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INTRODUCTION

This document outlines the assessment policies and guidelines of the Connecticut State Department of Education (CSDE) for all adult education programs and is designed to comply with federal and state accountability requirements. The information that the CSDE collects will help educators inform instruction, monitor progress, and demonstrate program performance.

Overview

A learner is assessed at critical times during the educational process to:

1. Help the learner understand her strengths and deficiencies and explore the available educational options;
2. Determine the appropriate program and instructional level for placement;
3. Establish the learner's baseline skill level at the start of class;
4. Identify learner's strengths and gaps so as to inform instruction;
5. Monitor student learning in class and target instruction based on the learner's evolving need;
6. Monitor skill gain after a period of instruction;
7. Examine classroom and program performance for planning and improvement purposes;
8. Promote program successes in the community;
9. Evaluate the performance of programs across the state; and
10. Report data for state and federal accountability.

To that end, programs funded by the Bureau of Health/Nutrition, Family Services and Adult Education are required to utilize standardized assessments developed by the Comprehensive Adult Student Assessment Systems (CASAS), and encouraged to supplement their use with informal assessments. The CSDE prescribes the use of CASAS because:

- It is a comprehensive system that connects curriculum, assessment, and instruction – it is much more than a test and the results from assessment directly inform instruction;
- The CASAS curriculum framework is based on competencies and content standards that youth and adults need to function effectively in society;
- CASAS assessments measure an individual's ability to apply basic literacy, numeracy, and communication skills to perform the competencies – an overall improvement in literacy ability, and not just gain within one facet of a basic skill, is expected;
- CASAS assessments yield valid and reliable results and most are approved for reporting progress through the federal National Reporting System (NRS) educational functioning levels (Division of Adult Education and Literacy, 2005);
- It offers selected response, constructed response, and performance-based assessment options for native and non-native speakers in modalities including reading, math and listening;
- It serves as the common assessment framework for providers funded through the adult education system and the workforce development system; and
- CASAS' consortium approach offers training and support to member states, and provides practitioners with opportunities for involvement in the test development process.

Connecticut's implementation of the CASAS system which includes the available tests, relevant policies, and professional development is referred to as the *Connecticut Competency System* (CCS). Detailed policies and guidelines relative to data collection and reporting are outlined in the Connecticut Adult Reporting System (CARS) manual.

The CASAS System

CASAS is more than a series of assessments; it is a system (Figure 1) that links curriculum (the competencies), assessment (the available tests) and instruction (e.g. the Quick Search software).

Figure 1: The CASAS System: An Integrated Approach to Curriculum Competencies and Content Standards, Assessment and Instruction



The CASAS competencies form the basis of this integrated system and identify more than 360 essential skills that youth and adults need in order to function effectively in the family, community and workplace. They have been developed and validated at state and national levels through field research and recommendations from education providers, learners, business and industry representatives, and community-based agencies (Connecticut State Department of Education, 1997; CASAS, 1997; Indiana Department of Education 1996; California Department of Education, 1999). They are correlated to the National External Diploma Program (NEDP) competencies and to the California English as a Second Language (ESL) Model Standards.

CASAS assessments measure the basic skills of reading, writing, math, listening, and speaking through priority competencies that are critical to youth and adult success in different contexts. All CASAS assessment instruments undergo rigorous test development and validation

procedures and meet the standards of the American Education Research Association (AERA), the National Council for Measurement in Education (NCME) and the American Psychological Association (APA). These assessments yield *valid* and *reliable* results. They are *valid* because they assess what they are intended to assess. CASAS uses the most current researched and recommended methodology in educational measurement practice – Item Response Theory (IRT) – to establish indices of item bank, test, and test score reliability (Hambleton, Swaminathan, and Rogers, 1991). The *CASAS Technical Manual – Third Edition 2004 (CTM)* (Comprehensive Adult Student Assessment Systems, 2005) contains detailed information about test validity and reliability.

CASAS created Adult Basic Education (ABE) Skill Level Descriptors (reading, math, and writing skills) to show a continuum of skills from beginning ABE through advanced adult secondary levels. CASAS also created ESL Skill Level Descriptors (listening, reading, writing, and speaking skills) for ESL from beginning literacy/pre-beginning ESL through proficient skills. Skill Level Descriptors provide general content information on how an adult learner’s numerical scale score on a CASAS test in a specific skill area corresponds to the job-related and life skills tasks a person can generally accomplish. The CASAS Skill Level Descriptors for ABE and ESL (and CASAS Basic Skill Levels for Writing) were reviewed by the U.S. Department of Education during the development of the NRS Educational Functioning Level Descriptors (see Resources section). Once the NRS levels were finalized, CASAS conducted a review and confirmed that the CASAS Skill Level Descriptors align with the skill levels of the NRS.

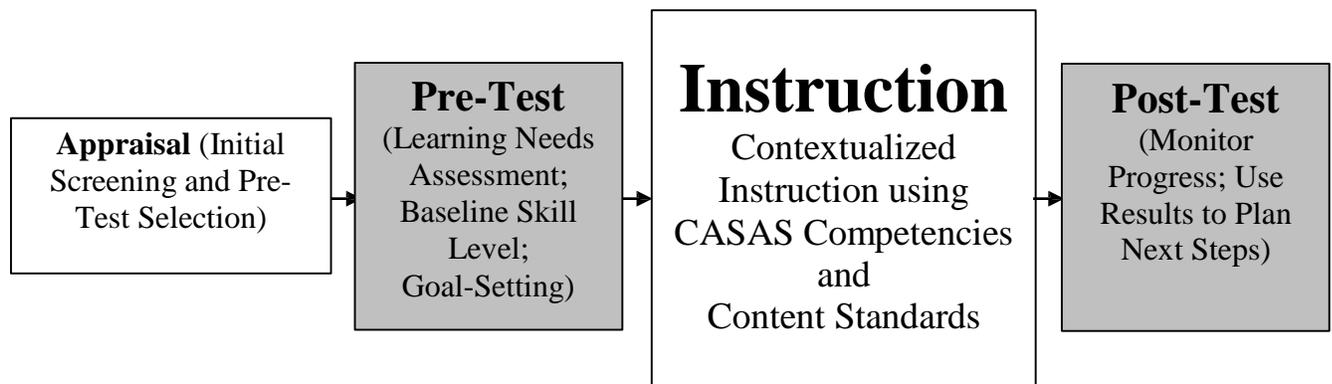
Results from CASAS assessments are reported in scale scores that clearly define the basic skills along a fixed continuum of difficulty, with each score representing gradations of difficulty in a person's proficiency. This scale has been used with more than 3,000,000 youth and adult learners. Unlike grade level equivalent scores that norm adult performances to an ever-changing comparison group of school-age children, CASAS scale scores compare adult performance to a defined set of skills that are critical to the effective functioning of adults in various contexts. The CASAS scale is divided into five broad levels: A (beginning literacy) to E (advanced secondary), each encompassing a range of scores. Levels A and B have been further subdivided to guide instructional placement and to monitor learner progress.

The Quick Search software cross-references the CASAS competencies to more than 2,300 commercially published print, audio, visual, and computer-related instructional materials appropriate for use with adults or youth. Profiles on individual and class performance that identify strengths and gaps offer valuable assessment information to target instruction.

The Assessment Process: Setting Goals, Guiding Instruction, and Measuring Progress

Different CASAS standardized assessments are used at various points in the educational cycle (Figure 2). *Appraisal* tests provide an initial screening of a learner’s basic skill abilities. *Pre-tests* inform instruction by conducting a learning needs assessment and identifying strengths and weaknesses. Pre-tests also establish the baseline ability level for a learner in a skill area. Post-tests are administered after an instructional intervention to monitor progress from the baseline and to plan the next steps.

Figure 2: The Assessment Process



Adult learners often function at widely varying levels of basic skill ability. Therefore, each learner who is new to adult education is required to take an appraisal (placement) test at program entry. CASAS appraisal tests gauge a learner’s reading, math, listening, writing, and/or speaking skills. They are broad tests that span a wide spectrum of the CASAS scale (see [CCS Test Grid](#) in the Resources section). Available Appraisal Instruments are noted below. **Only those series that are in bold may be used for the federal NRS.**

- 1. Life and Work Form 80 Listening (ESL only) and Reading and Math;**
- 2. Life Skills Form 50 Reading and Math;**

For programs using CASAS eTests, the computer adaptive test (CAT) locator that is included within eTests can serve as the “appraisal” for the purposes of pre-test selection. This locator score, however, is not reported in CARS.

