efforts	Maintain a <u>database</u> on the performance of adult education nationally and by state
--	---	--

#### State Level

<u>Establish policy</u> , provide guidance, and <u>train staff</u> for adult education including <u>assessments</u>	Select, collect, and <u>report on outcomes</u> and secondary measures and use them for program improvement	Provide staff development and technical assistance to local programs
Ensure data is valid, reliable, and of high quality		

#### Local Level

<u>Collect and maintain high quality data</u>	<u>Develop and support MIS</u> to collect and report data	Follow state policy for <u>assessing</u> students and conducting follow up	<u>Use data for program improvement</u> to support effective adult learning
---	---	--	---

Visit us online at [www.nrsweb.org](http://www.nrsweb.org)

## Appendix K: Distance Education Curriculum Approval Request Form

Each distance education curricula approved for use by the Iowa Department of Education must be produced by a reputable educational publisher, be appropriate for specific adult education populations, provide accommodations for learners with disabilities, align with the College and Career Readiness Standards and have research-based evidence of both reliability and validity. The following is a brief explanation of each category presented.

- *Curricula name:* The full, official name of the curricula
- *Delivery mode:* The media format (s) in which the curricula is delivered: Print, online, video, CD-ROM, or DVD
- *Proxy hour model:* The method used to assign learner proxy hours (i.e., clock-time, instructor validation, learner mastery)
- *Criteria for reporting hours:* guidelines for calculating proxy hours
- *Target population:* The adult education population for whom the material is most appropriate
- (e.g., ABE, ESL)
- *Publisher information:* The name and contact information of the publisher or producer of the curricula
- *Description:* A brief description of the content and features

**Appendix K: Distance Education Curriculum Approval Request Form**

Return to:  
ATTN: Alex Harris  
Iowa Department of Education  
400 East 14<sup>th</sup> Street  
Grimes Building  
Des Moines, IA 500319

**Local Program Requesting Curriculum Approval**

**Program:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Curriculum Information**

**Curriculum Name:** \_\_\_\_\_

**Delivery mode:** (online, print, cd/dvd, etc.): \_\_\_\_\_

**Proxy hour model:** (clock, instructor verify, or instructor mastery) \_\_\_\_\_

**Criteria for reporting hours:** (include criteria for instructor verify or learner mastery models)  
\_\_\_\_\_

**Target population:** (ABE, ESL) \_\_\_\_\_

**Publisher Information:** (include both postal and electronic contact information)  
\_\_\_\_\_

**Description:** (Briefly describe the main features of the curriculum and why you recommend it for approval. Include such features as pre- and post-tests, prescriptive lesson assignment, feedback systems, and interface method. Use additional pages if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In addition to the Approval Request Form, a Standards Alignment to the College and Career Readiness Standards for the content area (Math, Reading, and/or Listening) and target population (ABE/ESL) must be submitted.

**Appendix L: Approved Distance Education Curriculum**

**Name:** Acellus Academy  
**Delivery mode:** Online  
**Proxy hour model:** Clock  
**Criteria for reporting hours:** The software keeps track of dates and time when the student is actively using and working on the program.  
**Target population:** ABE 4, 5, and 6  
**Content Area:** Reading, Math  
**Standard Alignment:**

		<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Math <input type="checkbox"/> Listening		
		Tight	Partial	None
ABE Level 1-4/ESL	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABE Level 5-6	D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Publisher Information:** International Academy of Science  
 26900 E. Pink Hill Road  
 Independence, MO 64057 USA  
 Phone: 816-229-3800 Fax: 816-229-1000  
[iasacaccounting@science.edu](mailto:iasacaccounting@science.edu)

**Description:** Standards based course content is available in math, social studies, science, language arts, reading, as well as electives and College. Board Approved advance placement courses. These courses can be deployed by schools as a standalone solution or as a supplement to enhance the teacher instruction. Acellus offers courses that cover a wide spectrum of needs from exceptional learner to honors students. The software has pre and post-test; it will also assign students to courses.

**Name:** Khan Academy  
**Delivery mode:** Online  
**Proxy hour model:** Clock  
**Criteria for reporting hours:** Teachers and coaches can access all of their students' data.  
**Target population:** ABE Level 1-4, ABE Level 5-6  
**Content area:** Math  
**Standard Alignment:**

		<input type="checkbox"/> Reading <input checked="" type="checkbox"/> Math <input type="checkbox"/> Listening		
		Tight	Partial	None
ABE Level 1-4/ESL	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ABE Level 5-6	D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Publisher information:** Khan Academy  
P.O. Box 1630  
Mountain View, CA 94042  
info@KhanAcademy.org

**Description:** Students can start at 1 + 1 and work their way into calculus or jump right into whatever topic needs some brushing up. Each problem is randomly generated. If students need a hint, every single problem can be broken down, step-by-step, with one click. If they need more help, they can always watch a related video.

