

## Assessment Procedures

<b>Consortium</b>	Metro North ABE
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<b>Policy guidance</b>	From <a href="http://www.mnabe.org/abe-law-policy/mn-abe-policies">Minnesota ABE Policies website</a> ( <a href="http://www.mnabe.org/abe-law-policy/mn-abe-policies">www.mnabe.org/abe-law-policy/mn-abe-policies</a> ): <ul style="list-style-type: none"> <li>• Assessment Policy</li> </ul>

### 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.
- 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.

\*The assessment procedures outlined in this section are the guidelines Metro North ABE follows in a typical year. Modifications have been made due to the COVID-19 pandemic. Since March 2020, there has been limited onsite programming and assessments. As sites begin to reopen, it is the goal of the consortium to bring back approved standardized assessment testing when safe to do so and as required by State and Federal guidelines.

### Assessments Used By the Consortia and for Which Students

*The consortium use of **approved assessments** (CASAS, TABE and/or BEST Plus) and for which students they are used*

Metro North Adult Basic Education uses National Reporting System (NRS) approved testing series and systems on new and returning learners to establish an NRS Educational Functioning Level (EFL) to comply with state and federal accountability purposes. Per MDE policy, all local program staff administering NRS testing in the consortia (intake staff, para-professionals, and instructors) are certified in the appropriate series every five years by the ABE Accountability Coordinator who is a certified MDE trainer for TABE and CASAS. The NRS series, subjects, and how they are used at each Metro North ABE site are as follows (when on-site testing is available):

- CASAS Life and Work Reading 80 Series for placement for ESL Levels 1-6
  - Paper/pencil testing provided at Metro North ABE locations to non-native English speakers during intake and prior to 12 hours of instruction.
  - CASAS eTesting was in the process of a pilot launch at our Blaine location when COVID-19 closures occurred and will be revisited in future as circumstances permit..
- CASAS Life & Work Listening 980 Series used for ESL Levels 1-6
  - Listening testing is provided at the Blaine, Brooklyn Center and Columbia Heights/Fridley locations during leveled classes and after class placement.
- CASAS GOALS Reading & CASAS GOALS Math Series for ABE Levels 1-6
  - Paper/pencil testing is provided at the Elk River Adult Education Center and the Sheriff's Jail/Correction location during intake and prior to 12 hours of instruction.
- TABE 11/12 Reading for ABE Levels 1-6
  - Paper/pencil testing provided at Metro North ABE locations for basic skills, GED preparation, TEAS preparation and college preparation during intake and prior to 12 hours of instruction.
  - DRC/TABE online pilot testing was in the process of launching when COVID-19 closures happened and will be revisited in future as circumstances permit.
- TABE 11/12 Language: ABE Levels 1-6
  - Paper/pencil testing provided at Metro North ABE locations during intake and prior to 12 hours of instruction.
- TABE 11/12 Math: ABE Levels 1-6
  - Paper/pencil testing provided at Metro North ABE locations for basic skills, GED preparation, TEAS preparation and college preparation during intake and prior to 12 hours of instruction..
  - DRC/TABE online testing had been both piloted, and launched, at the Blaine location in Spring 2019, during intake. Plans to launch online testing at other Metro North ABE locations were put on hold when COVID-19 closures happened and will be revisited in future as circumstances permit.
- BEST Plus: ESL Levels 1-6
  - BEST plus testing is provided by certified staff during ESL intake at our Blaine location prior to placement, and prior to 12 hours of instruction.

Future plans include increasing the number of in person online assessments which will reduce the number of paper/pencil assessments administered.

### **Pre-Test Procedures and Guidelines**

*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.*

Pre-tests are administered for all learners at initial intake (for those sites which are able to do in-person assessments). The pre-test process begins with the learner receiving a CASAS Appraisal/Locator for a Reading test, and/or a TABE Locator for the Reading, Math, and/or Language test. The exceptions to NRS pre-testing needing to occur are as follows:

- a. Conditional Work Referral learners are exempt from CASAS/TABE/BEST Plus testing. The learner will be provided with a performance-based assessment specific to their area of instruction.
  - i. When an enrolled Conditional Work Referral learner becomes enrolled in ABE programming at any Metro North ABE site, they will be required to receive pre-testing in any NRS series, and in any NRS subject approved by MDE, based on their need, and prior to their enrollment in an ABE class.
- b. When a learner has a previous account in SiD from having attended another Minnesota ABE program, the previous record will be merged and evaluated by staff to determine if the record contains a current/valid NRS pre-test in any series and in any subject.
  - i. When there is a current NRS test in the assessment history in the learner record, then no new pre-testing needs to be administered.
- c. Due to a COVID-19 exemption

When NRS testing results at intake are invalid or out-of-range according to publishers guidelines, in any series and in any subject, the learner is notified by site intake staff that in order to make a valid class placement that they must take another test in either a lower, or higher level, (whichever is applicable) prior to class placement. The learner then can either re-test immediately, or they can make arrangements to return to the site on another date and time for a new test.