Unlike appraisal tests, CASAS standardized progress (pre- and post) tests are more stringent and constructed at increasing difficulty levels that range from below Level A (literacy) through Level D (secondary). Tests at each of these levels span narrower spectrums on the CASAS scale. Each level has alternate test forms that are parallel in content and difficulty. Pre- and post-tests are designed to assess learning gains in the skill areas from pre- to post-instruction (Figure 2) along a continuum from beginning literacy and English language acquisition through completion of secondary level skills. In order to facilitate learner progress along this continuum, the difficulty spectrum of the tests at a level (e.g. Reading Forms 81/82 at Level A) overlap with that of the tests at the next higher level (e.g. Reading Forms 83/84 at Level B). The [CCS Test Grid](#) in the Resources section visually illustrates the relationships among the overall CASAS scale, the score ranges of the tests, the CASAS levels and the NRS levels.

The results of the appraisal should be used in conjunction with the [Next Assigned Test Chart](#) (see Resources section) to determine the appropriate difficulty level of the pre-test to be administered. The pre-test is administered before any substantial instruction has occurred. The scale score results of both the appraisal and the pre-test determine class placement and guide the selection of short and long-term instructional goals. Inappropriate placement may cause learners to become frustrated or bored and leave the program. Establishing short-term goals based on the learners' entry level abilities enable them to document interim successes and stay motivated to pursue their long-term goals (Comings, Parrella, and Soricone, 1999). It is strongly recommended that an instructor/intake person counsel the learner during the goal-setting process. Staff are encouraged to consider not only the learners' appraisal and pre-test scores but also their experiences, abilities, and interests.

Appraisal scores are carried forward from year to year in CARS. Returning learners do not need to be Appraisal tested except when they return after a significant period i.e. three years. The provision that allows programs to exempt learners from appraisal testing should be used sparingly. **If a learner is exempt from Appraisal at program entry, they may be pre-tested later without being given the appraisal.** Once a learner attends class for a few weeks the instructor/counselor will generally be able to determine the appropriate level pre-test without using an appraisal.

Pre- and post-tests are available in five different series that vary primarily in contextual focus (for example, employability versus general life skills and work skills). **Only those series that are in bold may be used for the federal NRS.**

1. **Life Skills;**
2. **Life and Work;** and
3. **Citizenship.**

Programs are required to select the test series that responds to the federal NRS but may also select other series based on learner goals and the instructional focus of the program (Table 1).

Table 1: Test Series by Program

	Life Skills Math	WLS	Life and Work	Citizenship
Adult Basic Education (ABE) / General Educational Development (GED)	√	√	√	
ESL		√	√	
Citizenship			√	√
Workforce Preparation		√	√	
Workplace Education		√	√	
Family Literacy	√		√	

The [CCS Available Tests Chart](#) in the Resources section lists the specific test forms in reading, writing, math, listening, and speaking that are available within each test series at the various functioning levels. If tests are not available at a particular level, or in a particular modality, e.g. WLS Levels A and D, or, Life and Work Math, a program may use tests from another series to fill the void.

From the results of pre-testing, individual and class profiles are created to identify competencies and content standards for beginning instruction. For the purposes of NRS reporting and accountability, the pre-test scale score is used to place learners into an NRS educational functioning level (DAEL, 2005). Tables 2A and 2B illustrate the relationship between CASAS scale score ranges and the NRS levels. Descriptors of learner abilities at these levels are available in the Resources section of this manual.

Table 2A: The Relationship of CASAS Scale Score to NRS Levels for ABE and Adult Secondary Education (ASE)

Entering Educational Functioning Level	CASAS Scale Score Range in Reading and Math	CASAS Scale Score Range in Writing
1. Beginning Literacy	200 and below	136*-200
2. Beginning	201-210	201-225
3. Low Intermediate	211-220	226-242
4. High Intermediate	221-235	243-260
5. Low Adult Secondary	236-245	261-270
6. High Adult Secondary	246 and above	271 and above

Table 2B: The Relationship of CASAS Scale Score to NRS Levels for ESL

Entering Educational Functioning Level	CASAS Scale Score Range in Reading and Listening	CASAS Scale Score Range in Writing
1. Beginning Literacy	180 and below	N/A
2. Low Beginning	181-190	136*-145
3. High Beginning	191-200	146-200
4. Low Intermediate	201-210	201-225
5. High Intermediate	211-220	226-242
6. Advanced	221-235	243-260

*Estimated score below the accurate range

After a substantial instructional intervention, a post-test is administered in the same skill area as the pre-test. The results of the pre-test should be used in conjunction with the [NAT Chart](#) (see Resources section) and the teacher's recommendation to determine the appropriate difficulty level of the post-test to be administered. To ensure the alignment of assessment to instruction, an

alternate test form within the same test series (e.g., Life Skills, Life and Work, or Citizenship) is recommended for post-testing. Learning gains from pre- to post-test are documented. The CASAS benchmark test scores (the highest number in each scale score range) are used to identify the learners who complete a level based on matched pair test scores. The post-test results are used to plan the next steps for the learner (e.g., register for the GED test, be placed into a higher level class).

The combination of scores on a pre- and a post-test constitutes a matched pair. The first test in each skill area (reading, math and listening) in a fiscal year is the pre-test. Each subsequent test becomes a post-test to that pre-test. For a matched pair to be valid:

- the post-test must be in the same skill area as the pre-test; and
- the form number of each subsequent test must be different from that of last test.

Programs are encouraged to supplement the use of standardized assessments with informal assessments such as teacher-made tests, portfolios, unit tests, applied performance assessments, learner observations, etc. to inform instruction on a regular, ongoing basis. Programs can maximize the benefits of the CASAS system and make the assessment process meaningful to the learner by:

- Explaining the purpose of the assessments and the ensuing results to the learner;
- Using the tools such as the class profile, the reading and math task areas, the listening test item types and the individual profile to inform instruction;
- Utilizing competency-based instructional approaches, authentic materials, and contextualized curricula (Condelli, 2002; Jurmo, 2004; Purcell-Gates, Degener, Jacobson, and Soler, 2002; Sticht, 1997); and
- Reviewing the curriculum periodically and updating materials and resources.

Training Requirements

CCS Training is required to ensure the accurate use of tests and the appropriate interpretation of learner results, and to maintain the integrity and quality of the assessment process. All training relative to CCS is provided through the Connecticut State Department of Education (CSDE).

To administer CASAS reading, math, and listening tests, adult education programs must ensure that a **CCS Program Facilitator** is on staff or actively pursuing Facilitator status. The Director's designee becomes a Facilitator by completing the entire six-hour CCS Training session (which introduces the Appraisals and the Pre-Post Assessments), and the CCS Program Facilitator Professional Development Certification session. The Program Facilitator performs [critical functions](#) that ensure the comprehensive and high-quality implementation of the CASAS system (CSDE, 1993). **The Program Facilitator maintains certification by attending the Statewide Annual Meeting.**

The CSDE requires that local programs follow the test administration guidelines in each Test Administration Manual (TAM) published by CASAS for each test series used. TAMs provide quality control guidelines to ensure proper test utilization, administration, scoring, and results

interpretation. Each local program is expected to maintain copies of the most current TAMs onsite for all the assessments used.

Materials Ordering and Assessment Security

CCS materials should be ordered from CASAS. Please visit www.casas.org to download the catalog and order form. Please note that only those test forms listed on the [CCS Available Tests Chart](#) in the Resources section of this manual can be reported through CARS.

To order CCS materials from CASAS, each program must maintain a Program Facilitator. Administering the assessments according to the standardized protocols and maintaining security of the test materials are critical aspects of CCS implementation. The *Assessment Administration and Security Agreement* on the last page of this policy manual outlines the requirements relative to the secure storage and handling of all CCS materials. Each program must have a signed *Assessment Administration and Security Agreement* on file with the CSDE's professional development vendor. These agreements are renewed each year.

It is prohibited for an individual, school, program or other agency to develop any workshop, training or instructional session or create any materials designed to teach or prepare learners to answer specific test questions that appear on any CASAS test. It is not permissible for teachers to review specific test items with learners in discussing test results, or include actual test items in any instructional materials. Teachers should focus on the competencies, the basic skill content standards, the reading and math task areas, and the listening item types to prepare learners. **If the Bureau funding ceases or if a particular series is retired or no longer used for state purposes, all CASAS assessments must be returned to the CSDE.**

TESTING REQUIREMENTS

ABE/GED

All new learners must receive a reading and math appraisal test. The results of the appraisal should be used in conjunction with the [NAT Chart](#) (see Resources section) to determine the appropriate difficulty level of the pre-test to be administered. The pre-test should be administered before any substantial instruction has occurred. If the post-test for a learner who is returning from a prior fiscal year was administered more than 90 days ago, then it is recommended that that returning learner be pre-tested at entry in the current fiscal year.

