



## **Handbook for Adult ABE/ASE Teachers**

### **Notes for presenting**

You may present all or parts of the PowerPoint at one time. You may present the handbook over a one- or two-day time period.

You may present the sections (matched with the sections of the handbook) in the order presented or in an order based on the needs of your agency.

CASAS testing is presented in two sections of the handbook.

- Section 6 is an overview (or “big picture”) of CASAS testing and how to interpret CASAS scale scores.
- Section 8 goes into greater detail about administering tests, how to use pre- and post-tests, and similar information.
  - Section 8 is a very large section, so plan to schedule at least two hours to present this information.

### **Handouts needed for presentation**

**For the trainer** — Available for download from the California Accountability Web page at [www.casas.org](http://www.casas.org)

- PowerPoint Presentation for *Handbook for Adult ABE/ASE Teachers, California Edition*
- Warm-Up Activity directions and materials

#### **For the participants**

- Available for download from the California Accountability Web page at [www.casas.org](http://www.casas.org)
  - *Handbook for Adult ABE/ASE Teachers, California Edition*
    - Suggestion: 3-hole punch and put in a binder so that site-specific materials can be added easily.
  - Needs Assessment
  - CASAS Competencies
  - CASAS Content Standards
- Available for order from CASAS (see your ordering guide for more information):
  - Blank Entry Record
  - Blank Update Record
  - Blank Test Record
- Suggested (optional) handouts:
  - Your agency’s local assessment policy
  - Your agency’s testing calendar
  - Copy of each teacher’s reports — Class by Competency, First to Last, or a representative report from your agency