Previously enrolled Metro North ABE learners, who return to re-enroll at Metro North ABE, must have a valid NRS test on file in their SiD record, and must have less than 40 hours accrued since the previous test. If they do not have a valid NRS test on file, they will need to be re-administered a new Appraisal and/or Locator and a new pre-test in an NRS approved subject in order to re-establish a new EFL in any NRS subject, and in any NRS series, for the current program year.

## **Post-Test Procedures and Guidelines**

*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.*

During non-COVID-19 times, after at least 40 hours of instruction has been provided, all Metro North ABE learners are scheduled to receive NRS post testing during class time. Staff are trained how to use SiD assessment reports during their initial training. Based on the post-testing schedule for individual classes at individual sites, the designated staff will extract assessment reports and evaluate each learner record to determine those who have reached 40 hours of instruction between series, and subjects of tests, and pull testing materials, and administer testing. Post-testing results are compiled monthly by local site staff, and submitted to the Central Office for entry into SiD.

On-going post-testing at all Metro North ABE sites and classes is established according to the intensity of programming hours offered each week, or after 40 – 60 hours of instruction provided, throughout the program year.

The ABE Accountability Coordinator extracts data from SiD, and assembles reporting for NRS quarterly outcomes, broken down by building (see page 7 below). The report is shared and reviewed with Site Supervisors, who then bring the report to local monthly staff meetings to review and discuss. The outcome report is also shared with Community Education Directors from participating districts at their quarterly Consortium meetings.

The Site Supervisor, ABE Accountability Coordinator and local site staff will monitor and review records of the students at individual sites who have not made a level change. If the student has persisted in the program beyond the prescribed post-testing recommendations, arrangements will be made by individual sites to post-test the student as soon as possible.

## **Assessment Training Requirements and Procedures**

*What the **assessment training requirements** are for initial testing certification, re-certification at least every five years, other ongoing training, and for which staff.*

On an annual basis, the Metro North ABE Accountability Department ensures that all Metro North ABE sites have adequate and current testing materials.

The ABE Accountability Coordinator (a certified trainer for CASAS and TABE series for MDE) offers assessment training throughout the programming year, either on-site, or provides materials for online training options, to ensure all new staff receive appropriate training and become certified for the NRS series required for their Metro North ABE position. It is the ABE Accountability Coordinator's responsibility to ensure that existing Metro North ABE staff are up-to-date in their required assessment series training (every five years) and that all staff also have the opportunity to upgrade their skills.

Ongoing training will include:

- NRS outcomes measures
- EFL and NRS target goals
- MDE mandates
- Metro North ABE Assessment Policy
- Site pre and post-testing procedures
- Reporting procedures
- Class post-testing monitoring in SiD and quarterly post-testing reports
- Test taking skills
- Assessment administration certification training (CASAS/TABE)

In 2020, Urban Planet and MDE worked together to make upgrades to SiD with the intended purpose to be used for tracking staff development and PD training completed by individual staff. Urban Planet also developed a Staff Training Report in SiD to allow local programs to monitor staff who may be out of compliance with MDE Policy to attend an Assessment Training for NRS testing at least once every five years. The PD training options incorporated into SiD tracking were compiled by MDE, SPARC, ATLAS, MN ABE DL Team, etc., to be all inclusive.

Once Urban Planet launched the upgrades, the ABE Accountability Coordinator developed a Google survey including options to indicate all PD training received, including locally, and statewide, and provided it to all current Metro North ABE staff to collect the data. All staff were required to complete the PD survey as completely as possible to provide information for all past professional development they had completed or participated in. All of this data was recorded in SiD. Annually, the ABE Accountability Coordinator will require all current staff to complete this survey in order to keep individual staff training and PD up to date in SiD and to monitor those out of compliance with MDE policy.

### **Additional Procedures and Guidance**

*What **additional guidance** and procedures the ABE consortium has for local staff regarding testing and assessment.*

1. When a learner provides verifiable evidence for the need of accommodations during the testing process, staff will follow the guidelines of the publisher series and possibly consult with the SW ABE Supplemental Service provider to ensure all protocols for accommodations for the testing
2. Learners will be assessed following the test publishers' guidelines in the area in which their instruction will be focused.
3. In addition to the standardized testing used for NRS reporting, teachers are encouraged to use other assessments in areas such as: listening, speaking, writing, reading, math or technology to assess students' skills and progress during the course of instruction.

Management and leadership will use assessment information to:

- Assure assessment data is being entered into SiD, weekly or by the end of each month.