All ABE/GED learners must be pre- and post-tested in **one or both** of the following skill areas:

- Reading; or
- Math.

Providers must test and report on the skill area most relevant to the learners' needs and to the program's curriculum.

Learners enrolled in the CT Adult Virtual High School (CTAVHS) GED preparation classes must also be pre- and post-tested onsite at the local program in accordance with these policies.

Providers should utilize scale scores >235 in reading and >225 in math on CASAS progress tests as minimum requirements for placement into a GED preparation program (CSDE, 2008). Learners scoring below these thresholds will need remediation before being ready to benefit fully from secondary level instruction.

These policies do not apply to learners enrolled in Spanish GED preparation programs.

ESL and Citizenship

All new learners should be administered the short oral interview that is included with the ESL appraisal (Form 80) to screen for survival level language ability.

- Learners who do not score at least 6 on the oral interview can be referred directly to ESL classes. After enrollment, pre-post testing should be administered. In addition to listening pre-post tests, programs should also administer pre-post tests in reading or writing to ensure compliance with federal obligations. Programs are strongly encouraged to consider the use of Beginning Literacy Reading Assessment Forms 27 and 28 with low-level ESL learners.
- New ESL learners, who score 6 or more on the oral interview, should be administered the Listening and/or the Reading Appraisal. New learners who will be pre-tested with the Life and Work listening assessments must be tested with the Form 80 listening appraisal.

Administration of the writing component of the ESL appraisal (not to be confused with the CASAS Functional Writing Assessment pre-post assessment) is encouraged.

The results of the appraisal should be used in conjunction with the [NAT Chart](#) (see Resources section) to determine the appropriate difficulty level of the pre-test to be administered. The pre-test should be administered before any substantial instruction has occurred. If the post-test for a learner who is returning from a prior fiscal year was administered more than 90 days ago, then it is recommended that that returning learner be pre-tested at entry in the current fiscal year.

From the skill areas listed below, all learners in **ESL and Citizenship classes must be pre- and post-tested, for federal reporting purposes in one** of the following skill areas:

- Listening; or
- Reading; or
- Math.

Providers must test and report on the skill area most relevant to the learners' needs and to the program's curriculum.

Learners in Citizenship programs are included for federal and state reporting. Programs may pre- and post-test learners in Citizenship programs using assessments from the [Available Tests Chart](#) in the Resources section. Please note that reading tests based specifically in a citizenship context for learners at the low beginning reading level are available. Pre- and post-testing can provide meaningful progress information to learners and teachers while also improving the program's overall performance.

Adult High School Credit Diploma Program (AHSCDP) and NEDP

The AHSCDP utilizes *credits earned* and *diploma attained* while the NEDP utilizes *competency areas completed* and *diploma attained* as measures of learner progress. All new learners must receive a reading and math appraisal test. The results from this administration can be used to guide learner placement and goal-setting. Additionally, some providers are voluntarily incorporating elements of the CASAS system within the AHSCDP to: integrate life and work competencies within the curriculum; measure basic skill progress; and satisfy basic skill competency standards for graduation. For learners who seek to enter the NEDP, the appraisal scores should be used to determine learner readiness for the NEDP diagnostic instruments: CASAS Level D Reading Forms 187R and 188R and Level C Math Forms 15M and 16M.

Fiscal Year 2018 Testing Schedule

A learner should be pre-tested as soon as possible upon entry and before any substantial instructional intervention has occurred. Providers should administer post-tests, using an alternate form in the same skill area, at the end of a semester, term, quarter, or other substantial block of instruction to document learning gains. CASAS recommends post-testing after approximately 70-100 hours of instruction. However:

- Programs offering high intensity courses (for example, a 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.
- Programs offering low intensity courses with fewer than 70 hours in a semester, quarter, term or other substantial block of instruction, should administer a post-test at the end of the instructional period.

Programs may assess individual learners who indicate they are leaving the program before the scheduled post-test time to maximize collection of paired test data. However, post-testing should not occur before 40 hours of instruction.

Learners enrolled in courses offered through the CTAVHS must also be assessed in accordance with the policies outlined in this manual. Proxy attendance hours (see CARS manual) should be included when considering whether a learner has attended sufficient instructional hours to be administered a post test.

A post-test is reliable for up to 90 days if no significant instructional intervention has occurred in the interim. Therefore, if the post-test for a learner who is returning from a prior fiscal year was administered more than 90 days ago, then it is recommended that that returning learner be pre-tested at entry in the current fiscal year.

As of July 1, 2015, the Connecticut State Department of Education no longer requires programs to test adult learners using the CASAS Functional Writing Assessment (FWA). Factors contributing to this decision are as follows:

- FWA is not reportable to the federal NRS: and
- CASAS no longer supports the FWA that included training and certification.

Remember: Only the test forms in **bold** found on page 20 may be used for federal NRS.

Test Selection and Standard Error of Measurement

The [Next Assigned Test](#) (NAT) Chart in the Resources section should be used, in conjunction with the scale score from a previous CASAS test administration, as a general guideline for selecting the CASAS pre- and/or post test in each skill area. In addition to this general chart, the CASAS Web site offers a specific suggested next test chart for every CASAS test form. These charts recommend a specific next test for each scale score on every test form. For these detailed SNT charts, please see www.casas.org/training-and-support/testing-guidelines/next-assigned-test-charts.

Some error in measurement is always a consideration in the interpretation of a learner's test score. In the CASAS system, for each scale score attained on a CASAS test, a standard error of measurement (SEM) is provided. A scale score with a lower SEM is more reliable than one with a higher SEM. CASAS has also established a range of accuracy for each test form (see [CCS Test Grid](#) in the Resources section). The SEM is typically lowest for scale scores in the *middle* of the accuracy range of a test. Scale scores that exceed the accurate range have higher than acceptable SEM values. For each scale score above the accurate range, CASAS provides a usable, conservative scale score estimate.

Providers have two options for learners who score above the accurate range on a pre-test:

1. The provider may disregard that score and administer the next higher-level test immediately. This is recommended. By using the appropriate level pre-test, a more valid baseline score is established. The pre-test results can inform instruction and the post-test will be administered in the same level as the pre-test. In this case, only the score from the higher-level test should be entered into the CARS database.
2. Providers may accept the conservative scale score estimate bearing in mind that this score may not be the most reliable measurement. When the learner is post-tested, the next level test should be administered. Instruction between pre- and post-test should focus on the standards that will be assessed on the post-test.

Please note that CASAS does not provide scale scores for raw scores that fall below the accurate range. Learners who score below the accurate range must be retested at the next lower level. Those learners "bottoming-out" of CASAS Level A can be retested using Beginning Literacy Reading Assessments Forms 27 or 28.

In light of these reasons, it is extremely important to utilize the SNT chart(s) to select the next test to be administered. This will enable providers to place learners accurately and monitor their progress effectively. Learners will also benefit from receiving challenging instruction and assessment that should accelerate their progress through the adult education system.

Supplemental and Extended Range Tests

The Life and Work Reading test forms 81RX (Level A) and 82RX (Level A) are extended range tests designed to bridge the gap between testing levels A and B and provide a more accurate measurement of scale score gain. Programs should administer the X test after the other level tests have been administered. For example: a learner takes Form 81, Level A Reading in September and scores within the accurate range. She takes Form 82, Level A Reading in December and scores within the accurate range. She will return to Level A in January. A pre-test is not required in January, but a post-test is required in May. The learner may be given Form 81RX Level A Reading which is a different test and has the added benefit of an extended measurement range.

Tests for Learners with Special Needs

Adult Life Skills Tests (2A-5A) tests are designed for individuals with intellectual disabilities and are administered one-on-one. They assess reading and listening proficiency in a life skill context across the CASAS content areas. There are pre-post tests for four levels (2A, 3A, 4A, and 5A). The Level 2A is the most difficult level and provides a transition into CASAS Levels Pre-A and A. The tests cover the range of the CASAS Scale from 117-196.