**Name:** Reading Horizons  
**Delivery mode:** Online  
**Proxy hour model:** Clock  
**Criteria for reporting hours:** System must track time and log out students after preset period of inactivity  
**Target population:** ABE Level 104/ESL  
**Content Area:** Reading  
**Standard Alignment:**

<input checked="" type="checkbox"/> Reading <input type="checkbox"/> Math <input type="checkbox"/> Listening				
		Tight	Partial	None
ABE Level 1-4/ESL	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	C	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ABE Level 5-6	D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Publisher information:** Reading Horizons  
 60 North Cutler Drive, Suite 101  
 North Salt Lake City, UT 84054  
 Phone: (800) 333-0054  
[info@readinghorizons.com](mailto:info@readinghorizons.com)  
<http://www.readinghorizons.com>

**Description:** Reading Horizons is a program for early literacy students that require students to individually practice phonics skills. As the student moves through the curriculum, examples and practice exercises are aligned to individual student needs and progress.

**Name:** Apex Learning  
**Delivery mode:** Online  
**Proxy hour model:** **Clock**  
**Criteria for reporting hours:** System must track time and log out students after preset period of inactivity  
**Target population:** ABE Level 1-4/ESL  
**Content Area:** Reading, Math  
**Standard Alignment:**

<input checked="" type="checkbox"/> Reading... <input type="checkbox"/> Math... <input type="checkbox"/> Listening				
		Tight	Partial	None
ABE Level 1-4/ESL	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ABE Level 5-6	D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Reading... <input checked="" type="checkbox"/> Math... <input type="checkbox"/> Listening				
		Tight	Partial	None
ABE/ESL	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ABE Level 5-6	D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Publisher information** Apex Learning  
 1215 Fourth Ave. Suite 1500  
 Seattle, WA 98161

**Description:** Apex Learning provides semester-length and customizable courses for students working on improving basic skills, as well as those working to earn an adult diploma. Course features allow for mastery-based learning options, where students must reach a pre-determined score level (locally set at 60 to 70% depending on the course) before being allowed to move to additional course material. Information is presented to the student in chunks, rather than requiring them to scroll down the screen. Courses also have audio and video features, where the text can be read aloud for struggling readers.

**Name:** Edmentum  
**Delivery mode:** Online  
**Proxy hour model:** Clock  
**Criteria for reporting hours:** System must track time and log out students after preset period of inactivity  
**Target population:** ABE Level 1-6  
**Content Area:** Reading, Math  
**Standard Alignment:**

		<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Math <input type="checkbox"/> Listening		
		Tight	Partial	None
ABE/ESL	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABE Level 5-6	D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Publisher information** Plato, Inc.  
 5600 West 83rd Street, Suite 300, 8200 Tower  
 Bloomington, MN 55437  
 Phone: (800) 447-5286  
 paul.osen@edmentum.com

**Description:** Pre and post-tests, prescriptive lesson assignments, and feedback systems including mastery levels are all included. Content includes Pre-HSED, CTE, college entry level and upper levels of the program are being used as a bridge class and career pathways for those who want to test well enough on college entrance exams to avoid placement in developmental coursework.

**Name:** Burlington English  
**Delivery mode:** Online  
**Proxy hour model:** Clock  
**Criteria for reporting hours:** This online system tracks time and logs out students after preset period of inactivity.  
**Target population:** ABE Level 1-4/ESL  
**Content Area:** Listening  
**Standard Alignment:**

		<input type="checkbox"/> Reading <input type="checkbox"/> Math <input checked="" type="checkbox"/> Listening		
		Tight	Partial	None
ABE Level 1-4/ESL	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABE Level 5-6	D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Publisher information** Burlington English LTD.  
 15 Costa Pappargopolulou Street  
 3106 Limassol, Cyprus

**Description:** BurlingtonEnglish offers a unique program for English language acquisition. It combines face-to-face classroom activities with any time-anywhere access to state-of-the-art online interactive courses. With the BurlingtonEnglish SpeechTrainer®, students effectively improve their pronunciation and comprehensibility, giving them the confidence to communicate successfully in any situation.

**Name:** Aztec Test Preparation Series

**Delivery mode:** Online

**Proxy hour model:** Clock

**Criteria for reporting hours:** This online system tracks time and logs out students after preset period of inactivity.

