

## **Tehachapi Adult School**

### **Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act**

#### **Local Guidelines for Implementing State Assessment Policy Guidelines**

##### **Program Year 2022-2023**

Tehachapi Adult School (TAS) developed and implemented the following local procedures for assessment and data collection consistent with the CDE Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act, Assessment Policy Guidelines

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

Tehachapi Adult School Staff (Teachers, Testing Technicians, Program Managers, and Administrators) receive Training and Dissemination of Local Assessment and Policy Guidelines as follows:

TAS's CASAS Testing Coordinator and Administrators attend the annual CASAS Accountability and Implementation Training, as well as the Central Valley web-based workshops provided on a regular basis.

The Coordinator in turn trains the testing staff and administration to ensure the implementation of new policies and continuity of all existing policies and executing accurate data collection and assessment and the role of accurate data collection.

#### **The following training sessions are provided to new and experienced staff members.**

- Large group sessions covering assessment and collection of data (review and updates of policies and procedures) are held twice a year, once at the beginning of the fall semester and in the Spring Semester.
- Individual training sessions are held for off-site and or new personnel who administers with any hard-copy tests or e-testing to orient and familiarize them with the assessment procedures and policies and are provided with certification with completing the necessary training.
- Additional individual ABE/(HS/HSE teachers) and small group meetings (ESL teachers meetings) are held when needed eg. near post-testing dates, start and end of terms and to synchronize use of computer labs for e-testing. These sessions are used to further train and assist staff in all areas of assessment and data collection tasks.

- The Testing Coordinator is CASAS certified and all TAS Testing (Teachers, Administrators, and Program Manager staff have been trained and certified as Proctors or Coordinators for our CASAS testing.
- To document staff participation a sign-in sheet is provided and kept on file. The Coordinator maintains communication with all staff through emails, department meetings and individual teacher/staff.

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

To ensure appropriate class and level placement all new ABE (Basic Skills) Adult Secondary Education (HS/HSE) and ESL students have an initial orientation, assessment and placement session prior to being registered. The goal is to have the process of assessing, processing and registering our students to complete necessary initial procedures within the two weeks of our enrollment calendar.

- TAS administers CASAS etesting (Reading) for all new students. CASAS etest performs an etest Locator test to determine the correct level of Pre-test. The student is placed by this pre-test score into the correct level of ABE and Adult Secondary Education.
- ESL and Distance Learning students are placed by the Pretest score and Interviewing (Oral) results. A student who is placed in an ESL class and gets a Reading Score of 236+ is also administered a Listening Test. In the same manner, an ESL student who concurrently enrolls in a Spanish HSE Class is given a Math test.
- ASE High School students are assessed the same as in ABE/ESL programs, however, these students are referred to the TAS Program Manager to schedule a one on one conference. Each student is advised and registered for one or more classes depending on his/her educational goals, needs and level. A prospective HSE student who only needs Math credits is also given a Math Appraisal and Pre-test.
- TAS does not take part or is associated with Prison or jail programs.
- Students enrolling in CTE classes (Welding) are not required to take the CASAS Test. Welding classes are held outside of the office location and are held after school hours.
- TAS has the following personnel involved in Initial orientation and placement:
  - Bonny Porter – Director of Student Support Services and Adult Education/CASAS Administrator
  - Stephanie Teodosio-Program Manager Tehachapi Adult School/CASAS Coordinator/CASAS Proctor
  - Sandy Ransom- Testing Coordinator/ Teacher

## **III. Progress Testing: Pre-test and Post-Test**

As outlined in Section II, TAS students are not registered without the CASAS pre-test prior to classroom placement.

- All students are given an appointment to be tested at the school's main office at Tehachapi Independent Learning Academy. Students are provided with a copy of their test results to give to their teachers on the first day of class. Teachers also have access to their students' scores (read only) in TopsPro Enterprise and Edmentum, the school's curriculum software program.

- A testing calendar is discussed with department heads and disseminated during staff meetings or during prep hours provided through email or printed listing of student's name first/last with the time and date of testing schedule.
- To maximize and coordinate the use of our Computer Lab, two Post-testing dates are scheduled as follows:

End of Term 2- late November through early December

End of Term 4- all month of May and June

Additional testing occurs at the discretion of the teacher

- TAS teachers administer a post-test after 40-70 hours of instruction or the end of the school term, whichever comes first.
- Exception to this rule: A student is post-tested when a student leaves, or has indicated that they are withdrawing from their program, or has completed all required courses earlier than the required 70 hours. A list of these students is generated and updates student status and information through TopsPro.
- Updates are completed when a student is dropped or at the end of each term.
- Test Summary Reports are given to teachers for information, lesson planning, and academic advising addressing student growth and improvement.