Exemptions

Learners who have been exempted from appraisal testing may also be temporarily exempted from pre/post testing. However according to Federal policies **all participants with 12 or more hours must be included in calculating the percentage of learners completing a level.**

Therefore, programs are urged to use discretion when exempting learners from testing and are reminded that Forms 27 and 28 Beginning Literacy Reading Assessments for low level ABE and ESL learners, forms at level 2A through 5A for learners with special needs, and forms 951 – 952 reading assessments for low level citizenship learners can be used to minimize the incidences of exemptions.

The provision that allows programs to exempt learners from testing should be used very sparingly, and only in cases of extreme hardship. It is meant to be a temporary exemption. If the learner is exempt from pre-post testing, data entry personnel must indicate this on the "Add/Edit Enrollment screen" of CARS. It is the responsibility of the program to maintain documentation on file for exemption status. When a learner attains a sufficient level of proficiency, programs should begin the pre-post-test cycle.

Assessment for Literacy Volunteer Programs

The use of CCS Appraisal Tests for ABE and ESL learners in Literacy Volunteer programs is optional. **However, the use of CCS pre-post-tests is a requirement in order to receive Department of Education state or federal funds.**

Programs funded under the Department of Education require that classroom instructors have appropriate certification. Because the Department recognizes some benefits to instruction involving more than one learner, its official policy is to allow small group instruction (restricted to a maximum of four learners) by LV tutors. Any LV tutor exceeding the maximum number of participants must meet State of Connecticut certification regulations required of all other adult education programs.

RESOURCES

Testing Accommodations for Persons with Disabilities

Source: *Guidelines for Providing Accommodations Using CASAS Assessment for Learners with Disabilities. (May 2010).*

Purpose

The accountability standards in the 1998 Workforce Investment Act include the Rehabilitation Act Amendments of 1998 to improve access to adult programs and achieve employment outcomes for learners with disabilities. Other legislation addresses provisions related to testing accommodations for learners with disabilities, including the ADA Amendments of 2008, Section 504 in the Rehabilitation Act of 1973, the Individuals with Disabilities Education Improvement Act of 2004, and the No Child Left Behind Act of 2001. These laws ensure equal access for all learners in education programs, including learners with disabilities. Accommodations provide an opportunity for all test takers to demonstrate their skills and ability. The accommodations may alter test administration procedures without changing what the test is intended to measure. The following guidelines address methods for administering CASAS assessments using accommodations for learners with documented disabilities. The suggested accommodations for disability categories consist of the provisions below.

1. Accommodations in test administration procedures
2. Use of appropriate CASAS test forms
3. Providing accommodations for written components

Local Agency Responsibility

Local test administrators must consider the individual needs of the learner when they provide accommodations. The responsibility of fulfilling learner requests for accommodations is that of the local agency following state guidelines, not of CASAS. However, CASAS will work with state and local agencies to develop additional tests that are in a format reflecting the manner in which learners acquire and report information needed to function in everyday life. For example, if a learner is legally blind and reads information using Braille, then a standardized reading test in a Braille format is appropriate for testing. CASAS has developed a life and work skills assessment in Braille format that reflects functional literacy situations in the life and work of a person who is blind.

Local agencies are responsible for providing fully accessible services and have the responsibility to ensure that these services meet reasonable criteria. The local program needs to establish a simple process for making accommodations available to learners with disabilities. All local programs should have a Disability Contact Person through whom requests for accommodations are processed. In addition, the agency administering the test must provide any necessary accommodations at no cost to the learner. Costs are negligible for most of the common accommodations that learners will request. The agency may wish to contact district or state rehabilitative or health and human welfare agencies for diagnostic services such as for learning disabilities. Local agency, district, and state accountability data collection systems should include CASAS test results for learners with disabilities. However, all public reports of test results must follow confidentiality laws and report scores without reference to name, address, or Social Security number of the learner. Local and state agencies may also want to collect

accountability data on which and how many accommodations or alternate test forms are provided during test administration for program improvement purposes.

Adult learners 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 need to use an accommodation should be documented in official learner records, such as the Individual Educational Plan (IEP), Individual Program Plan (IPP), or Individualized Plan for Employment (IPE). The information could come from a doctor's report, a diagnostic assessment from a certified professional, and other clinical records. Adult agencies can often contact the local division of vocational rehabilitation or a secondary school to request documentation of a disability. The documentation must show that the disability interferes with the learner's ability to demonstrate performance on the test.

Local agencies should provide the same accommodations when they administer CASAS assessment as they do for the learner during instruction and as documented in annual plans such as individual education plans. For example, if the learner acquires information and receives instruction with the assistance of a sign language interpreter, then an interpreter is also necessary to provide directions for standardized testing. However, interpreters do not sign the test questions themselves because the purpose of the assessment is to determine level of basic reading literacy skill. It is important that a learner practice using the appropriate accommodation during instruction before using the accommodation during the assessment. Also, it is important to ask learners what accommodations will work best in their situation.

CASAS has a variety of standardized performance-based assessment instruments to use with learners who do not demonstrate their skills well on multiple-choice tests. Standardized performance based instruments are available for special purposes such as demonstration of writing and speaking skills and functional life skills for adults who have intellectual disabilities.

1. Accommodations in Test Administration Procedures

Local test administrators may provide or allow some accommodations in test administration procedures or environment for documented disabilities without contacting CASAS. Test administrators often use these same strategies as test taking strategies for other learners who do not have documented disabilities. Students 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 in Table 3. 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 CASAS when providing these accommodations.

It is not an appropriate accommodation in test administration procedures to read a CASAS reading test to a learner simply because of low literacy skills. The purpose of a reading test is to

assess reading skill level, to determine the learner’s appropriate instructional level, and to document progress. Agencies may call CASAS to provide information on additional accommodations in test administration procedures and formats not listed in Table 1 or about documentation of accommodations on individual records.

2. Use of Appropriate CASAS Test Forms

It is important to use an appropriate test form that best meets the learner’s goals and manner of receiving and reporting information. Most learners with a disability can take some form of a CASAS test. CASAS provides large-print versions of all tests. Large-print tests and CASAS eTests® are examples of test forms often used for learners with documented disabilities based on need as well as for all learners. The POWER performance-based assessment series, Forms 301-307, and the Tests for Adult Life Skills, Forms 312 through 352, are available specifically for learners who have intellectual disabilities.

CASAS is currently expanding development of other test forms to measure basic literacy skills of learners with specific documented disabilities. Please contact CASAS if you are interested in participating in a national validation of other appropriate assessment for specific needs. The CASAS test development process always includes field-based specialists who help design, develop, and field test assessment instruments to ensure appropriateness for assessment of the specific population.

Table 3: Providing Accommodations for Using CASAS Assessments

Disability	Test Administration Procedures	CASAS Test Forms Available	Development
Specific Learning Disability and/or ADHD such as dyslexia, dyscalculia, receptive aphasia, hyperactivity, written language disorder, attention deficit disorder	Extended time (1.5) Alternate schedule Frequent breaks Scribe/writer/alternate room Computer — spelling and grammar check disabled Simple calculator for Level A/B only	Large-print forms and Answer Sheet for all CASAS tests Oral assessment for Citizenship Interview Test Large-Print Answer Sheets for Reading for Citizenship CASAS eTests®	Low-level Literacy Forms in CASAS eTests® (with touch screen)
Deaf or Hearing Impairment	Sign language interpreter for test directions only Head phones for those taking a listening test		
Blind or Visually Impaired	Magnifier/Template Text-to-speech software Video magnifiers Scribe/reader	Level A/B Reading test in contracted Braille format Large-print CASAS tests CASAS Listening test series (Levels A, B and C)	Level B/C Reading test in contracted Braille format Audio Version
Mobility impairment	Extended time Alternate site/equipment Scribe/writer/communication board		
Emotional/Mental Disability such as bipolar disorder and major depression	Extended time Supervised breaks Private room Limit testing per day		
Intellectual Disabilities such as traumatic brain injury, autism, cerebral palsy, epilepsy, mental retardation	One-on-one administration Extended time	Adult Life Skills Color-Photo Forms 312 -352 POWER Forms 301- 307 Beginning Literacy Forms 27/28	Low-level Literacy Forms in CASAS eTests® (with touch screen)

3. Providing Accommodations for Written Components

The following accommodations are recommended for individuals with documented disabilities that impact the ability to use a writing instrument. They are meant as a guideline only. Please check with your school district or the CSDE for guidelines and policies pertaining to accommodations.

