



**EL CIVICS
CONFERENCE
2020-21**

CASAS Website Basics for EL Civics and Citizenship

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Content

- Part 1: Navigating to EL Civics
 - Using the CASAS website
- Part 2: Citizenship
 - FAQs, tests, certification and training
- Part 3: EL Civics Objectives
 - Descriptions and selection process
 - COAAPs – Civic Objective Additional Assessment Plans



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Objectives

- Learn to find what you need on the CASAS website.
- Find Citizenship tests and how to get certified to conduct oral interview tests.
- Distinguish where to click for selection of civic objective assessment plans.
- Tip: Use the navigation bar (left side on the home page) when you see “California EL Civics”.



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Navigating to EL Civics



The screenshot shows the CASAS website interface. At the top is the CASAS logo. Below it is a navigation bar with links for Home, Product Overviews, and Training. A large blue banner features the text "Training & Support" in yellow and white, with a subtext: "Think of us as your adult assessor, your success and are with you every step of the way." Below the banner is a breadcrumb trail: [Home](#) > [Training and Support](#) > [CASAS Peer Support](#). A list of training topics is displayed, each with a horizontal line underneath:

- California Remote Testing
- California Integrated English Literacy and Civics Education Plan
- California Citizenship Preparation
- California Civic Participation and IELCE
- California WIOA, Title II: AEFLA/EL Civics Program Specialist and CDE Regional Consultant Contact Information

- Use the navigation bar (left side of the home page) when you see “California EL Civics”.
- Read the Intro page.
- Use the navigation bar to get to specifics



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Citizenship

California Remote Testing

California Integrated English Literacy
and Civics Education Plan

California Citizenship Preparation

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Navigation bar





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California Citizenship Preparation

The focus of the Citizenship Preparation program is literacy skills. The program uses ESL methodologies and citizenship preparation material to prepare learners to take and pass the USCIS (formerly INS) written and oral citizenship test. The program includes outreach services, skills assessment, curriculum development and instruction, professional development, naturalization preparation and assistance and program evaluation.

Citizenship Information and Resources

- [U.S. Citizenship and Immigration Services \(USCIS\) Resource Center](#)

Find USCIS Lessons and materials to supplement classroom instruction as well as a Citizenship Curriculum Framework and a Professional Development Guide

- [USA Learns Citizenship](#)

USA Learns Citizenship is a free online course that helps learners prepare for all aspects of the naturalization interview

- [Citizenship Preparation FAQs](#)

These questions and answers will provide information and guidance to California agencies with EL Civics Citizenship Preparation

- [EL Civics Basics Part 1](#)

These slides above give all the basic information needed by programs beginning or continuing Civic Participation and Citizenship Preparation Programs. Citizenship Preparation Programs should focus on slides 15-21.

- [The Professional Development Guide for Adult Citizenship Educators](#)

- [Adult Citizenship Education Sample Curriculum for a Low Beginning ESL Level Course](#)

Assessment

- [Citizenship Oral Interview Test \(CIT\) and Government and History for Citizenship Test](#)

Ensure that your students are well prepared for the citizenship process and USCIS (United States Citizenship and Immigration Services) interview. Let CASAS citizenship assessments help you meet that goal!

- Resources for curriculum and classes
- Frequently asked questions about certification and training
- Only **certified** examiners can administer the CIT oral exam
- Links to information about
 - the Citizenship Oral Interview test*
 - the Government and History for Citizenship test*

* Count for payment points if accompanied by pre/post CASAS tests.



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EL Civics Objectives

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Training & Support

Think of us as your adult assessment partner. We're invested in your success and are with you every step of the way.

[Home](#) > [Training and Support](#) > [CASAS Peer Communities](#) > [California Adult Education Accountability and Assessment](#) > [California EL Civics](#) > [California Civic Participation and IELCE](#)

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California Civic Participation and IELCE

Civic Objectives and Additional Assessment Plans

- [Pre-approved Additional Assessment Plan List](#)
- [Select Civic Objectives & Additional Assessment Plans \(COAAPs\)](#)
- [Your Agency's civic objectives and AAP selections / Download COAAPs](#)
- [COAAPs Selected by California Agencies](#)

EL Civics COAAPs Development

File	Type	Size	Download
Revisions to COAAPs	PDF	821.16 KB	Download
Pre-Approved Civic Objectives List	PDF	1.35 MB	Download
EL Civics 231 and 243 Funded Civic Objectives	PDF	972.79 KB	Download

This webpage provides four important links. The 2nd link is for selection.

- 1 Review the pre-approved plan lists (link or pdf) prior to selection.
- 2 Give students (and others) the School Community Student Needs Survey.
- 3 Based on survey results, select the COAAPs (2nd link above).
- 4 For Integrated Education and Training (IET) programs, COAAPs must be noted as acceptable for Section 243 funding.





