

B. Assessment Procedures

Consortium	Mille Lacs Band of Ojibwe ABE
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Policy guidance	From Minnesota ABE Policies website (www.mnabe.org/abe-law-policy/mn-abe-policies): Assessment Policy

Introduction

These procedures detail the local ABE consortium's testing procedures used at all sites. These procedures describe how the consortium is complying with the Minnesota ABE Assessment Policy through outlining:

- The consortium use of **approved assessments** (CASAS, TABE and/or BEST Plus) and for which students they are used.
- Consortium use of different modes of testing, including paper-based testing, computer-based testing, and remote testing.
- When and how to conduct **pre-testing** to ensure all students have a valid pre-test within the first 12 contact hours, including how to ensure that the student does not already have a valid pre-test, and how the program handles invalid test results.
- When and how to conduct **post-testing**, including how to ensure that the student is not post-tested before 40 contact hours, how the post-tests are administered, how the program handles invalid test forms and scores, how post-testing data is entered into SiD, and how the consortium works to maintain a 60% or greater post-testing rate for all participants within the program year.
- What the **assessment training requirements** are for initial testing certification, re-certification at least every five years, other ongoing training, and for which staff.
- What **additional guidance** and procedures the ABE consortium has for local staff regarding testing and assessment.

Assessments Used by the Consortium and for Which Students

Aanjibimaadizing uses the NRS approved testing system CASAS (Comprehensive Adult Student Assessment Systems) Paper Test to assess the learner's knowledge. We do not offer remote/digital forms of CASAS testing, but will provide transportation to the nearest classroom.

GED Ready is used to indicate readiness for the official GED Tests. Northstar Digital Literacy Assessments is used to asses digital literacy skills.

Other assessments used include the Job Search Attitude Inventory (JSAI), Barriers to Employment Success Inventory (BESI), Communication Skills Assessment, Career Cluster Interest Survey, and CAREERwise Interest Assessments for employment and training clients.

Pre-Test Procedures and Guidelines

Pre-tests are administered as soon as possible to ensure they are completed within the first 12 contact hours. This includes the CASAS Reading and Math Appraisal, followed with the full-length CASAS assessments. As we require CASAS for other programs that are offered, we make it a priority for all

participants. This is to build consistency across the team. Non-ABE clients are required to completed the CASAS once per year.

A score that is out of range is invalid and the CASAS will need to be re-administered at the appropriate level.

Returning students whose test is no longer valid in SiDs will need to be retested.

Scores are recorded in One Tribe and SiDs and maintained in the client classroom file.

Post-Test Procedures and Guidelines

Student hours will be monitored in the client hard file, as well as in SiDs to ensure compliance with MDE guidelines and NRS targets of post-test and level gain rates. Post-tests are given after 40 hours of instruction using an alternate form of the CASAS.

The post-testing process continues throughout the student's enrollment and will indicate when a student is academically ready to transition to the next level or take a GED-Ready exam.

Assessment Training Requirements and Procedures

These tests are administered by certified proctors following prescribed testing guidelines.

All ABE staff that administers assessments must participate in assessment certification training offered by MDE or online through the test provider. New staff has 2 months to complete the certification training and may only assist other ABE staff in the administration process during that time. Staff recertify in these tools every 5 years.

Additional Procedures and Guidance

The client then works with the ABE Instructor to determine what is the best option for them regarding their skill level, age, and K-12 opportunities.

If a student has verifiable evidence for the need of accommodations during the testing process, staff will follow the protocol of the testing manual and consult with the supplemental services provider to ensure the validity of the testing experience.

As a WIOA program, other assessments needed vary, depending on the programs that the client is accessing. Most often these include attending training orientation, completing the Comprehensive Adult Student Assessment Systems (CASAS), Job Search Attitude Inventory (JSAI), Barriers to Employment Success Inventory (BESI), Communication Skills Assessment, Career Cluster Interest Survey, and CAREERwise Interest Assessments. Non-ABE scores are recorded in OneTribe, and in the client hard file.