



Minnesota DOC (MCEC) ABE Consortium Assessment Policy CASAS and TABE Testing

Effective Date: May 1, 2008

Reviewed and Updated: January 1, 2016

Policy Purpose and Rationale – The Minnesota Department of Education (MDE) Adult Basic Education (ABE) office requires that:

- ABE programs use National Reporting System (NRS) approved adult appropriate standardized assessments (*CASAS* or *TABE*) to:
 - Pre-test and assign students in an NRS Educational Functioning Level (EFL) within the first 12 hours of instruction.
 - Administer subsequent *CASAS/TABE* tests to measure NRS level completion/gain.
- Assessments are administered in a standardized and consistent way by all programs statewide according to the test publisher guidelines.
- Program staff administering assessments be trained in the test administration and scoring.

Required Benchmarks for ABE Consortia

- NRS level completion/gain – meet or exceed state NRS target percentages for Minnesota ABE.
- Test students every 40 to 60 hours (testing schedule can be based on local program intensity and average hours of instruction).
- Maintain a 60% or greater post-testing rate for all participants within the program year.

Local Consortium Benchmarks

- Maintain an 80% or greater post-testing rate for all participants within the program year.
- Test students no less than once every fiscal quarter (three months).

Local Consortium Plan to Implement Assessment Policy

- Initial Assessment/Pre-testing
 - Will be accomplished at intake (MCF-St. Cloud or MCF-Shakopee) within the first month of incarceration. All newly-incarcerated offenders will be

- given a TABE test if they do not have a documented valid TABE test within the previous six months.
 - TABE pre- and post-tests will be administered to ABE/GED students, while CASAS pre- and post-tests will be administered to ESL students
 - Scores will be entered on the *Correctional Operations Management System* (COMS) and on MARCS Online.
- Test Scores Outside the Validity/Accuracy Range
 - Students scoring outside the validity/accuracy range of the test form will take a re-test *prior to enrollment into an education class or within one week if currently enrolled as a student.*
 - All TABE and CASAS tests will be entered into COMS, including invalid test scores. Only valid TABE and CASAS test scores will be entered into MARCS.
- Learners Re-entering or Transferring
 - Release violators (RV's) or other re-incarcerated offender students will be tested if they do not have a CASAS or TABE in the current ABE program year or within the previous six months.
 - Offender students who transfer from one facility to another will post-test on the receiving facility's testing schedule.
- Post-testing
 - Every student will post-test at least once every fiscal quarter.
 - Students may take post-tests more frequently than once every fiscal quarter if their teacher(s) assess that the student has demonstrated the necessary gains in knowledge and skills to advance to the next functioning level.
 - Students must have 40 hours or more of instruction, from the time of the previous pre- or post-test, to be eligible for a post-test.
 - Post-test scores will be entered in COMS and on MARCS Online.
- Learners Exempt from Post-testing
 - Students who have been removed from education programming due to discipline issues and are serving time in segregation are exempt from post-testing until re-enrollment in education.
- Teacher/Staff Training and Orientation to Assessment Tools
 - All teachers/staff who administer TABE and CASAS will receive annual training on these assessments.
 - New teachers and test administrators will receive an orientation training on TABE and CASAS prior to administering these assessment tools.

Assessment Schedule

- Each facility sets its own schedule within the parameters of a minimum of one post-test per student per fiscal quarter and a minimum of 40 hours of instruction between post-tests.

Allowable Consortium Program Assessments – For the purposes of this policy, ABE staff may use:

- ESL programming – CASAS (*Life and Work* for Reading, *Lifeskills* for Math).

- ABE/GED programming – TABE (*Forms 9/10*)
 - Survey subtest(s) may be used for Intake pre-tests at Saint Cloud and Shakopee.
 - Complete battery subtest(s) will be used for all post-tests.
 - TABE Online, TABE PC or paper/pencil TABE may be used.

Responsible for Implementing Assessment Policy

- The DOC Director of Adult Education/DOC ABE Consortium Manager is responsible for overall implementation of the assessment policy.
- The Facility Education Director is responsible for implementation of the assessment policy at each correctional facility, including but not limited to insuring the security of the tests and test administration.

Policy Contact Information

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