

# **2025–26 Ordering Guide**

## **For California WIOA, Title II: AEFLA Funded Agencies**

This ordering guide lists materials that California WIOA, Title II: AEFLA funded agencies (Agencies) receive free of charge to support the California WIOA, Title II: AEFLA grant. This ordering guide includes a series of assessments appropriate for learners in ESL, ABE, and ASE (HS diploma and HS equivalency). Items not listed in this guide can be purchased through the [CASAS Catalog](#).

Agencies shall use only reading and/or listening tests for ESL learners including EL Civics and Integrated English Literacy and Civics Education. Agencies shall use only reading and/or math tests for ABE and ASE learners.

Agencies notified and funded by CDE for fiscal year 2025–26 will receive sufficient materials at no cost to satisfy their estimated population.

- For [CASAS eTests Units \(TEUs\)](#), agencies may obtain up to three times the estimate ABE, ESL, and ASE total enrollment.
- In determining the number of test booklets needed, agencies should estimate the total unduplicated enrollment in ABE, ESL, and ASE for the 2025–26 Program Year and divide it by three. The number of test booklets ordered should not exceed this amount.
  - Agencies should use test booklets at least six to eight times before requesting replacement materials.

Place your order using the [California WIOA, Title II: AEFLA order form](#) attached to this document or through online ordering for all materials listed in this guide.

If you are ordering CASAS materials for a non-California WIOA, Title II: AEFLA funded program or California Adult Education Program (CAEP) agency, [see our CASAS Products Overview page](#).

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## **CASAS eTests**

CASAS eTests are available for the following series:

- STEPS
- GOALS & GOALS 2
- Secondary Level Assessment
- Citizenship

CASAS eTests also provides short locators that accurately places the test taker into the appropriate pretest automatically. Administer a computer-based Locator in place of an Appraisal.

Each test administration deducts one Enhanced TOPSpro Enterprise Unit (TEU). For example, one appraisal, one pretest, and one post-test in reading require three TEUs. The Locator plus pretest option deducts only one TEU.

Product Title	Code
Enhanced TOPSpro Enterprise Unit (TEU)	TEU-0001

## **Appraisals**

Appraisals provide a quick, general indicator of reading, math, or listening abilities. Appraisal scores also determine which pretest to administer for progress testing (pre- and post). Appraisals may never be used as a pre- and post-test to measure progress.

### **Appraisal for ESL Programs**

Reading STEPS Appraisal: 30 minutes, 28 questions

Product Title	Code
Reading STEPS Test Administration Manual (TAM)	TAMSSTEPSR
Reading STEPS Appraisal Test Booklet Form 619R (set of 25)	STEPS619RA

Listening STEPS Appraisal: 30 minutes, 28 questions

Product Title	Code
Listening STEPS Test Administration Manual (TAM)	TAMSSTEPSL
Listening STEPS Appraisal Test CD Form 619L (one CD)	STEPS619LA

### **Appraisal For ABE/ASE Programs**

Math GOALS 2 Appraisal: 30 minutes, 28 questions

Product Title	Code
Math GOALS 2 Test Administration Manual (TAM)	TAMSGOALS2M
Math GOALS 2 Appraisal Test Booklet Form 919M (set of 25)	GOALS2919MA

Reading GOALS 2 Appraisal: 30 minutes, 28 questions

Product Title	Code
Reading GOALS 2 Test Administration Manual (TAM)	TAMSGOALS2R
Reading GOALS Appraisal Test Booklet Form 919R (set of 25)	GOASL2S919RA

Reading GOALS Appraisal: 30 minutes, 28 questions

Product Title	Code
Reading GOALS Test Administration Manual (TAM)	TAMSGOALSR
Reading GOALS Appraisal Test Booklet Form 900R (set of 25)	GOASLS900R

## Pre- and Post-Tests

The California Department of Education requires all WIOA, Title II: AEFLA funded agencies to administer pre- and post-tests to document learning gains for state and federal reporting. Agencies may administer reading and listening or reading and math assessments as appropriate for the instructional program. Agencies may use the corresponding appraisal form to the test series.

Please note that all tests are packaged in sets of 25 unless otherwise noted.

## Pre- and Post-Tests for ESL Programs

STEPS measures reading comprehension skills of adults by assessing a subset of what ESL program teach. The series is aligned with the National Reporting System (NRS) Educational Functioning Levels (EFLs) and to the English Language Proficiency Standards for Adult Education (2017). The series uses a balance of life skills and employment-related content of interest to adults.

