

2017-18 Ordering Guide

For California EL Civics Funded Agencies

- This ordering guide lists materials that agencies receive free of charge to support the EL Civics grant. Items not listed in this guide can be purchased from the CASAS Catalog.
- This ordering guide includes series of assessments appropriate for learners in ESL
- Agencies use only the reading, listening, speaking, and writing tests for ESL learners, including EL Civics. Agencies use only reading and math tests for ABE and ASE learners.
- Agencies notified and funded by CDE for fiscal year 2017-18 will receive sufficient materials at no cost to satisfy their estimated population.
- In determining the number of test booklets needed, agencies should start by estimating their total unduplicated enrollment in ABE, ESL, and ASE for the 2017-18 Program Year and calculate one-third of this total. The number of test booklets ordered should not exceed this amount.
 - When ordering WTU's (or CTU's) agencies should estimate their total ABE/ASE/ESL enrollment, and may obtain the number of units up to three times that estimated total.
- **Agencies must place orders in writing to CASAS, or through online ordering, for all materials; *no phone orders please.***
- **Agencies should use test booklets at least six to eight times before requesting replacement materials.** All test booklets are reusable, **except:**
 - Beginning Literacy Reading Assessments (BLRA-027 and BLRA-028)
 - Picture Task Response and Scoring Sheet (FWAP-TRS)

If you are ordering CASAS materials for a non-WIOA funded AEBG agency or consortium, please [click here](#).

CASAS *eTests*®

Available as a locally installed application or via the Internet, CASAS *eTests* provides computer-based tests (CBT) — appraisals, pre- and post-tests (reading, math, and listening) that are electronically delivered versions of the corresponding paper-and-pencil forms.

CASAS *eTests* also provides computer-adaptive tests — appraisals and short locators to place students into the appropriate pretest with greater speed and accuracy. CAT locators and CBT pretests can be administered as one testing session for greater efficiency.

Test forms are available from the following series:

- Life and Work Series
- Secondary Level Assessment
- Life Skills Mathematics
- Citizenship

The local application of CASAS *eTests* can be installed on standalone PCs (including laptops) or on a network server (local or wide-area):

CASAS <i>eTests</i> Local Software Application	ETES-LAN	Server network or Standalone PCs
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CASAS *eTests* UNITS (CTUs)

Each CBT administration requires one CTU. For example, one appraisal, one pretest, and one post-test in reading require three CTUs. Locator test plus pretest sequence requires one CTU.

CASAS <i>eTests</i> Units	Local Installation	Online Delivery
One administration	CTU-0001	WTU-0001

Appraisals

FORM 80 APPRAISAL FOR READING, MATH, AND LISTENING

Appraisal tests are the initial assessment instruments used in the CASAS system. The Form 80 Appraisal provides an initial assessment of basic reading, math, and listening skills within a life skills and employability-related functional context. Use the appraisal to select the appropriate pretest form to administer.

Reading: 30 minutes, 25 questions

Math: 45 minutes, 28 questions

Listening: 30 minutes, 26 questions

Writing: two sentences dictated

Speaking: six-item, one-on-one oral interview

**Do Not Use an Appraisal for
Pre- or Post-Testing**

Form 80 Appraisal Manual (Manual and one CD)	LWLM-MAN
Form 80 Reading Appraisal Test Booklets (set of 25)	LWL-080

NOTE: To place students into the Life and Work Listening tests, please use the Form 80 Appraisal.

Please Note: Do Not Use an Appraisal for Pre- or Post-Testing

Pretests and Post-Tests

The California Department of Education requires all WIA Title II EL Civics funded agencies to administer pretests and post-tests to document significant gains and level completion. Agencies **may** administer reading and listening assessments as appropriate for the instructional program.

Please note:

- Benchmarks are based on only one testing modality.
- All tests are packaged in sets of 25 unless otherwise noted.

The CASAS Catalog contains descriptions of all assessments.
Call 1-800-255-1036 to request a copy by mail, or download at www.casas.org

LIFE AND WORK SERIES PRE- AND POST-TESTS

This series monitors progress in reading in workplace and life skills contexts at Levels A, B, C, and D and in listening at Levels A, B, and C. Tests measure basic reading and listening skills in both a life and work functional context and are appropriate for ABE, ASE, and ESL learners.

Agencies may select from two appraisals to use with the Life and Work Series, depending on the needs of the learners. These include the Form 80 Appraisal (reading and listening) or the ECS Appraisal (Form 130).