- Evaluate program NRS Target Outcomes Reports quarterly, broken down by sites, by participants counts, by average hours of attendance by learners, by post-testing percentage outcomes, by MSG outcomes and by overall performance compared to the MDE negotiated NRS Target percentages.
- Communicate individual program and consortium performance data to teachers and staff and consortium partners.
- Facilitate program changes, as needed, based on data.

Teachers will use assessment data and information to

- Initially place students in correct class/course of study
  - Track individual students
  - Encourage regular learner attendance as a means to increase goal achievement
  - Provide progress feedback to students
  - Promote or move students into other classes as students gain skills
  - Evaluate curriculum and instruction in their classrooms and re-align as necessary to improve student performance
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<b>NRS Educational Functioning Levels Q1</b> <i>July 1 through Sept 30</i>	<b>Metro North ABE PY2019 Q1</b>	<b>Minnesota ABE NRS Targets PY20</b>	<b>Metro North ABE PY20 Q1</b>	<b>Average # of Hrs 2020</b>	<b>Anoka-Ramsey Comm. College</b>	<b>Anoka Tech. College</b>	<b>Blaine - ACHSC</b>	<b>Brklyn Center - Lutheran Church of Master</b>	<b>Brklyn Center - Comm. Corner (Not Open First 1/4)</b>	<b>Centl</b>	<b>Columbia Heights/ Fridley Adult Ed Center</b>	<b>Elk River Learning Center</b>	<b>Grant - Special Projects</b>	<b>St. Francis Learning Center (Fall classes re-started 9/4/18)</b>	<b>Shrbrn Cty Jail</b>	<b>Huber</b>	<b>Anoka Sheriff's Jail</b>
<i>Number of Participants (12 hrs or more) by building</i>	<b>1045</b>		<b>1035</b>		<b>191</b>	<b>121</b>	<b>312</b>	<b>36</b>		<b>2</b>	<b>327</b>	<b>37</b>	<b>13</b>	<b>4</b>	<b>56</b>	<b>10</b>	<b>11</b>
<i>Average Hrs by bldg</i>				<b>63</b>	<b>29</b>	<b>39</b>	<b>93</b>	<b>32</b>		<b>17</b>	<b>76</b>	<b>34</b>	<b>35</b>	<b>34</b>	<b>21</b>	<b>26</b>	<b>97</b>
ABE 1/Beginning ABE Lit	48%	<b>61%</b>	11%	68	0%	0%	14%				22%				0%		
ABE 2/Beginning Basic Ed	22%	<b>48%</b>	12%	70	0%	6%	20%				15%	0%	0%	0%	0%		50%
ABE 3/Low Int Basic Ed	24%	<b>43%</b>	11%	52	1%	16%	13%			100%	32%	10%	0%	0%	0%	0%	50%
ABE 4/High Int Basic Ed	15%	<b>41%</b>	8%	36	0%	11%	29%			0%	9%	0%	0%		0%	40%	0%
ABE 5/Low Adult Sec	11%	<b>52%</b>	23%	63		33%	33%				33%	0%	0%		20%	50%	0%
ABE 6/High Adult Sec	8%	<b>42%</b>	0%	37		0%	0%					4%			0%		
ESL 1/Beginning ESL Lit	37%	<b>45%</b>	22%	85		12%	27%	33%			25%						0%
ESL 2/Low Beginning ESL	44%	<b>56%</b>	35%	75		100%	46%	0%			33%	0%					0%
ESL 3/High Beginning ESL	24%	<b>51%</b>	38%	79		20%	56%	0%			37%	40%		0%	0%		
ESL 4/Low Int ESL	21%	<b>45%</b>	26%	77		10%	47%	25%			16%	20%					0%
ESL 5/High Int ESL	19%	<b>37%</b>	15%	70		17%	29%	0%			9%	50%		0%	0%		
ESL 6/Advanced ESL	15%	<b>26%</b>	5%	49		18%	13%	0%			0%	36%					0%
<b>Number of learners (40+ hours) by building</b>	492		472														
<b>Number of Participants Pre &amp; Post-tested</b>	452		435		2	30	195	6		0	178	14	0	1	8	0	6
<b>Number of Participants Pre &amp; Post-tested</b>	43%	<b>60% +</b>	39%		1%	25%	63%	17%		0%	55%	38%	0%	25%	14%	0%	55%
<b>Overall % of Participants pre and post-tested with a level gain (ABE)</b>	19%	<b>44%</b>	26%		1%	12%	19%			50%	19%	4%		0%	3%	40%	36%
<b>Overall % of Participants pre and post-tested with a level gain (ESL)</b>	25%	<b>44%</b>	18%			18%	39%	10%			22%	36%	0%	0%	0%		
<b>MSG "actual" number</b>	223		173		1	16	94	3		1	69	6	0	0	1	4	4
<b>Overall MSG %</b>	21.3%		16.7%		1%	13%	30%	8%		50%	21%	16%	0%	0%	2%	40%	36%