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Scroll down the **California Civic Participation** page to Resources

School Community Student Needs Survey

Resources

[CAAFLA Regional Network Meeting Presentations](#)

[Designing a Single Set of Learning Objectives Webinar](#)

A recording of the webinar held December 6, 2019 is posted in CALPRO's Online Video Library section "Additional IET-Related Professional Development Video Resources"

[EL Civics COAAP Development Webinar 11.7.18](#)

Needs Assessment Information for Civic Participation Agencies - EL Civics agencies with a focus on Civic Participation must complete community and student needs assessments as part of their grant requirements. The extensive number of civic objectives available to Civic Participation agencies can make the process of developing needs assessments challenging. Below are several resources that will assist agencies in the creation process, along with a summary form that will provide documentation of the process for their records.

- [Needs Assessment Overview](#) 
- [Needs Assessment Example for EL Civics Students at BL Level](#) 
- [EL Civics School Community Student Needs Assessment Summary Form 2020](#) 
- [Meeting the Language Needs of Today's Adult English Language Learner: Companion Learning Resource](#) 
- [Center for Applied Linguistics Needs Assessment Information and Materials](#) 
- [Needs Assessment for Adult Learners, CAL Digest](#) (outside link)
- [NRS Implementation Guidelines 2016 Appendix E NRS EFLs](#) 

[EL Civics: Making a Difference in the Community Awards](#)

[Oral Rubric Samples for Civic Participation Additional Assessments](#) 

[Writing Rubric Samples for Civic Participation Additional Assessments](#) 

[Using Portfolio Assessment in EL Civics Classes in California](#) 

This research brief describes portfolio assessment and explains why it may be an appropriate assessment selection for California EL Civics classes. Portfolio assessment is an ongoing process involving learners and their instructors in selecting samples of student work for inclusion in a collection, the main purpose of which is to show the progress of learners. Perhaps the greatest overall benefit of using portfolio



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Log into
the
CASAS
website
first.

- Use the third link on the CA EL Civics page to transfer your selections to TE.

California Civic Participation and IELCE

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- Click on the link and find your current selections.

California English Literacy and Civics Education

Current Selections for Chino Valley Adult School

Change font size: ⊞ ⊞ ⊞

Below is a list of your agency's current civic objectives and additional assessment plans (COAAPs). To view or print the full details of your selected COAAPs, click **Current Selections — Full Details**. To make changes to your selections click **Add, Edit, or Delete Selections**.

[Add, Edit, or Delete Selections](#) | [Current Selections — Full Details](#) | [Download COAAPs for Import to TOPSpro](#) | [View Last Year's Selections](#)

Civic Obj #	Civic Objective	AAP #	Date Submitted	Approval Status
10	Identify, locate, and map important places in the community, the state, and the country; services available; and/or importance of each location.	10.6	10/12/20	Approved
30	Demonstrate how to use pharmacies/drug stores and medicines. (This objective has only 2 AAPs)	30.4	10/12/20	Approved
33	Identify and access employment and training resources needed to obtain and keep a job.	33.2	10/12/20	Approved

[Add, Edit, or Delete Selections](#) | [Current Selections — Full Details](#) | [Download COAAPs for Import to TOPSpro](#) | [View Last Year's Selections](#)

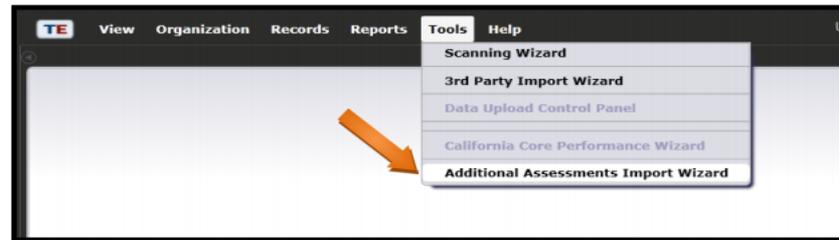
Selections for Chino Valley Adult School - October 22, 2020 3:26 PM

Go to Download COAAPs for Import to TOPSpro (TE).



- The Download link will provide you with directions for the **Additional Assessment Import Wizard** in TOPSpro Enterprise (TE).