### Reading STEPS 600 Series Pre- and Post-tests

Product Title	Code
Reading STEPS Test Booklet Level A, Form 621R	STEPS621R
Reading STEPS Test Booklet Level A, Form 622R	STEPS622R
Reading STEPS Test Booklet Level B, Form 623R	STEPS623R
Reading STEPS Test Booklet Level B, Form 624R	STEPS624R
Reading STEPS Test Booklet Level C, Form 625R	STEPS625R
Reading STEPS Test Booklet Level C, Form 626R	STEPS626R
Reading STEPS Test Booklet Level D, Form 627R	STEPS627R
Reading STEPS Test Booklet Level D, Form 628R	STEPS628R
Reading STEPS Test Booklet Level E, Form 629R	STEPS629R
Reading STEPS Test Booklet Level E, Form 630R	STEPS630R
Reading STEPS Forms 621R to 630R (set of 5 each)	STEPSRS05
Reading STEPS Forms 621R to 630R (set of 10 each)	STEPSRS10
Reading STEPS Test Administration Manual (TAM)	TAMS-STEPSR

### Listening STEPS 600 Series Pre- and Post-tests

Product Title	Code
Listening STEPS Level A, Form 621L (25 color test booklets; one CD)	STEPS621LB
Listening STEPS Level A, Form 622 (25 color test booklets; one CD)	STEPS622LB
Listening STEPS Level A, Form 621L (one CD)	STEPS621L
Listening STEPS Level A, Form 622L (one CD)	STEPS622L
Listening STEPS Level B, Form 623L (one CD)	STEPS623L
Listening STEPS Level B, Form 624L (one CD)	STEPS624L
Listening STEPS Level C, Form 625L (one CD)	STEPS625L
Listening STEPS Level C, Form 626L (one CD)	STEPS626L
Listening STEPS Level D, Form 627L (one CD)	STEPS627L
Listening STEPS Level D, Form 628L (one CD)	STEPS628L
Listening STEPS Level E, Form 629L (one CD)	STEPS629L
Listening STEPS Level E, Form 630L (one CD)	STEPS630L
Listening STEPS Forms 621L to 630L (25 color test booklets each form; one CD for 621L and 622L Level A forms; one CDE only for forms 623L to 630L)	STEPSTPL
Listening STEPS Test Administration Manual (TAM)	TAMS-STEPSL

## Pre- and Post-Tests for ABE/ASE Programs

### Reading GOALS 2 Series Pre- and Post-Tests

Reading GOALS 2 assessment is aligned with the College and Career Readiness (CCR) Standards for Adult Education and includes 5 test levels to support improved accuracy and better student outcomes.

Product Title	Code
Reading GOALS 2 Test Booklet Level A, Form 921R	GOALS2921R
Reading GOALS 2 Test Booklet Level A, Form 922R	GOALS2922R
Reading GOALS 2 Test Booklet Level B, Form 923R	GOALS2923R
Reading GOALS 2 Test Booklet Level B, Form 924R	GOALS2924R
Reading GOALS 2 Test Booklet Level C, Form 925R	GOALS2925R
Reading GOALS 2 Test Booklet Level C, Form 926R	GOALS2926R
Reading GOALS 2 Test Booklet Level D, Form 927R	GOALS2927R
Reading GOALS 2 Test Booklet Level D, Form 928R	GOALS2928R
Reading GOALS 2 Test Booklet Level E, Form 929R	GOALS2929R
Reading GOALS 2 Test Booklet Level E, Form 930R	GOALS2930R
Reading GOALS 2 Forms 921R-930R (set of 5 each)	GOALS2RS05
Reading GOALS 2 Forms 921R-930R (set of 10 each)	GOALS2RS10
Reading GOALS 2 Test Administration Manual (TAM)	TAMSGOALS2R

### **Reading GOALS Series Pre- and Post-Tests**

Reading GOALS measures academic language and higher-order reading skills contained in the National Reporting System (NRS) Educational Functioning Levels (EFLs). The series uses a balance of life skills and employment-related content of interest to adults.

