

# 2024–25 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 2024–25 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 2024–25 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.
  - All test booklets are reusable **except** for Beginning Literacy Reading Assessments (BLRA-027 and BLRA-028)

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 Test forms are available from the following series:

- Citizenship
- GOALS & GOALS2
- Secondary Level Assessment
- STEPS

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 Web-test Units with TE Enhanced (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
One Web-test Units with TE Enhanced (TEU) Administration	TEU-0001

## Appraisals

Appraisal should not be used as pre- or post-testing.

### 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

Reading GOALS Appraisal: 30 minutes, 28 questions

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

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)	GOALS919M

## 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.

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

## Pre- and Post-Tests for ESL Programs

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

Agencies may use the Appraisal Form 619R with the Reading STEPS Series.

Product Title	Code
Reading STEPS Test Booklet Form 621R Level A	STEPS-621R
Reading STEPS Test Booklet Form 622R Level A	STEPS-622R
Reading STEPS Test Booklet Form 623R Level B	STEPS-623R
Reading STEPS Test Booklet Form 624R Level B	STEPS-624R
Reading STEPS Test Booklet Form 625R Level C	STEPS-625R
Reading STEPS Test Booklet Form 626R Level C	STEPS-626R
Reading STEPS Test Booklet Form 627R Level D	STEPS-627R
Reading STEPS Test Booklet Form 628R Level D	STEPS-628R
Reading STEPS Test Booklet Form 629R Level E	STEPS-629R
Reading STEPS Test Booklet Form 630R Level E	STEPS-630R
Reading STEPS Forms 621R to 630R (set of 5 each)	STEPSR-S05
Reading STEPS Forms 621R to 630R (set of 10 each)	STEPSR-S10
Reading STEPS Test Administration Manual (TAM)	TAMS-STEPSR

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

Agencies may use the Appraisal Form 619L with the Listening STEPS Series.

Product Title	Code
Listening STEPS Form 621L Level A (25 color test booklets; one CD)	STEPS621LB
Listening STEPS Form 622L Level A (25 color test booklets; one CD)	STEPS622LB
Listening STEPS Form 621L Level A (one CD)	STEPS-621L
Listening STEPS Form 622L Level A (one CD)	STEPS-622L

Product Title	Code
Listening STEPS Form 623L Level B (one CD)	STEPS-623L
Listening STEPS Form 624L Level B (one CD)	STEPS-624L
Listening STEPS Form 625L Level C (one CD)	STEPS-625L
Listening STEPS Form 626L Level C (one CD)	STEPS-626L
Listening STEPS Form 627L Level D (one CD)	STEPS-627L
Listening STEPS Form 628L Level D (one CD)	STEPS-628L
Listening STEPS Form 629L Level E (one CD)	STEPS-629L
Listening STEPS Form 630L Level E (one CD)	STEPS-630L
Listening STEPS Forms 621L to 630L (25 color test booklets each form; one CD each form)	STEPSTPL
Listening STEPS Test Administration Manual (TAM)	TAMS-STEPSL

### **Reading for Citizenship Pre- and Post- Tests**

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

Product Title	Code
Level A, Form 951 (Set of 25)	CIR-951
Level A, Form 952 (Set of 25)	CIR-952
Level A, Form 951X (Set of 25)	CIRX-951
Level A, Form 952X (Set of 25)	CIRX-952

### **Secondary Level Assessment Series**

Product Title	Code
Reading for Language Arts: Forms 513, 514	SDL-513
Reading for Language Arts Test Administration Manual (TAM)	TAMS-SLA

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

### **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
Level A, Form 901R	GOALS-901R
Level A, Form 902R	GOALS-902R
Level B, Form 903R	GOALS-903R
Level B, Form 904R	GOALS-904R
Level C, Form 905R	GOALS-905R
Level C, Form 906R	GOALS-906R

Product Title	Code
Level D, Form 907R	GOALS-907R
Level D, Form 908R	GOALS-908R
GOALS Forms 901-908- Set/5	GOALSR-S05
GOALS Forms 901-908- Set/10	GOALSR-S10
GOALS Test Administration Manual (TAM)	TAMS-GOALSR
Reading GOALS Accommodations VIB	GOALSR-VIB

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

This test series monitors progress in reading in workplace and life skills contexts at Levels A-E. 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 Math GOALS 2 Appraisal Form 919M with the Math GOALS 2 series.

Product Title	Code
Math GOALS 2 Test Booklet Form 921M Level A	GOALS2-921M
Math GOALS 2 Test Booklet Form 922M Level A	GOALS2-922M
Math GOALS 2 Test Booklet Form 923M Level B	GOALS2-923M
Math GOALS 2 Test Booklet Form 924M Level B	GOALS2-924M
Math GOALS 2 Test Booklet Form 925M Level C	GOALS2-925M
Math GOALS 2 Test Booklet Form 926M Level C	GOALS2-926M
Math GOALS 2 Test Booklet Form 927M Level D	GOALS2-927M
Math GOALS 2 Test Booklet Form 928M Level D	GOALS2-928M
Math GOALS 2 Test Booklet Form 929M Level E	GOALS2-929M
Math GOALS 2 Test Booklet Form 930M Level E	GOALS2-930M
Math GOALS 2 Forms 921M to 930M (set of 5 each)	GOALS2M-S05
Math GOALS 2 Forms 921M to 930M (set of 10 each)	GOALS2M-S10
Math GOALS 2 Test Administration Manual (TAM)	TAMS- GOALS2M
Math GOALS Accommodations/VIB	GOALSM-VIB

## **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
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

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 Self-Training Manual & Certification	CIT-CTO
Annual Recertification for CIT	ARC-CIT
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.

Product Title	Code
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

## 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.

Product Title	Code
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

Product Title	Code
Form 80 Appraisal Record	APUS-019
Entry/Update Record	EUUS-019
Entry/Test Record	ETUS-019
Supplemental Entry/Update Record	WSUS-019
Test Record	TRUS-019
Update/Test Record	UTUS-019



Product Title	Code
Consumer Profile Record (POWER)	COUS-019
Large-Print Answer Sheet (non-scannable)	ASSL-130

## CASAS eWORKs

The following will guide you in ordering eWORKs

**1. Are you using CASAS eTests with TOPSpro Enterprise Enhanced (TEUs)?**

- If yes, skip to number 2.
- If you are using CASAS eTests with TE Basic (WTUs), then we will need to convert your program to TEUs to use CASAS eWorks. Please contact [golive@casas.org](mailto:golive@casas.org) for assistance.
- If you're using CASAS paper and pencil tests or not using CASAS tests at all, please contact [golive@casas.org](mailto:golive@casas.org) to get started with CASAS eTests. Be sure to mention that you want to use the CASAS eWORKs program

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

- If yes, skip to number 3
- 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.

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

- If yes, skip to number 4
- If no, please contact [eWORKs@casas.org](mailto:eWORKs@casas.org) to schedule eWORKs training

**4. 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	EWOKS-001

## 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.



**2024–25 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.