**Target population:** ABE Level 1-4, ABE Level 5-6

**Content Area:** Reading, Math

**Standard Alignment:**

<input checked="" type="checkbox"/> Reading		<input type="checkbox"/> Math			<input type="checkbox"/> Listening		
			Tight	Partial	None		
ABE Level 1-4/ESL	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
	B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
ABE Level 5-6	D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Reading		<input checked="" type="checkbox"/> Math			<input type="checkbox"/> Listening		
			Tight	Partial	None		
ABE/ESL	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
ABE Level 5-6	D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
	E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

**Publisher information** Aztec Software  
 51 Commerce Street  
 Springfield, NJ 07081  
 Phone: (973) 258-0011

**Description:** Aztec Software has completely re-envisioned the relationship between students and curriculum. Using the latest technology to build its TORO LMS™ (Learning Management System), and engaging a team of Common Core specialists to develop and test new academic content, the Aztec Test Preparation Series is uniquely qualified to meet the dynamic needs of the adult education community.

**Name:** E-Dynamic Learning  
**Delivery mode:** Online  
**Proxy hour model:** Clock, Learning Mastery  
**Criteria for reporting hours:** Teacher can verify through the LMS as well as the student.  
**Target population:** ABE Level 15-6  
**Content Area:** Reading  
**Standard Alignment:**

		<input checked="" type="checkbox"/> Reading <input type="checkbox"/> Math <input type="checkbox"/> Listening		
		Tight	Partial	None
ABE Level 1-4/ESL	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABE Level 5-6	D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Publisher information** E-Dynamic Learning  
 101-1865 Dilworth Drive, Suite #510  
 Kelowna, BC V1Y 9T1 Canada  
 scott@edynamiclearning.com

**Description:** Designed to be semester in length with an equivalency of 1 high school credit. It is divided into 12 units with a mid-term and final-term assessments as well as a unit quiz. Throughout a unit, there are lessons, interactive web journeys, reflection, project assignments, and threaded forum-based discussion. Also, all lessons content is professionally narrated and available to play alongside of a lesson or be downloaded to listen offline.

**Name:** Essential Education/HiSET Academy  
**Delivery mode:** Online and Print  
**Proxy hour model:** Clock  
**Criteria for reporting hours:** This online system tracks time and logs out students after preset period of inactivity.  
**Target population:** ABE Level 1-4, ABE Level 5-6  
**Content Area:** Reading, Math  
**Standard Alignment:**

<input checked="" type="checkbox"/> Reading <input type="checkbox"/> Math <input type="checkbox"/> Listening		Tight	Partial	None
ABE Level 1-4/ESL	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABE Level 5-6	D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Reading <input checked="" type="checkbox"/> Math <input type="checkbox"/> Listening		Tight	Partial	None
ABE Level 1-4/ESL	A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABE Level 5-6	D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	E	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Publisher information** Essential Education  
 895 NW Grant Avenue  
 Corvallis, OR 97330  
 Dan Griffith 828.228.5450  
 dan@essentialed.com

**Description:** HiSET Academy is an online, adaptive learning program which includes practice assessments, instructional lessons in an interactive learning environment. A comprehensive management system with diagnostics and a print component to enrich learning is included. The company provides teacher training and an Implementation Guide.

**Appendix M: Approved Iowa Individual Targets PY 2020 and 2021**

<b>SKILL GAIN MEASURE BY EFL</b>	<b>2018-2019 TARGETS</b>	<b>Actual 2018-2019 PERFORMANCE</b>	<b>2019-2020 TARGETS</b>	<b>2020-2021 TARGETS</b>	<b>2021-2022 TARGETS</b>
ABE Level 1	37%	36%	38%	38%	38%
ABE Level 2	45%	35%	45%	45%	45%
ABE Level 3	42%	36%	42%	42%	43%
ABE Level 4	42%	42%	43%	43%	45%
ABE Level 5	59%	60%	60%	60%	60%
ESL Level 1	44%	54%	45%	45%	45%
ESL Level 2	50%	50%	50%	50%	51%
ESL Level 3	50%	47%	50%	50%	51%
ESL Level 4	45%	41%	46%	46%	46%
ESL Level 5	45%	48%	47%	47%	48%
ESL Level 6	28%	30%	28%	28%	30%



## **COMMUNITY COLLEGES & WORKFORCE PREPARATION**

*PROSPERITY THROUGH EDUCATION*

[www.educateiowa.gov/ccpublications](http://www.educateiowa.gov/ccpublications)

The Division of Community Colleges and Workforce Preparation within the Iowa Department of Education administers a variety of diverse programs that enhance Iowa's educational system and help to prepare a skilled and knowledgeable workforce. Divided between two bureaus — the Bureau of Community Colleges and the Bureau of Career and Technical Education — the Division is committed to providing and supporting opportunities for lifelong learning. In addition to working with Iowa's 15 public community colleges on state accreditation, program approval, equity review, and data reporting, guidance is also provided in the areas of career and technical education, workforce training and economic development, adult education and literacy, military education, the state mandated OWI education program, the GAP Tuition and PACE programs, Senior Year Plus, the National Crosswalk Service Center, and the Statewide Intermediary Network program.