Product Title	Code
Reading GOALS Test Booklet Level A, Form 901R	GOALS-901R
Reading GOALS Test Booklet Level A, Form 902R	GOALS-902R
Reading GOALS Test Booklet Level B, Form 903R	GOALS-903R
Reading GOALS Test Booklet Level B, Form 904R	GOALS-904R
Reading GOALS Test Booklet Level C, Form 905R	GOALS-905R
Reading GOALS Test Booklet Level C, Form 906R	GOALS-906R
Reading GOALS Test Booklet Level D, Form 907R	GOALS-907R
Reading GOALS Test Booklet Level D, Form 908R	GOALS-908R
Reading GOALS Forms 901-908 (set of 5 each)	GOALSR-S05
Reading GOALS Forms 901-908 (set of 10 each)	GOALSR-S10
Reading GOALS Test Administration Manual (TAM)	TAMS-GOALSR
Reading GOALS Accommodations VIB	GOALSR-VIB

### **Math GOALS 2 Series Pre- and Post-Tests**

Math GOALS 2 measures academic and higher-order math skills. The series is a balance of life skills and workplace-related math with content of practical use to adults.

Product Title	Code
Math GOALS 2 Test Booklet Level A, Form 921M	GOALS2921M
Math GOALS 2 Test Booklet Level A, Form 922M	GOALS2922M
Math GOALS 2 Test Booklet Level B, Form 923M	GOALS2923M
Math GOALS 2 Test Booklet Level B, Form 924M	GOALS2924M
Math GOALS 2 Test Booklet Level C, Form 925M	GOALS2925M
Math GOALS 2 Test Booklet Level C, Form 926M	GOALS2926M
Math GOALS 2 Test Booklet Level D, Form 927M	GOALS2927M
Math GOALS 2 Test Booklet Level D, Form 928M	GOALS2928M
Math GOALS 2 Test Booklet Level E, Form 929M	GOALS2929M
Math GOALS 2 Test Booklet Level E, Form 930M	GOALS2930M
Math GOALS 2 Forms 921M to 930M (set of 5 each)	GOALS2MS05
Math GOALS 2 Forms 921M to 930M (set of 10 each)	GOALS2MS10
Math GOALS 2 Test Administration Manual (TAM)	TAMSGOALS2M
Math GOALS Accommodations/VIB	GOALSMVIB

## **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.

Product Title	Code
Government and History Test Administration Manual with two CDs	CIGHTAM
Government and History Test booklets Form 965 (set of 25)	CIGH965
Government and History Test booklets Form 966 (set of 25)	CIGH966
Additional CD (optional) Form 965	CD965
Additional CD (optional) Form 966	CD966

The materials listed above offer a standardized approach to test administration and address 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 required to report Citizenship Interview Test results for EL Civics programs.

Product Title	Code
CIT Certification Training (Open July 1 to April 30)	CITCTO
Annual Recertification for CIT (Open January to April 30)	ARCCIT
Citizenship Interview Test Form 973 (25 Test Booklets; consumable)	CIT973
Citizenship Interview Test Form 974 (25 Test Booklets; consumable)	CIT974

## Special Needs

## Adult Life Skills Assessment

The Adult Life Skills series allows instructors to monitor the learning progress of those with intellectual disabilities and other beginning literacy needs. The series allows test-takers to respond in their preferred mode of communication, thus enriching the testing experience. This series assesses progress in reading comprehension at four levels, 2A to 5A, pre-beginning to beginning literacy. Tests are administered one-on-one. The series uses a customized appraisal test to determine the appropriate pretest for each individual.

**Please note: Training to use the Adult Life Skills assessment is required to order any materials. Assessments are administered one-on-one.**

Product Title	Code
Adult Life Skills series Test Administration Manual	TAMSSP
Adult Life Skills Appraisal Test Form 352 (set of 1 each)	SPA352
Adult Life Skills Level 2A, Form 312 (set of 1 each)	SP312
Adult Life Skills Level 2A, Form 313 (set of 1 each)	SP313
Adult Life Skills Level 3A, Form 322 (set of 1 each)	SP322
Adult Life Skills Level 3A, Form 323 (set of 1 each)	SP323

## POWER

The POWER (Providing Options for the Workplace, Education, and Rehabilitation) series is targeted toward adults with intellectual disabilities who do not perform well on paper tests. POWER is powerful — and all components have been validated for those with intellectual disabilities enrolled in adult education, community colleges, supported employment, developmental services, and transition programs. POWER performance-based assessments are available at levels 2A to 4A, pre-beginning to beginning literacy. The series includes assessments, observation guides, and curriculum modules.