Extra time

Learners may have up to double time to complete this test, allowing for accompanied breaks. Additional time beyond this may be appropriate depending on the individual and the disability. Unlimited time is discouraged, since research studies show that it does not increase test results significantly. Also, there are time restraints to complete tasks in most workplaces.

Materials

Learners may choose the type of paper and writing implement they feel most comfortable with (lined/unlined paper; pencil, ballpoint pen, felt tip pen, ergonomic writing tool, grip aids and arm supports, etc.). They may print or write in cursive.

Computer

Learners may use the computer or alternative computer access with spell check and grammar check turned off and any self-correcting software turned off.

Use of a scribe

Use of a scribe may result in excessive time. The nature and length of the tasks make it difficult for the learner to dictate to the scribe spelling, punctuation, capitalization, indentation, etc. Use of the computer, voice recognition software and other alternative computer access would result in better efficiency to complete these tasks. However, use of a scribe for the Note Task may not affect the efficiency as much. Note that research on effects of accommodations on interpretation of test scores remains inconclusive at this time. Caution must be exercised however, especially when using a scribe as an accommodation as it most likely affects how the student's test score is interpreted in relation to interpretation of test scores for the general population of test takers.

CCS Available Tests Chart – Only Test Forms in Bold May be Used for NRS

Test Series	Reading	Math	Listening
Life Skills			
Appraisal	50	50	
2A	310/311/312/313		
3A	320/321/322/323		
4A	330/331/332/333		
5A	342/343		
Pre-Level A	27/28		
Level A		31/32	
Level B		33/34	
Level C		35/36	
Level D		37/38	
Life and Work			
Appraisal	80	80	80/ESL
Level A	81/82/81X/82X		81/82
Level B	83/84		83/84
Level C	185/186		85/86
Level D	187/188		
Citizenship			
Level A	951/952/951X/952X		
Workforce Skills Certification System (WSCS)			
Certification	551	551	
Secondary School Assessment Series			
Level D	513/514	505/506	

Scale Score Ranges of Available Tests

Secondary School Assessment

To Test	Level	Test Form	Raw Score Accurate Range	Scale Score Accurate Range
Reading	D	513R	4 - 36	207 - 256
	D	514R	4 - 36	208 - 256
Math	D	505M	5 - 34	208 - 253
	D	506M	5 - 34	208 - 254

Life and Work

Appraisal	Test Form	Raw Score Range	Scale Score Range	
Oral Interview	N/A	0 - 12	N/A	
Writing Sample	N/A	0 - 4	N/A	
Listening/ESL	80L	1 - 26	171 - 239	
Reading	80R	1 - 25	171 - 246	
Math	80M	1 - 28	185 - 260	
To Test	Level	Test Form	Raw Score Accurate Range	Scale Score Accurate Range
Reading	A	81R	5 - 19	170 - 203
	A	82R	5 - 19	170 - 203
	A	81RX	5 - 23	182 - 216
	A	82RX	5 - 23	182 - 216
	B	83R	4 - 28	186 - 229
	B	84R	4 - 28	186 - 229
	C	185R	4 - 34	197 - 246
	C	186R	4 - 34	197 - 246
	D	187R	4 - 28	213 - 256
	D	188R	4 - 28	213 - 256
Listening	A	81L	5 - 26	170 - 209
	A	82L	5 - 26	170 - 209
	B	83L	5 - 26	186 - 225
	B	84L	5 - 26	186 - 225
	C	85L	5 - 27	202 - 239
	C	86L	5 - 27	202 - 239

Adult Life Skills Tests (Special Needs)

To Test	Level	Test Form	Raw Score Accurate Range	Scale Score Accurate Range
Reading	2A	310R	5 - 23	163 - 196
	2A	311R	5 - 23	163 - 198
	2A	312R	5 - 18	163 - 189
	2A	313R	5 - 18	163 - 189
	3A	320R	5 - 25	150 - 187
	3A	321R	5 - 25	149 - 187
	3A	322R	5 - 23	148 - 184
	3A	323R	5 - 23	148 - 184
	4A	330R	5 - 19	134 - 162
	4A	331R	5 - 19	134 - 163
	4A	332R	5 - 20	133 - 164
	4A	333R	5 - 20	133 - 164
	5A	342R	5 - 16	117 - 143
	5A	343R	5 - 16	117 - 143

Life Skills

Appraisal		Test Form	Raw Score Range	Scale Score Range
Oral Interview		N/A	0 - 12	N/A
Writing Sample		N/A	0 - 4	N/A
Reading		50R	1 - 30	176 – 253
Math		50M	1 – 30	179 – 260
To Test	Level	Test Form	Raw Score Accurate Range	Scale Score Accurate Range
Reading	Pre-A	027R	5 – 25	153 – 191
	Pre-A	028R	5 – 25	153 – 191
Math	A	031M	5 – 19	172 – 204
	A	032M	5 – 19	172 – 204
	B	033M	5 – 25	188 – 226
	B	034M	5 – 25	188 – 226
	C	035M	4 – 31	201 – 246
	C	036M	4 – 31	201 – 246
	D	037M	4 – 31	212 – 255
	D	038M	4 – 31	213 – 255

Citizenship

To Test	Level	Test Form	Raw Score Accurate Range	Scale Score Accurate Range
Reading	A	951R	5 - 19	175 - 206
	A	952R	5 - 19	175 - 206
	A	951RX	5 - 22	186 - 220
	A	952RX	5 - 22	186 - 220

Workforce Skills Certification System

To Test	Level	Test Form	Raw Score Accurate Range	Scale Score Accurate
Reading	Cert.	551R	4 - 31	209 – 254
Math	Cert.	551M	4 - 30	208 – 252

