

2020-21 Ordering Guide For California WIOA, Title II Funded Agencies

- This ordering guide lists materials that agencies receive free of charge to support the WIOA 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, ABE, and ASE (HS diploma and HS equivalency).
- Agencies use only the reading and listening 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 2020-21 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 2020-21 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)

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

CASAS eTests®

Test forms are available from the following series:

- Citizenship
- GOALS
- Life and Work Series
- Secondary Level Assessment

CASAS eTests also provides short locators that automatically place students into the appropriate pretest with greater speed and accuracy. The locator plus pretest is administered as one testing session for greater efficiency. The locator replaces the appraisal.

CASAS eTests UNITS (WTUs)

Each eTests administration requires one WTU. For example, one appraisal, one pretest, and one post-test in reading require three WTUs. Locator test plus pretest sequence requires one WTU.

CASAS eTests Units	Online Delivery
One Administration	WTU-0001

Appraisals

Locator or appraisal tests are the initial assessment instruments used in the CASAS system. The locator/appraisal provides an initial assessment of basic reading, math, and/or listening skills within a life skills and employability-related functional context. The locator is only available in eTests and it automatically places the test taker into the appropriate pre-test. For paper test delivery, use the appraisal results to select the appropriate pretest form to administer.

❖ FOR ESL PROGRAMS

FORM 80 APPRAISAL FOR READING AND LISTENING

Reading: 30 minutes, 25 questions

Listening: 30 minutes, 26 questions

Form 80 Appraisal Manual (Manual and one CD for Listening)	LRML-MAN
Form 80 Reading Appraisal Test Booklets (set of 25)	LWR-080

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

❖ FOR ABE/ASE PROGRAMS

READING GOALS APPRAISAL FORM 900

READING: 30 MINUTES, 28 QUESTIONS

Reading GOALS Test Administration Manual	TAMSGOALS
Form 900 Test Booklets – Reading (set of 25)	GOALS900R

MATH GOALS APPRAISAL FORM 900

MATH: 30 MINUTES, 20 QUESTIONS

Math GOALS Test Administration Manual	TAMS-GOALSM
Form 900 Test Booklets – Math (set of 25)	GOALS-900M

Pretests and Post-Tests

The California Department of Education requires all WIA Title II 225/231 funded agencies to administer pre- and post-tests in order to document significant gains and level completion. Agencies **may** administer reading and listening or reading and math 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.

❖ **FOR ESL PROGRAMS**

LIFE AND WORK READING 80 SERIES PRE- AND POST-TESTS

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

Agencies may use the Form 80 Appraisal with the Life and Work Series.

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

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

LIFE AND WORK LISTENING 980 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 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 (One CD)	CDL-981	ESL
Level A Form 982 (One CD)	CDL-982	ESL
Level B Form 983 (One CD)	CDL-983	ESL
Level B Form 984 (One CD)	CDL-984	ESL
Level C Form 985 (One CD)	CDL-985	ESL
Level C Form 986 (One CD)	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
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

SECONDARY LEVEL ASSESSMENT SERIES

Secondary Level Assessments	Code	Instructional Program
Reading for Language Arts: Forms 513, 514	SDL-513	ESL
Test Administration Manual (TAM)	TAMS-SLA	

❖ **FOR ABE/ASE PROGRAMS**

READING GOALS SERIES PRE- AND POST-TESTS

This test series monitors progress in reading in workplace and life skills contexts at Levels A, B, C, and D. These tests measure basic reading skills in both life and work functional contexts and are appropriate for ABE and ASE learners.

Agencies must use the Form 900 Appraisal with the Reading GOALS series.

READING GOALS	Code	Instructional Program
Level A, Form 901R	GOALS-901R	ABE/ASE
Level A, Form 902R	GOALS-902R	ABE/ASE
Level B, Form 903R	GOALS-903R	ABE/ASE
Level B, Form 904R	GOALS-904R	ABE/ASE
Level C, Form 905R	GOALS-905R	ABE/ASE
Level C, Form 906R	GOALS-906R	ABE/ASE
Level D, Form 907R	GOALS-907R	ABE/ASE
Level D, Form 908R	GOALS-908R	ABE/ASE
GOALS Forms 901-908- Set/5	GOALSR-S05	ABE/ASE
GOALS Forms 901-908- Set/10	GOALSR-S10	ABE/ASE
GOALS TAM	TAMS-GOALSR	ABE/ASE

MATH GOALS SERIES PRE- AND POST-TESTS

This test series monitors progress in reading in workplace and life skills contexts at Levels A/B and C/D. These tests measure basic reading skills in both life and work functional contexts and are appropriate for ABE and ASE learners.