1. In TOPS Enterprise, go to *Tools/Additional Assessments Import Wizard*



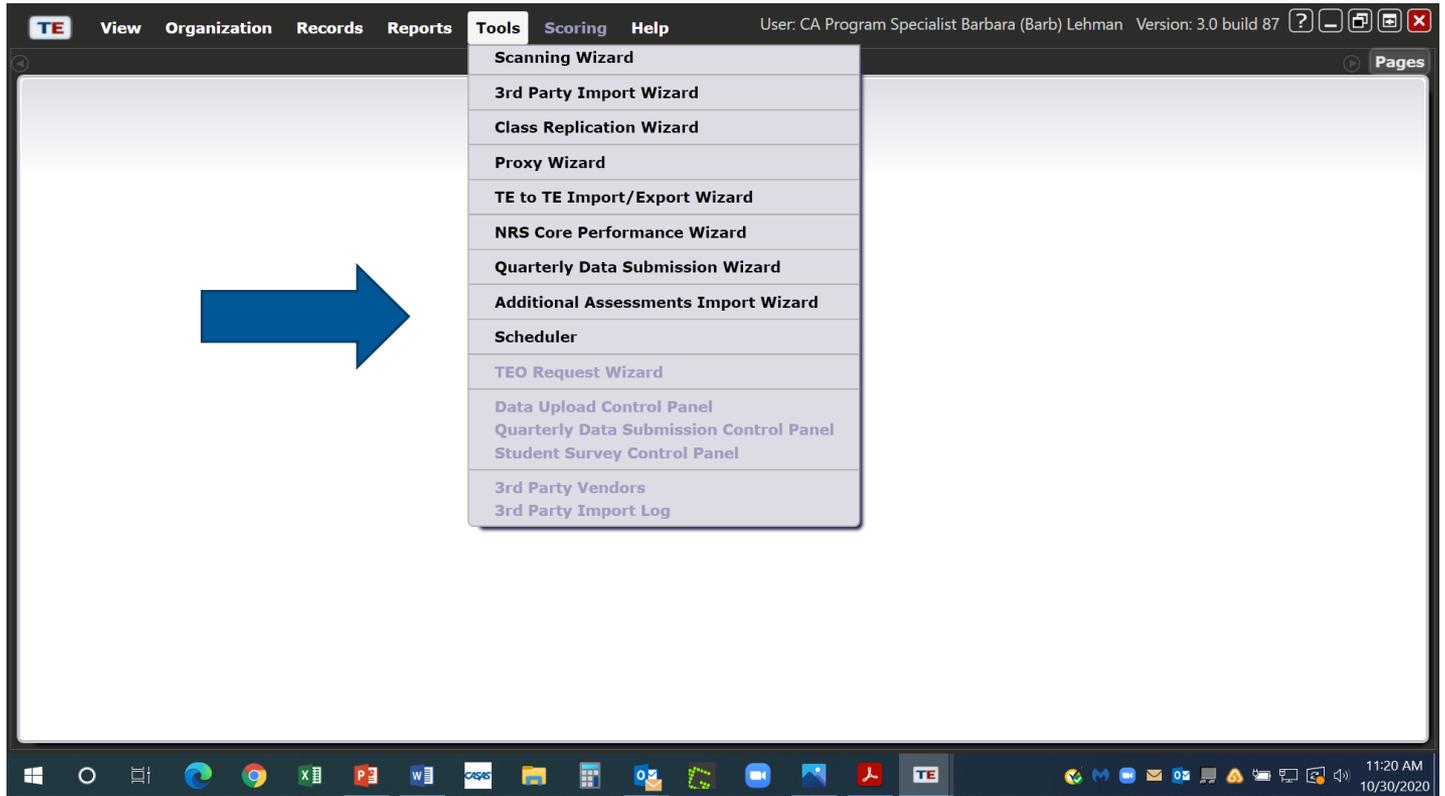
2. Click *"Retrieve approved AAs..."*
3. Click *Next*.

- Follow the instructions.
- Want to Add COAAPs? Go to the third link on the page.
- Be sure to Download the new COAAPs into TE using the same Wizard.



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Importing COAAPs from TE





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Summary for COAAP Selection

- Choose a small number of ELC objectives for the survey.
- Survey your students (and teachers).
- Collate the survey results.
- Select COAAPs by clicking on the 2nd link.
- Check the selections by clicking on the 3rd link.
- Download the selections into TE using the Additional Assessments Import Wizard.



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EL Civics Instruction and Testing

- Use the 4th link to find other agencies who selected the same objectives.
- Connect with them to share practice materials.
- Ask your teachers to develop EL Civics practice materials so that their students will be ready – minimum is 30 hours of instruction prior to testing.
- Get your assessment ready by reading all the details for each task for each COAAP. Then, prepare scoring sheets for proctors.
- Proctors give the tests and score the tasks.
- Scores determine Pass or Fail. The P/F is entered into TE.



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This webpage provides many support documents.

- The documents are updated annually.
- Presentation slides and training videos are listed.
- Revising or writing your own COAAPs are options.
- Review the documents and share them with staff and teachers.



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Thank you for attending!

Be CASAS Connected

Use #CASAScommunity and #AdultEdu to connect.



Visit the **EL Civics Conference 2020-21 playlist**

<https://tinyurl.com/y3kcaf39> at the CASAS YouTube Channel



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