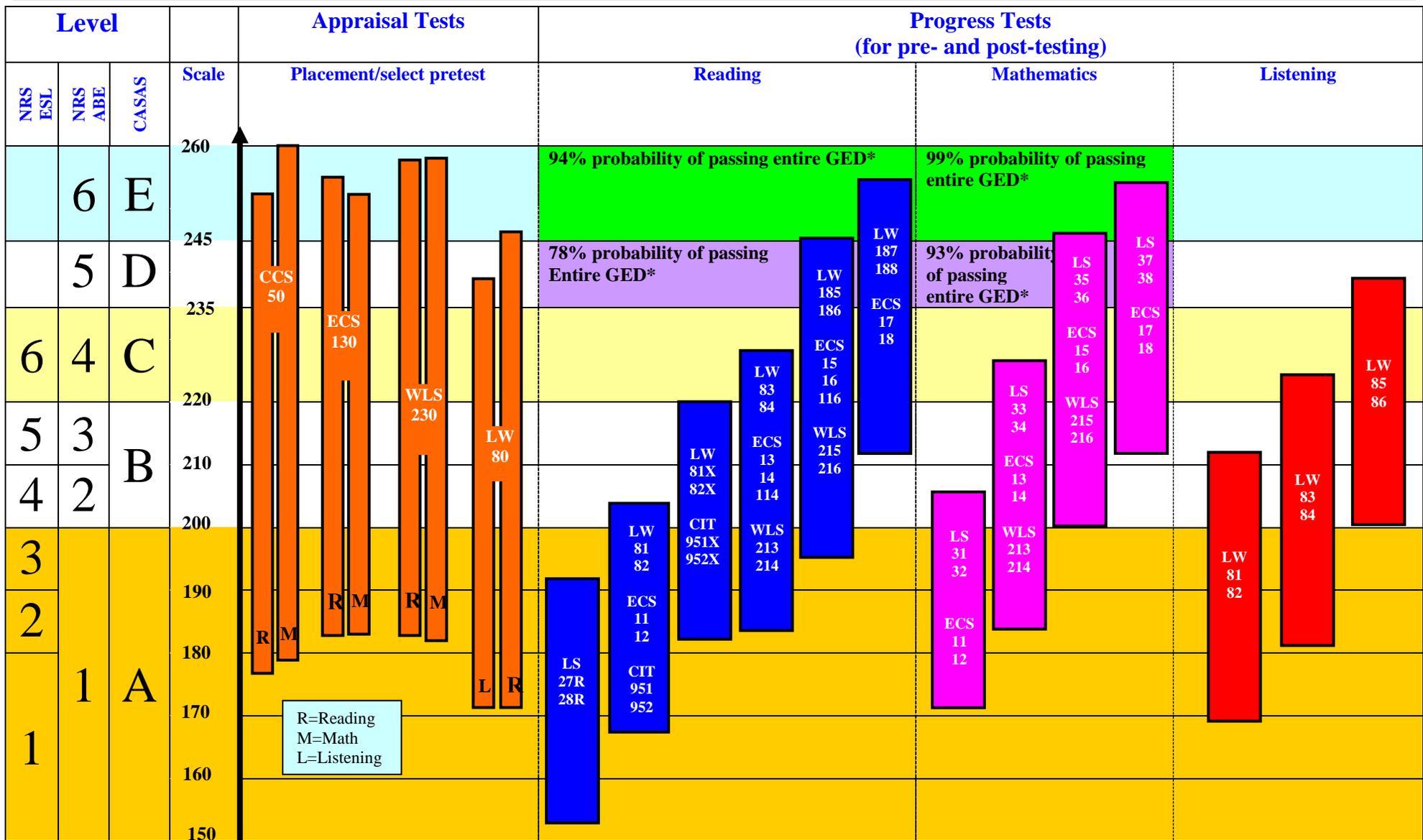
Suggested Next Assigned Test Chart

This chart serves as a general guideline for selecting the CASAS pre- and/or post-test in each skill area. In addition to this general chart, the CASAS Web site offers a specific suggested next test chart for every CASAS test form. These charts recommend a specific next test for each scale score on every test form. For these detailed NAT charts, please see <https://www.casas.org/training-and-support/testing-guidelines/suggested-next-test-charts>.

Skill Area	Scale Score Range on a CASAS Test	Suggested Next Assigned Test Options* Series and Form Number		
		Life Skills	Life and Work	Citizenship
Reading	<180	27/28		
	180-192		81/82	951/952
	193-210		81X/82X/83/84	951X/952X
	211-229		185/186	
	>229		187/188	
Math	<196	31/32		
	196-214	33/34		
	215-233	35/36		
	>233	37/38		
Listening	<196		81/82	
	196-211		83/84	
	>211		85/86	

*The next test cannot be the same form number as the most recent test.

CCS Test Grid



The above charts reflect approximate scaled score ranges and are based on accurate ranges only.

LS: Life Skills. WLS: Workforce Learning Systems LW: Life and Work ECS: Employability Competency System CIT: Citizenship

*CASAS – Study of the CASAS Relationship to GED 2002

Connecticut Competency System (CCS) Assessment Policies and Guidelines, Fiscal Year 2017-18 Connecticut Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education

NRS Educational Functioning Level Descriptors for ABE and ASE

These descriptors are illustrative of what a typical learner functioning at that level is able to do. It is not necessary for providers to change program groupings according to these levels. **The CASAS benchmark test scores i.e. the highest number in each scale score range, represent the score a learner in that level must achieve to complete that educational functioning level.** This reporting of educational gain is a Core Indicator of Performance that is required in the federal *Workforce Investment Act, Title II*.

NRS/CASAS Level	Educational Functioning Level Descriptors for ABE and ASE
<p>Beginning ABE Literacy</p> <p>CASAS Scale Scores</p> <p>Reading: 200 and below</p> <p>Math: 200 and below</p> <p>Writing: 136* - 200</p> <p>*Estimated score below the accurate range</p> <p>CASAS Level A</p>	<p>Reading/Writing: Individual has no or minimal reading and writing skills. May have little or no comprehension of how print corresponds to spoken language and may have difficulty using a writing instrument. At the upper range of this level, individual can recognize, read, and write letters and numbers, but has a limited understanding of connected prose and may need frequent re-reading. Can write a limited number of basic sight words and familiar words and phrases; may also be able to write simple sentences or phrases, including very simple messages. Can write basic personal information. Narrative writing is disorganized and unclear, inconsistently uses simple punctuation (e.g., periods, commas, question marks), and contains frequent errors in spelling.</p> <p>Numeracy: Individual has little or no recognition of numbers or simple counting skills or may have only minimal skills, such as the ability to add or subtract single digit numbers.</p> <p>Functional/Workplace: Individual has little or no ability to read basic signs or maps, and can provide limited personal information on simple forms. The individual can handle routine entry level jobs that require little or no basic written communication or computational skills and no knowledge of computers or other technology.</p>
<p>Beginning Basic Education</p> <p>CASAS Scale Scores</p> <p>Reading: 201 - 210</p> <p>Math: 201 - 210</p> <p>Writing: 201 – 225</p> <p>CASAS Level B</p>	<p>Reading/Writing: Individual can read simple material on familiar subjects and comprehend simple and compound sentences in single or linked paragraphs containing a familiar vocabulary; can write simple notes and messages on familiar situations, but lacks clarity and focus. Sentence structure lacks variety, but individual shows some control of basic grammar (e.g., present and past tense) and consistent use of punctuation (e.g., periods, capitalization).</p> <p>Numeracy: Individual can count, add, and subtract three digit numbers, can perform multiplication through 12, can identify simple fractions, and perform other simple arithmetic operations.</p> <p>Functional/Workplace: Individual is able to read simple directions, signs, and maps, fill out simple forms requiring basic personal information, write phone messages, and make simple changes. There is minimal knowledge of, and experience with, using computers and related technology. The individual can handle basic entry level jobs that require minimal literacy skills; can recognize very short, explicit, pictorial texts, (e.g., understands logos related to worker safety before using a piece of machinery); and can read want ads and complete simple job applications.</p>

NRS/CASAS Level	Educational Functioning Level Descriptors for ABE and ASE
<p>Low Intermediate Basic Education</p> <p>CASAS Scale Scores</p> <p>Reading: 211 – 220</p> <p>Math: 211 – 220</p> <p>Writing: 226 – 242</p> <p>CASAS Level</p> <p>B</p>	<p>Reading/Writing: Individual can read text on familiar subjects that have a simple and clear underlying structure (e.g., clear main idea, chronological order); can use context to determine meaning; can interpret actions required in specific written directions; can write simple paragraphs with a main idea and supporting details on familiar topics (e.g., daily activities, personal issues) by recombining learned vocabulary and structures; and can self and peer edit for spelling and punctuation errors.</p> <p>Numeracy: Individual can perform with high accuracy all four basic math operations (addition, subtraction, multiplication, and division) using whole numbers up to three digits; and can identify and use all basic mathematical symbols.</p> <p>Functional/Workplace: Individual is able to handle basic reading, writing, and computational tasks related to life roles, such as completing medical forms, order forms, or job applications; and can read simple charts, graphs, labels, and payroll stubs and simple authentic material if familiar with the topic. The individual can use simple computer programs and perform a sequence of routine tasks given direction using technology (e.g., fax machine, computer operation). The individual can qualify for entry level jobs that require following basic written instructions and diagrams with assistance, such as oral clarification; can write a short report or message to fellow workers; and can read simple dials and scales and take routine measurements.</p>
<p>High Intermediate Basic Education</p> <p>CASAS Scale Scores</p> <p>Reading: 221 – 235</p> <p>Math: 221 – 235</p> <p>Writing: 243 – 260</p> <p>CASAS Level</p> <p>C</p>	<p>Reading/Writing: Individual is able to read simple descriptions and narratives on familiar subjects or from which new vocabulary can be determined by context; and can make some minimal inferences about familiar texts and compare and contrast information from such texts, but not consistently. The individual can write simple narrative descriptions and short essays on familiar topics and has consistent use of basic punctuation, but makes grammatical errors with complex structures.</p> <p>Numeracy: Individual can perform all four basic math operations with whole numbers and fractions; can determine correct math operations for solving narrative math problems and can convert fractions to decimals and decimals to fractions; and can perform basic operations on fractions.</p> <p>Functional/Workplace: Individual is able to handle basic life skills tasks such as graphs, charts, and labels, and can follow multi-step diagrams; can read authentic materials on familiar topics, such as simple employee handbooks and payroll stubs; can complete forms such as a job application and reconcile a bank statement. Can handle jobs that involve following simple written instructions and diagrams; can read procedural texts, where the information is supported by diagrams, to remedy a problem, such as locating a problem with a machine or carrying out repairs using a repair manual. The individual can learn or work with most basic computer software, such as using a word processor to produce own texts, and can follow simple instructions for using technology.</p>