Agencies must use the Form 900 Appraisal with the Math GOALS series.

MATH GOALS	Code	Instructional Program
Level A/B, Form 913	GOALS-913M	ABE/ASE
Level A/B, Form 914	GOALS-914M	ABE/ASE
Level C/D, Form 917	GOALS-917M	ABE/ASE
Level C/D, Form 918	GOALS-918M	ABE/ASE
GOALS Forms 913-914, 917-918-Set/5	GOALSM-S05	ABE/ASE
GOALS Forms 913-914, 917-918-Set/10	GOALSM-S10	ABE/ASE
Math TAM	TAMS-GOALSM	ABE/ASE

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

Special Needs

TESTS FOR ADULT LIFE SKILLS

Tests for Adult Life Skills for learners who have intellectual disabilities assess life skill competencies across the content areas of basic communication, consumer economics, community resources, health, employment, government and law, computation, learning to learn, and independent living skills.

Training to use the Adult Life Skills assessment is required to order any materials.

Please Note: Level AA and AAA tests are administered one-on-one.

Adult Life Skills Test Administration Manual 312-352	TAMS-SP
Appraisal, Form 352	SPA-352
Level AAA, Form 322	SP-322
Level AAA, Form 323	SP-323
Level AA, Form 312	SP-312
Level AA, Form 313	SP 313
Beginning Literacy, Form 27	BLRA-027
Beginning Literacy, Form 28	BLRA-028
Level A, Form 81	LWR-081
Level A, Form 82	LWR-082

POWER (PROVIDING OPTIONS FOR THE WORKPLACE, EDUCATION, AND REHABILITATION)

POWER is a standardized performance-based assessment and curriculum management system for adults who have intellectual disabilities. One form is used for both pre- and post-testing.

POWER measures individual performance using an observation-based strategy in the content areas of independent living, community access, and employability. An Observation and Scoring Guide serves as a basis to establish scores assigned for each test item in each test form.

Training to use the POWER assessment is required to order any POWER materials.

All POWER test booklets (Forms 301-307) are in shrink wrapped sets of 25.

POWER Test Administration Manual	AM-PWR
Level AAAA, Independent Living, Basic Form 301	PWR-301
Level AAAA, Daily Living Skills, Basic Form 302	PWR 302
Level AAA, Community Access, Form 303	PWR-303
Level AAA, Employment Preparation, Form 304	PWR-304
Level AA, Workplace and Employability, Form 305	PWR-305
Level AA, Advanced Independent Living, Form 306	PWR-306
Level AA, Advanced Independent Living – Corrections Form 307	PWR 307
POWER Curriculum Modules	PWR-CUR

Answer Sheets

CDE requires WIOA, Title II funded agencies to complete the student Entry, Update, and Test records. See the 2020-21 *California Data Dictionary* for more details. Appraisals can be scored by TOPSpro Enterprise using the Appraisal Test Record.

Answer Sheets (set of 100)	Code
Form 80 Appraisal Record	APUS-019
Entry/Update Record	EUUS-019
Entry/Test Record	ETUS-019 ¹
Supplemental Entry/Update Record	WSUS-019
COUS-011Test Record	TRUS-019
Update/Test Record	UTUS-019 ²
Consumer Profile Record (POWER)	COUS-019 ³
Large-Print Answer Sheet (non-scannable)	ASSL-130 ⁴

Notes:

- 1 On the ETUS-019, one side is the entry record and one side is the test record.
- 2 On the UTUS-019, one side is the update record and one side is the test record.
- 3 On the COUS-019, one side is the consumer profile and one side is the observation record.
- 4 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.
- 5 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 under 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 content standards and 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.

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.



2020-21 Order Form for WIOA Title II 225/231 Agencies

- Most orders take ten working days for delivery. Please allow adequate time to receive your materials.

Shipping Information

CASAS ID Number (if known): _____

Approximate number of students served by the WIOA Title II:

Basic Skills (ABE) _____ ASE _____ ESL _____

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)

Product Title	Code	Quantity (ea)

Before an order can be processed, the Training and Test Use Agreement must be completed and verified by CASAS

Training and Test Agreement

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

Authorizing Signature

Who in your agency received CASAS training?

Date of Training

Scan and **email** orders to orders@casas.org

Or Send orders to: **CASAS – WIOA 225/231**, 5151 Murphy Canyon Road, Suite 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.**