

CASAS Appraisal Training

General Course Information

Course Title:	CASAS Appraisal Training for Accurate Placement
Course Duration:	<ul style="list-style-type: none"> • This course will take approximately one hour to complete. • You have 30 days from enrollment to complete the course.
Course Location:	Facilitated (self-paced) training online – http://training.casas.org <ul style="list-style-type: none"> • Provides group learning and communication in an asynchronous environment. • Participants and facilitator independently access the Web at any time, day or night. Although participants and facilitator are not online together, they participate in collaborative discussions.
Training Materials	All training materials are accessible within the course. You may print any training materials for your own use. You will be asked to refer to training materials throughout the course. You also will also be linked directly to any training resources.

Course Manager Information

Name:	Andrea Mullenmeister, Course Manager <i>CASAS Professional Development Department/Project Coordinator</i>
Email:	amullenmeister@casas.org
Availability:	Daily between 8:30 am to 5:00 pm (PT), Monday through Friday
Assistance:	If you have questions or need assistance, email your Course Manager. Email is the primary source of communication. You should receive replies within 24 hours.

Where to Go to Class

CASAS Online Self-Paced Courses are delivered using



The online self-paced courses developed by CASAS are made possible through the course management delivery system called Moodle. Moodle is an e-learning software platform designed to provide a virtual learning environment.

These online self-paced courses are open entry/open exit; therefore, participants may join a course anytime and complete the course at their own pace. Each course provides a Certificate of Completion and Training Verification. Training required by CASAS includes a Certification activity.

If this is your first Moodle course, we recommend that you prepare for online training by accessing or printing (optional) the "Moodle How-To Guide for Online Training." Please take the time to read through this document to make your online training experience more enjoyable.

How to Begin Your Course

1. Go to <http://training.casas.org>
2. Select the CASAS online course for which you are registered.
3. You are taken momentarily to the CASAS Web site to log on with your CASAS user account.
4. After your account is confirmed, you are automatically returned to the training Web site.
5. You may now begin the course.
6. You will be asked to log in each time you return to the course.

Note: You have 30 days from the time you enroll to complete this course.

General Course Description

CASAS – Appraisal Training Course

Course Introduction

CASAS requires that each person involved in CASAS testing complete a training workshop. Training is necessary to maintain the integrity and quality of the assessment process. This course provides agency staff with the training necessary prior to ordering and administering CASAS Appraisals.

This training teaches participants how to administer, score, and interpret appraisal test results; make recommendations or referrals based on the results; and collect quality data. Successful completion of this training qualifies the participant to order and implement any CASAS appraisal at their agency. **This course does not certify you to use pre-and post-tests to document progress.** If you would like to document progress, please sign up for the CASAS Initial Implementation Training at https://www.casas.org/online_registration/.

Course Overview

This training consists of six units with built-in activities, review questions at the end of each unit, and a certification activity for training completion. Each unit is divided into topic areas that serve as the foundation for each unit. A participant is certified to order and administer CASAS appraisals at their agency upon successful completion of this course.

This training will take approximately one hour to complete.

Training Goals

- At completion of this training, learners will be able to order and implement any CASAS appraisal at their agency.

Training Objectives

Participants will

- Identify what makes up the CASAS System and CASAS Scale.
- Participants will be introduced to assessment options and learn how to assess with appraisals.
- Participants will understand the intake process, appraisal administration, and scoring an appraisal.

To complete this course successfully requires:

- 100% score on Certification activity
- Submit Training Verification
- Generation of the Certificate of Completion

Training Outline

The CASAS – Appraisal Training course contains the following units and topics:

ABOUT THIS TRAINING

1 THE CASAS SYSTEM – AN OVERVIEW

- 1.1 Why use CASAS tests?
- 1.2 Meeting the needs of many students
- 1.3 Key system components
- 1.4 The Competency Link
- 1.5 Practice Activity 1: Selecting CASAS Competencies
- 1.6 Unit 1: Review

2 THE CASAS SCALE

- 2.1 The CASAS Scale and Skill Level Descriptors
- 2.2 The Scale in relation to students

2.3 The Scale in relation to test items

2.4 Practice Activity 2: Skill Level Descriptors

2.5 Unit 2: Review

3 CASAS APPRAISAL-ONLY ASSESSMENT OVERVIEW

3.1 What is an Appraisal?

3.2 Scale score ranges

3.3 Appraisal-only assessment process

3.4 Practice Activity 3: Think About It

3.5 Unit 3: Review

4 ASSESSING WITH APPRAISALS

4.1 The Appraisal test booklet

4.2 Appraisal answer sheets

4.2.1 Self-scoring answer sheets

4.2.2 TOPSpro appraisal test record

4.2.3 Completing answer sheets

4.3 Appraisal manuals

4.4 Practice Activity 4: Take an Appraisal

4.5 Unit 4: Review

5 APPRAISAL ADMINISTRATION: USING TEST BOOKLETS

5.1 Test security

5.2 Testing materials

5.3 Getting started

5.4 Giving Instructions

5.5 Timing guidelines

5.6 After the test

5.7 Practice Activity 5: Test preparation

5.8 Unit 5: Review

6 SCORING AN APPRAISAL

6.1 Scoring the test

6.2 Converting the raw score

6.3 Interpreting the score

6.4 Class placement

6.5 Practice Activity 6: Converting raw to scale scores

6.6 Practice Activity 7: Interpreting scale scores

6.7 Unit 6: Review

Certification

What's next?

Additional Training

Training Verification

Certificate of Completion

CASAS Contact Information

Mail: CASAS
5151 Murphy Canyon Rd., Suite 220
San Diego, CA 92123-4339

Web site: www.casas.org

Telephone: 858-292-2900 – or – 800-255-1036

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Thank you!

for participating in a CASAS Online Self-Paced Course using Moodle.