NRS/CASAS Level	Educational Functioning Level Descriptors for ABE and ASE
<p>Low Adult Secondary</p> <p>CASAS Scale Scores</p> <p>Reading: 236 - 245</p> <p>Math: 236 - 245</p> <p>Writing: 261 – 270</p> <p>CASAS Level D</p>	<p>Reading/Writing: Individual can comprehend expository writing and identify spelling, punctuation, and grammatical errors; can comprehend a variety of materials such as periodicals and non-technical journals on common topics; can comprehend library reference materials and compose multi-paragraph essays; can listen to oral instructions and write an accurate synthesis of them; and can identify the main idea in reading selections and use a variety of context issues to determine meaning. Writing is organized and cohesive with few mechanical errors; can write using a complex sentence structure; and can write personal notes and letters that accurately reflect thoughts.</p> <p>Numeracy: Individual can perform all basic math functions with whole numbers, decimals, and fractions; can interpret and solve simple algebraic equations, tables, and graphs and can develop own tables, and graphs; and can use math in business transactions.</p> <p>Functional/Workplace: Individual is able or can learn to follow simple multi-step directions, and read common legal forms and manuals; can integrate information from texts, charts, and graphs; can create and use tables and graphs; can complete forms and applications and complete resumes; can perform jobs that require interpreting information from various sources and writing or explaining tasks to other workers; is proficient using computers and can use most common computer applications; can understand the impact of using different technologies; and can interpret the appropriate use of new software and technology.</p>
<p>High Adult Secondary</p> <p>CASAS Scale Scores</p> <p>Reading: 246 and above</p> <p>Math: 246 and above</p> <p>Writing: 271 and above</p> <p>CASAS Level E</p>	<p>Reading/Writing: Individual can comprehend, explain, and analyze information from a variety of literacy works, including primary source materials and professional journals, and can use context cues and higher order processes to interpret meaning of written material. Writing is cohesive with clearly expressed ideas supported by relevant detail, and individual can use varied and complex sentence structures with few mechanical errors.</p> <p>Numeracy: Individual can make mathematical estimates of time and space and can apply principles of geometry to measure angles, lines, and surfaces, and can also apply trigonometric functions.</p> <p>Functional/Workplace: Individual is able to read technical information and complex manuals; can comprehend some college level books and apprenticeship manuals; can function in most job situations involving higher order thinking; can read text and explain a procedure about a complex and unfamiliar work procedure, such as operating a complex piece of machinery; can evaluate new work situations and processes; and can work productively and collaboratively in groups and serve as facilitator and reporter of group work. The individual is able to use common software and learn new software applications; can define the purpose of new technology and software and select appropriate technology; can adapt use of software or technology to new situations; and can instruct others, in written or oral form, on software and technology use.</p>

NRS Educational Functioning Level Descriptors for ESL

These descriptors are illustrative of what a typical learner functioning at that level is able to do. It is not necessary for providers to change program groupings according to these levels. **The CASAS benchmark test scores i.e. the highest number in each scale score range, represent the score a learner in that level must achieve to complete that educational functioning level.** This reporting of educational gain is a Core Indicator of Performance that is required in the federal *Workforce Investment Act, Title II*.

NRS/CASAS Level	Educational Functioning Level Descriptors for ESL
<p>Beginning ESL Literacy</p> <p>CASAS Scale Scores</p> <p>Reading: 180 and below</p> <p>Listening: 180 and below</p> <p>Writing: Not Applicable</p> <p>Speaking: 184 and below</p> <p>CASAS Level</p> <p>A</p>	<p>Listening and Speaking: Individual cannot speak or understand English, or understands only isolated words or phrases.</p> <p>Reading/Writing: Individual has no or minimal reading or writing skills in any language. May have little or no comprehension of how print corresponds to spoken language and may have difficulty using a writing instrument.</p> <p>Functional/Workplace: Individual functions minimally or not at all in English and can communicate only through gestures or a few isolated words, such as name and other personal information; may recognize only common signs or symbols (e.g., stop sign, product logos); can handle only very routine entry-level jobs that do not require oral or written communication in English. There is no knowledge or use of computers or technology.</p>
<p>Low Beginning ESL</p> <p>CASAS Scale Scores</p> <p>Reading: 181 - 190</p> <p>Listening: 181 - 190</p> <p>Writing: 136* - 145</p> <p>Speaking: 185 - 194</p> <p>* Estimated score below the accurate range</p> <p>CASAS Level</p> <p>A</p>	<p>Listening and Speaking: Individual can understand basic greetings, simple phrases and commands. Can understand simple questions related to personal information, spoken slowly and with repetition. Understands a limited number of words related to immediate needs and can respond with simple learned phrases to some common questions related to routine survival situations. Speaks slowly and with difficulty. Demonstrates little or no control over grammar.</p> <p>Reading/Writing: Individual can read numbers and letters and some common sight words. May be able to sound out simple words. Can read and write some familiar words and phrases, but has a limited understanding of connected prose in English. Can write basic personal information (e.g., name, address, telephone number) and can complete simple forms that elicit this information.</p> <p>Functional/Workplace: Individual functions with difficulty in social situations and in situations related to immediate needs. Can provide limited personal information on simple forms, and can read very simple common forms of print found in the home and environment, such as product names. Can handle routine entry level jobs that require very simple written or oral English communication and in which job tasks can be demonstrated. May have limited knowledge and experience with computers.</p>

NRS/CASAS Level	Educational Functioning Level Descriptors for ESL
<p>High Beginning ESL</p> <p>CASAS Scale Scores</p> <p>Reading: 191 - 200</p> <p>Listening: 191 - 200</p> <p>Writing: 146 - 200</p> <p>Speaking: 195 - 204</p> <p>CASAS Level A</p>	<p>Listening and Speaking: Individual can understand common words, simple phrases, and sentences containing familiar vocabulary, spoken slowly with some repetition. Individual can respond to simple questions about personal everyday activities, and can express immediate needs, using simple learned phrases or short sentences. Shows limited control of grammar.</p> <p>Reading/Writing: Individual can read most sight words, and many other common words. Can read familiar phrases and simple sentences but has a limited understanding of connected prose and may need frequent re-reading.</p> <p>Individual can write some simple sentences with limited vocabulary. Meaning may be unclear. Writing shows very little control of basic grammar, capitalization and punctuation and has many spelling errors.</p> <p>Functional/Workplace: Individual can function in some situations related to immediate needs and in familiar social situations. Can provide basic personal information on simple forms and recognizes simple common forms of print found in the home, workplace and community. Can handle routine entry level jobs requiring basic written or oral English communication and in which job tasks can be demonstrated. May have limited knowledge or experience using computers.</p>
<p>Low Intermediate ESL</p> <p>CASAS Scale Scores</p> <p>Reading: 201 - 210</p> <p>Listening: 201 - 210</p> <p>Writing: 201 - 225</p> <p>Speaking: 205 - 214</p> <p>CASAS Level B</p>	<p>Listening and Speaking: Individual can understand simple learned phrases and limited new phrases containing familiar vocabulary spoken slowly with frequent repetition; can ask and respond to questions using such phrases; can express basic survival needs and participate in some routine social conversations, although with some difficulty; and has some control of basic grammar.</p> <p>Reading/Writing: Individual can read simple material on familiar subjects and comprehend simple and compound sentences in single or linked paragraphs containing a familiar vocabulary; can write simple notes and messages on familiar situations but lacks clarity and focus. Sentence structure lacks variety but shows some control of basic grammar (e.g., present and past tense) and consistent use of punctuation (e.g., periods, capitalization).</p> <p>Functional/Workplace: Individual can interpret simple directions and schedules, signs, and maps; can fill out simple forms but needs support on some documents that are not simplified; and can handle routine entry level jobs that involve some written or oral English communication but in which job tasks can be demonstrated. Individual can use simple computer programs and can perform a sequence of routine tasks given directions using technology (e.g., fax machine, computer).</p>