#### **IV. eTests Online-Remote Only**

**This part of the remote testing overview will take place before and after administering the tests.**

##### **Part A: Preparation for Remote Testing**

- The preparation for remote testing consists of having the test proctor schedule an agreed-upon day and time that is convenient for both Test Proctor and Test Taker. Test Proctor will send out a meeting invitation to the test taker's email address; including the meeting number and URL for access.
- At the designated time, both Test Proctor and Test Taker will access the meeting URL/link. After the meeting takes place, secure the meeting, and then disable any ability for the test taker to change their name. The Test Proctor will introduce who they are, explain the remote testing; check device readiness, ID, and testing environment; answer questions; and check for understanding.
- The Test Proctor will then ask the test taker to take out their ID and hold it up to the camera so the Test Proctor can see it. The Test Proctor will then ask the Test Taker to state their full name.
- The Test Proctor will then help the Test Taker to run a speed test and confirm their network speed. The Test Proctor will then ask the Test Taker to lift their device or webcam to show their whole room and the Test Proctor must observe all room visibility of the Test Taker's testing environment.
- During the trail run for first time test takers, Test Proctor will practice sharing screens and giving control of your computer with the Test Taker. Test Proctor will instruct the Test Taker to open a new tab, go to the eTests Sampler (<https://casaportal.org/eTests>), and click an appropriate test series to practice remote testing.

## **Part B: Taking The Test**

- Test Proctor will start the testing session and register the computer as the testing station to run eTests Online on the device. Test Proctor will give directions to Test Taker and will ensure that the Test Taker will at all times “Share Screen” and as well as web camera must stay on the Test Taker.
- Test Proctor will communicate to the Test Taker several verbal confirmations before starting the test session such as yes or no questions. Test Proctor Questions is as follows: You will need to keep a camera on during the test. I will be watching you while you take the test. The video will not be recorded. Do you understand? Is anybody else in your room? Will you take the test by yourself? You cannot use notes, books, or your computer to find answers. Do you agree? You cannot take a picture, copy, or share any test prompts, questions, or answers. Do you agree? Please turn off your cell phone and show it to me so I can see that it is turned off. Now please put it somewhere you cannot reach or see it”.
- Test Proctor will then direct the Test Taker to Share their Screen and Verify that no applications are open on the Test Taker’s screen other than the video conferencing application. Have the Test Taker end screen sharing? Then share your own screen with the test taker.
- Test Proctor will then explain to the Test Taker the purpose of taking the eTests. The Test Proctor will ask the Test Taker to click the “Take a Test” and run the CASASWebTests.exe file. The Test Taker will enter their ID, confirm name, collect demographics, review and save.
- The Test Taker will then see a new window tab after completing the required information and will wait for Test Proctor. The Test Proctor will then click Enable Test on the Session Activity page in eTests prior to meeting with the Test Taker, simply press refresh to bring up the test menu. Test Proctor will closely monitor the test taker for any behaviors that would violate testing rules and help the test taker resolve any technical issues and encourage the Test Taker to continue through the entire test.
- After the test, have the Test Taker log out and stop sharing screens. Test Proctor will then tell the Test Taker that they have finished and if they have any questions. Both Test Proctor and Test Taker will stop active sessions and exit out of the eTests Management Console.

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

- TAS has been utilizing computerized testing (CASAS online etest) and Remote testing to ensure proper administration of all tests.
- The CASAS Coordinator is responsible for maintaining the security of all CASAS related-developed Assessment materials and the Test Administration Manual. Online copies of tests are inventoried and stored under lock and key in the Program Manager’s Office.
- Adult School Instructor creates test guidelines that are provided to students to use as a pacing guide and testing preparation. Test Administration Manuals (TAM) is maintained for all etests and remote tests and is available to trained assessment staff working with CASAS testing. Items such as CASAS Level Descriptors for ABE and ESL, Score Conversion Charts, Class Test History Reports and other informative items are reproduced and distributed to staff to assist defining and addressing academic advising for students.

- Hard copies of completed and scanned Pre and Post Test s are filed in Program Manager's Office filing cabinets. These sheets are filed each year and transferred to banker boxes at the end of the fiscal year. They are stored in the District's Document facility, kept for 3 years and then shredded.

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

Section I of this document refers to training sessions and workshops attended and provided to new and experienced staff.

- At Staff Development Day at the beginning of the year, all staff participated and completed training with CASAS and certified as Test Administrators/Proctors.
- Staff trainings are held on the first day back at school and then at monthly staff meetings. Any new updates on Implementation and Accountability Procedures are discussed and communicated in these monthly meetings.
- A file folder with the following items are issued to all Proctors: CASAS ESL Intake Process, Directions for Administering CASAS Tests, Oral Screening Samples and CASAS ESL skills Level Descriptors for ESL and ABE students.

## **VII. Testing Agreements.**

As part of TAS Assessment Policy, Administrators and all staff member who administer assessments are required to renew or enroll (new participant) for Administering CASAS testing. The participating staff member will be required to submit a copy of their training certification to the CASAS representatives and the state for auditing purposes. Any required staff members that will be renewing or enrolling (new staff member) will have the sign-up sheet filed in the Program Manager's office filing cabinet.