



**Handbook for Adult ESL Teachers  
Needs Assessment**

**Rate your knowledge 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.”)**

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|--|---|---|---|---|---|
| 1. I am familiar with adult education ESL programs (i.e., 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 integrate them in my lessons regularly. ....        | 1 | 2 | 3 | 4 | 5 |
| 5. I understand my agency’s registration, orientation, and placement procedure and know who to contact at my agency if I have a question. .... | 1 | 2 | 3 | 4 | 5 |
| 6. I know where Entry and Update Records are stored, I know 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 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 use TOPSpro reports regularly 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 |