NRS/CASAS Level	Educational Functioning Level Descriptors for ESL
<p>High Intermediate ESL</p> <p>CASAS Scale Scores</p> <p>Reading: 211 - 220</p> <p>Listening: 211 - 220</p> <p>Writing: 226 - 242</p> <p>Speaking: 215 - 224</p> <p>CASAS Level B</p>	<p>Listening and Speaking: Individual can understand learned phrases and short new phrases containing familiar vocabulary spoken slowly and with some repetition; can communicate basic survival needs with some help; can participate in conversation in limited social situations and use new phrases with hesitation; and relies on description and concrete terms. There is inconsistent control of more complex grammar.</p> <p>Reading/Writing: Individual can read text on familiar subjects that have a simple and clear underlying structure (e.g., clear main idea, chronological order); can use context to determine meaning; can interpret actions required in specific written directions; can write simple paragraphs with main idea and supporting details on familiar topics (e.g., daily activities, personal issues) by recombining learned vocabulary and structures; and can self and peer edit for spelling and punctuation errors.</p> <p>Functional/Workplace: Individual can meet basic survival and social needs, can follow some simple oral and written instruction, and has some ability to communicate on the telephone on familiar subjects; can write messages and notes related to basic needs; can complete basic medical forms and job applications; and can handle jobs that involve basic oral instructions and written communication in tasks that can be clarified orally. Individual can work with or learn basic computer software, such as word processing, and can follow simple instructions for using technology.</p>
<p>Advanced ESL</p> <p>CASAS Scale Scores</p> <p>Reading: 221 - 235</p> <p>Listening: 221 - 235</p> <p>Writing: 243 - 260</p> <p>Speaking: 225 and above</p> <p>CASAS Level C</p>	<p>Listening and Speaking: Individual can understand and communicate in a variety of contexts related to daily life and work. Can understand and participate in conversation on a variety of everyday subjects, including some unfamiliar vocabulary, but may need repetition or rewording. Can clarify own or others' meaning by rewording. Can understand the main points of simple discussions and informational communication in familiar contexts. Shows some ability to go beyond learned patterns and construct new sentences. Shows control of basic grammar but has difficulty using more complex structures. Has some basic fluency of speech.</p> <p>Reading/Writing: Individual can read moderately complex text related to life roles and descriptions and narratives from authentic materials on familiar subjects. Uses context and word analysis skills to understand vocabulary, and uses multiple strategies to understand unfamiliar texts. Can make inferences, predictions, and compare and contrast information in familiar texts. Individual can write multi-paragraph text (e.g., organizes and develops ideas with clear introduction, body, and conclusion), using some complex grammar and a variety of sentence structures. Makes some grammar and spelling errors. Uses a range of vocabulary.</p> <p>Functional/Workplace: Individual can function independently to meet most survival needs and to use English in routine social and work situations. Can communicate on the telephone on familiar subjects. Understands radio and television on familiar topics. Can interpret routine charts, tables and graphs and can complete forms and handle work demands that require non-technical oral and written instructions and routine interaction with the public. Individual can use common software, learn new basic applications, and select the correct basic technology in familiar situations.</p>

Glossary

ABE	Adult Basic Education
AHSCDP	Adult High School Credit Diploma Program
ASE	Adult Secondary Education
ATDN	Adult Training and Development Network
CAACE	Connecticut Association for Adult and Continuing Education
CARS	Connecticut Adult Reporting System
CASAS	Comprehensive Adult Student Assessment Systems
CBE	Competency Based Education
CCS	Connecticut Competency System
COABE	Commission on Adult Basic Education
CSDE	Connecticut Department of Education
CTDLC	Connecticut Distance Learning Consortium
CTAVHS	Connecticut Adult Virtual High School
DOL	Connecticut Department of Labor
DSS	Connecticut Department of Social Services
ECS	Employability Competency System
EFL	Educational Functioning Level
ESL / ESOL	English as a Second Language; English for Speakers of Other Languages
FWA	Functional Writing Assessment
FY 2018	Fiscal Year beginning 7/1/2017 and ending 6/30/2018
GED	General Educational Development
HSC	High School Completion
LEP	Limited English Proficient
NEDP	National External Diploma Program
NELRC	New England Literacy Resource Center
NRS	National Reporting System
SDA	Service Delivery Area
TAM	Test Administration Manual
TANF	Temporary Assistance for Needy Families
TOPSpro	Tracking of Programs and Students
WIA	Workforce Investment Act. [Title II: Adult Education and Family Literacy Act]
WIOA	Workforce Innovation and Opportunity Act
WIB	Workforce Investment Board

Connecticut Competency System (CCS)

Expectations and Responsibilities for CCS Program Facilitators

Overview

- Hold primary responsibility for CCS coordination, quality data collection and use.
- Have a comprehensive understanding of CCS; be able to train new staff in the implementation of the CCS System; and, provide ongoing technical assistance to district teachers.
- Bring together the curriculum, assessment, instruction and accountability system, and help teachers monitor learning.
- Able to connect teaching and learning, and be much more than a “tester”.

Qualifications

- Nomination by program director.
- Possesses CCS Program Facilitator Professional Development Certification which is obtain through the completion of the entire six hour CCS Training Session.
- Comprehensive understanding of and commitment to the CSDE’s CCS which incorporates Appraisals and the Pre- and Post-Assessments.
- Willingness to work toward continuous program improvement.
- Maintains program facilitator certification by attending the Statewide Annual Meeting.

Liaison/Communication

- Represent program and provide input at facilitator meetings.
- Share communications between director and other staff members.
- Obtain answers to staff CCS inquiries.

Connect Assessment to Instruction and Insure Quality Data Collection and Use

- Insure security for testing materials and provide inventory information to the Bureau of Health/Nutrition, Family Services and Adult Education.
- Explain and interpret the Connecticut Adult Reporting System (CARS) as needed.
- Review/coordinate/complete forms as needed for quality data collection.
- Evaluate test results and assist in placements.
- Encourage use of class profiles from pre-tests to provide feedback to students and teachers, and to connect curriculum, assessment, and instruction.
- Review Bureau data reports with program director for accuracy and for program implications.

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STATE OF CONNECTICUT

STATE DEPARTMENT OF EDUCATION

Bureau of Health/Nutrition, Family Services and Adult Education

Assessment Administration and Security Agreement: July 2017 - June 2018

Program: _____ Director: _____

Address: _____

City: _____ Zip: _____ Phone: _____

E-Mail: _____ CCS Program Facilitator: _____

1. Program Director assumes the responsibility for safeguarding all restricted materials which include all CASAS developed paper-based and computer-based assessment materials, including test administration manuals, eTests data files and answer sheets (which contain marks or responses). Program Director ensures that all program staff who use the restricted materials covered by this agreement adhere to all the conditions listed.
2. Program Director ensures that there is a designated and trained Connecticut Competency System (CCS) Program Facilitator available to staff for CCS/CASAS related questions.
3. Only staff members, designated by the program director, administer assessments. In order to maintain the integrity, quality, and standardization of the assessment process, the Program Director ensures that all CCS assessments are administered and used in accordance with the procedures outlined in:
 - the CCS Assessment Policies and Guidelines published by the Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education; and
 - the Test Administration Manuals published by CASAS.
4. Agencies may not use displays, questions or answers that appear on any CASAS test to create materials designed to teach or prepare learners to answer CASAS test items. Instead, programs should focus on the competencies, underlying basic skill content standards, task areas and item types to prepare learners.
5. Restricted materials are stored in a locked, fireproof file cabinet accessible to program director or to his/her designee(s) only. Restricted materials are not made accessible to general staff. Staff members who administer assessments return all restricted materials immediately after use to the program designee.
6. Completed answer sheets, eTests data files and all writing samples are treated as confidential until destroyed.
7. **Duplication of a test form or a portion of a test form for any reason is prohibited.**
8. Inventory information concerning restricted materials is supplied to the Connecticut State Department of Education upon request for monitoring and review purposes.
9. Defaced materials may not be destroyed unless authorized by the Connecticut State Department of Education.

Our program will adhere to the above-mentioned stipulations related to administration and security of assessments.

Signature Program Director Only: _____ Date: _____

Please return to: CREC/ATDN, 55 Van Dyke Avenue Ave., Hartford, CT 06106

Rev. December 2016

Data Entry Timelines

The use of CARS for instructional and program management purposes can be maximized only if data are entered in a timely fashion. CARS allows multiple data-entry staff to enter data simultaneously. Therefore, attendance should be entered into CARS according to the following timelines. **The CARS system will be locked and no data entry will be possible for fiscal year 2017-18 after July 20, 2018.**

By October 27, 2017	Enter September attendance
By November 24, 2017	Enter October attendance
By December 22, 2017	Enter November attendance
By January 26, 2018	Complete data entry (i.e., attendance, achievements, credits earned, assessments, etc.) for the first semester; ensure that data are error free.
By February 23, 2018	Enter January attendance
By March 30, 2018	Enter February attendance
By April 27, 2018	Enter March attendance
By May 25, 2018	Enter April attendance
By June 29, 2018	Enter May attendance
By July 20, 2018	Complete all data entry for the fiscal year (i.e., attendance, achievements, credits earned, assessments, etc.). Ensure that all data is error free. Notify the CARS helpdesk at ewhelpdesk@ca.com .