**Please note: Training to use the Adult Life Skills assessment is required to order any materials.**

Product Title	Code
POWER Test Administration Manual	AM-PWR
Basic Independent Living, Level 4A, Form 301 (set of 25)	PWR301
Basic Living, Level 4A, Form 302 (set of 25)	PWR302
Community Access, Level 3A, Form 303 (set of 25)	PWR303
Employment Preparation, Level 3A, Form 304 (set of 25)	PWR304
Workplace and Employability, Level 2A, Form 305 (set of 25)	PWR305
Advanced - Independent Living, Level 2A, Form 306 (set of 25)	PWR306
Advanced - Independent Living for Corrections, Level 2A, Form 307	PWR307
POWER Curriculum Training Modules	PWRCUR



## Answer Sheets

Product Title	Code
Form 80 Appraisal Test Record (set of 100)	APUS019
Entry/Update Record (set of 100)	EUUS019
Entry/Test Record (set of 100)	ETUS019
Supplemental Entry/Update Record – Workforce (set of 100)	WSUS019
TOPSpro Enterprise Student Test Record (set of 100)	TRUS019
Update/Test Record (set of 100)	UTUS019
POWER Consumer Profile Record (set of 100)	COUS019
Large-Print Answer Sheet (non-scannable)	ASSL130

## CASAS eWORKs

The following will guide you in ordering eWORKs:

**1. Are you using TE Portal or Teacher Portal?**

- If yes, skip to number 2
- If no, please contact [techsupport@casas.org](mailto:techsupport@casas.org) to activate TE Portal/Teacher Portal. Be sure to mention that you want to use the CASAS eWORKs program.

**2. Have you completed eWORKs training?**

- If yes, skip to number 3
- If no, please contact [eWORKs@casas.org](mailto:eWORKs@casas.org) to schedule eWORKs training

**3. You are ready to order eWORKs units.**

One eWORKs unit allows a student/user to:

- Take as many soft skills assessments as they want or need to
- Take as many soft skills courses as they want or need to
- Take as many CASAS reading or math tests as they want or need to
- Take as many CASAS Problem Solving/Critical Thinking tests as they want or need to
- Obtain as many CASAS eWORKs profiles, feedback reports, development plans and certificates as they want or need

Your order of CASAS eWORKs units includes training, customer support, employer survey and soft skills instructional materials. In California, for WIOA Title 2 funded agencies, eWORKs units are available at no cost. Minimum order: 10 units

Product Title	Code
CASAS eWORKs Unit	EWOKS001

## Curriculum Support

### QuickSearch® Online

Agencies can access [QuickSearch Online](#) at under **Product Overviews > Curriculum Management and Instruction > Instructional Materials: QuickSearch Online**.

QuickSearch Online is a no-cost easy-to-use database of instructional resources coded to skill levels, skill areas, and CASAS Competencies. QuickSearch is your link between testing and instruction.

- Facilitate curriculum development!
- Target instruction based on test results!
- Simplify lesson planning!

CASAS tests measure reading, math, listening, speaking, and writing skills in contexts of everyday situations. Test results provide feedback to target instruction. Through the competencies, educators and trainers can identify curriculum materials that target specific needs at appropriate instructional levels.

QuickSearch Online lists print, audio, visual and computer-based instructional materials and correlates them to CASAS Competencies by instructional level, type of learner, mode of instruction, and links to selected pre- and post-assessments.

By using our system and incorporating CASAS Competencies and Content Standards into your curriculum, your program can meet learner and program needs and fulfill federal, state, and local reporting requirements.

Practitioners and curriculum specialists review all materials contained in QuickSearch.



**2025–26 Order Form**  
**For California WIOA, Title II: AEFLA Funded Agencies**

Shipping Information

CASAS Agency ID Number: \_\_\_\_\_

Approximate number of students served by the WIOA Title II:

ABE: \_\_\_\_\_

ASE: \_\_\_\_\_

ESL: \_\_\_\_\_

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Ship to (Full Agency Name)

\_\_\_\_\_  
Street Address (no P.O. Box numbers)

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

Product Title	Code	Quantity

Before an order is processed, the CASAS Implementation Training and Security Test Use Agreement must be completed and verified by CASAS.

**CASAS Implementation Training and Test Agreement:** I agree to follow CASAS Implementation Training and Security Test Use conditions specified in the current [CASAS Catalog](#). I have verified my agency has completed the training required to implement CASAS and required training to use CASAS eTests and TOPSpro Enterprise.

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date

Email this order form to [orders@casas.org](mailto:orders@casas.org). For ordering questions call 1-800-255-1036 x157.

CASAS Does Not Accept Phone Orders. Please allow adequate time to receive your materials. Orders take ten working days to deliver.