Life and Work Reading	Code	Instructional Program
Beginning Literacy, Form 27	BLRA-027	ABE, ESL
Beginning Literacy, Form 28	BLRA-028	ABE, ESL
Level A, Form 81	LWR-081*	ABE, ESL
Level A, Form 82	LWR-082*	ABE, ESL
Level A, Form 81X	LWRX-081*	ABE, ESL
Level A, Form 82X	LWRX-082*	ABE, ESL
Level B, Form 83	LWR-083*	ABE, ESL
Level B, Form 84	LWR-084*	ABE, ESL
Level C, Form 85	LWR-085*	ABE/ASE, ESL (workplace only)
Level C, Form 86	LWR-086*	ABE/ASE, ESL (workplace only)
Level C, Form 185	LWR-185*	ABE/ASE, ESL
Level C, Form 186	LWR-186*	ABE/ASE, ESL
Level D, Form 187	LWR-187*	ABE/ASE, ESL
Level D, Form 188	LWR-188*	ABE/ASE, ESL
Forms 81-188 (set of 5 each)	LWR-S05	ABE, ESL
Forms 81-188 (set of 10 each)	LWR-S10	ABE, ESL
Test Administration Manual	TAMS-LW	ABE, ESL

** Only one of each large print form (LWR-081 through LWR-188) will be free for funded agencies.*

LIFE AND WORK LISTENING PRE- AND POST-TESTS

This series monitors progress in reading in workplace and life skills contexts at Levels A, B, C, and D and in listening at Levels A, B, and C. Tests measure basic reading and listening skills in both a life and work functional context and are appropriate for ESL learners.

Life and Work Listening	Code	Instructional Program
Testing Package: (Level A, Forms 981 and 982 (one CD each form; 25 test booklets) Level B-C, Forms 983-986 CD only)	LWL9-S25	ESL
Level A Form 981 (One CD; 25 Test booklets)	CLWL-981	ESL
Level A Form 982 (One CD; 25 Test booklets)	CLWL-982	ESL
Level A Form 981 (25 Test Booklets)	LWL9-981	ESL
Level A Form 982 (25 Test Booklets)	LWL9-982	ESL
Level A Form 981 (<u>One CD</u>)	CDL-981	ESL
Level A Form 982 (<u>One CD</u>)	CDL-982	ESL
Level B Form 983 (<u>One CD</u>)	CDL-983	ESL
Level B Form 984 (<u>One CD</u>)	CDL-984	ESL
Level C Form 985 (<u>One CD</u>)	CDL-985	ESL
Level C Form 986 (<u>One CD</u>)	CDL-986	ESL
Test Administration Manual	TAM9-LWL	ESL

READING FOR CITIZENSHIP PRE- AND POST- TESTS

This series monitors progress in reading in a citizenship context and is in a large-print format.

Reading for Citizenship	Code	Instructional Program
Beginning Literacy, Form 27 (Set of 25)	BLRA-027	ESL
Beginning Literacy, Form 28 (Set of 25)	BLRA-028	ESL
Level A, Form 951 (Set of 25)	CIR-951	ESL
Level A, Form 952 (Set of 25)	CIR-952	ESL
Level A, Form 951X (Set of 25)	CIRX-951	ESL
Level A, Form 952X (Set of 25)	CIRX-952	ESL

Other Assessments

GOVERNMENT AND HISTORY FOR CITIZENSHIP

The Government and History for Citizenship test assesses each learner's ability to demonstrate basic knowledge of U.S. government and history. It is appropriate for ESL and EL Civics learners who are preparing for the new U.S. Citizenship and Immigration Services (USCIS) citizenship test.

Test Administration Manual with two CDs	CIGH-TAM
Test booklets Form 965 (set of 25)	CIGH-965
Test booklets Form 966 (set of 25)	CIGH-966
Additional CD (optional) Form 965	CD-965
Additional CD (optional) Form 966	CD-966
TOPSpro® answer sheets (set of 100)	TRUS-016

Applicants for naturalization began taking the revised USCIS test on October 1, 2008. The materials listed above offer a standardized approach to test administration and address the new USCIS test content. The test format allows students to hear test questions on a CD and to choose the correct answer by reading four multiple-choice options in an accompanying test booklet. ***This format allows students to demonstrate the listening skills necessary to understand questions posed during a USCIS interview.***

Test booklets for this assessment are reusable. The Test Administration Manual includes optional Citizenship Reading and Dictation components with instructions for administration and scoring.

