



Handbook for Adult ABE/ASE Teachers – Needs Assessment

Rate your knowledge of these areas by circling a number based on a scale from 1- “The information is new to me!” to 5 – “I have the knowledge to train other staff.”

1. I am familiar with Adult Education ABE and ASE programs including who the students are and how agencies are funded.
1 2 3 4 5
2. I am familiar with CASAS.
1 2 3 4 5
3. I am familiar with TOPSpro.
1 2 3 4 5
4. I have a working knowledge of CASAS Competencies, Task Areas and Content Standards and regularly integrate them in my lessons.
1 2 3 4 5
5. I understand my agency’s registration, orientation and placement procedure, and I know who to contact at my agency should I have a question.
1 2 3 4 5
6. I know what Entry Records and Update Records are and how to complete them.
1 2 3 4 5
7. I understand the testing process, why it’s required, and how to translate CASAS scale scores to actual student performance ability.
1 2 3 4 5
8. I have been trained to administer CASAS tests by a CASAS-certified staff member at my agency.
1 2 3 4 5
9. I know the difference between appraisals, pretests and post-tests, and what the purposes are of each.
1 2 3 4 5
10. I regularly use TOPSpro reports to help me decide what to teach my students.
1 2 3 4 5
11. I share testing results with my students on a regular basis to help them keep focused on their goals and monitor their improvement.
1 2 3 4 5
12. I use QuickSearch Online to help me find appropriate and targeted materials for my students.
1 2 3 4 5