THE CITIZENSHIP INTERVIEW TEST

The Citizenship Interview Test (CIT) assesses listening and speaking skills of adult ESL and citizenship learners. The CIT helps programs determine if an individual is ready to pass the USCIS naturalization interview. This test focuses on personal identification and topics from the N-400 Application for Naturalization. It does not focus on history and government questions. The alternate form of the test may be used if the student does not pass the first time.

An online self-paced training module is available for the CIT, and is required to report CASAS standardized results for accountability purposes for EL Civics programs.

CIT Self-Training Manual & Certification	CIT-CTO
Form 973 (25 Test Booklets)	CIT-973
Form 974 (25 Test Booklets)	CIT-974

Answer Sheets

CDE requires EL Civics funded agencies to complete the student Entry, Update, and Test records. See the 2016-17 *California Data Dictionary* for more details.

Answer Sheets (set of 100)	Code
Form 80 Appraisal Record	APUS-014
Entry/Update Record	EUUS-016
Entry/Test Record	ETUS-016 ¹
Test Record	TRUS-016
Update/Test Record	UTUS-016 ²
Large-Print Answer Sheet	ASSL-130 ³

Notes:

- 1 On the ETUS-016, one side is the entry record and one side is the test record.
- 2 On the UTUS-016, one side is the update record and one side is the test record.
- 3 This answer sheet is not scannable and can be used with any CASAS multiple choice test. Answers can be transferred to the TRUS-016 or manually entered into TOPSpro Enterprise.
- 4 Self-scoring answer sheets are available through the CASAS Catalog for a fee.

Curriculum Support

QUICKSEARCH® ONLINE

Agencies can access QuickSearch Online at www.casas.org > Product Overviews > Curriculum Management and Instruction > QuickSearch Online.

QuickSearch Online is a computerized, searchable database of instructional materials that allows users to search quickly and efficiently for competency-based curriculum materials appropriate for specific learner populations. Customized instructional material correlation reports by competency are easily created and can be stored or printed as necessary.

Updated throughout the year, the online database provides information on more than 2,300 commercially available texts, audio, video, software programs, and learning systems.

QuickSearch helps educators in choosing instructional materials according to subject matter, level, and program focus.

Content Standard and Competency correlation reports for any selected instructional materials can also be produced. QuickSearch is the link from assessment results (TOPSpro competency profile reports) to appropriate instructional materials.

QuickSearch also produces reports that list materials listed according to content standards, competency, level of difficulty from Pre-A (pre-literate) to D (high school level), program area, and test series.

CORRELATION OF INSTRUCTIONAL MATERIALS TO EL CIVICS OBJECTIVES

The Correlation of Instructional Materials to El Civics Objectives is specially designed to support EL Civics programs and includes an annotated index of commercially published textbooks, audiocassettes, videos and Internet sites coded to specific California El Civics language and learning objectives. Publisher information for ordering instructional materials is also provided.

Agencies may download **The Correlation of Instructional Materials to El Civics Objectives** from the CASAS EL Civics Web page free of charge.



2017-18 Order Form for EL Civics Funded Agencies

- Most orders take ten working days for delivery. Please allow adequate time to receive your materials.
- **USE THIS FORM --unless you place your order online -- ONLY FOR EL Civics PROGRAM MATERIALS.** If you need to order materials for the WIOA, Title II, Sections 225/231 program, please use the 2017-18 Order Form for WIA, Section Title II, 225/231 Funded Agencies.

Shipping Information

CASAS ID Number (if known): _____

Number of students receiving EL Civics instruction:

Under Civic Citizenship
EL Civics Grant _____ Participation _____ Preparation _____

Contact Name

Ship to (Full Agency Name)

Street Address (no P.O. Box numbers)

City

State

ZIP

Telephone

FAX

E-mail

Product Title

Code

Quantity (ea)

Before an order can be processed, the Training and Test Use Agreement must be completed below and will be verified.

Training and Test Agreement

I agree to follow Training and Test Use conditions specified in the current CASAS Resource Catalog.

Authorizing Signature

Title of Workshop

Who in your agency received CASAS training?

Date/Location

Name of Trainer

Send orders to: **CASAS – EL Civics**, 5151 Murphy Canyon Rd, Ste. 220, San Diego, CA 92123
or **FAX to 858-292-2910**

For ordering questions call 1-800-255-1036 x157. CASAS does not accept phone orders.