

Print Version



2014-15 CASAS Appraisal Training

Table of Contents

Introduction

About This Training

Needs Assessment

Course Contents

Unit 1: The CASAS System

Self-Test

Unit 2: Appraisals

The Difference Between Appraisals and Progress Tests

Self-Test

Unit 3: Testing Options

Self-Test

Unit 4: The CASAS Scale and Level Descriptors

Self-Test

Unit 5: Administering Appraisals

Self-Test

Unit 6: Scoring the Appraisal and Using the Score

Self-Test

Unit 7: Course Completion and Certification

7.1 Begin Certification

Introduction

Topic:

Introduction

This training provides you with the information necessary to use CASAS Appraisals effectively for accurate placement. Appraisals are short tests that provide a quick, general indicator of reading, math, or listening skills to determine program eligibility, and placement level within a program.

State-Specific Information

Each state may have specific requirements that agencies must fulfill for program, state, and federal accountability. Be sure to check with your state department of education for more information about policies and procedures for CASAS implementation. Your state may require additional training or follow-up.

Navigation Overview

- Use the Table of Contents to browse the content to select the lesson.
- You can expand a lesson in the Table of Contents to see all of the topics within the lesson. Or click the collapse button to collapse the lesson.
- To navigate through the content, you can click through the content in the order that the topics are listed or use the Previous and Continue buttons.
- Test your understanding of the lesson content with the Self-Tests.
- Within the Needs Assessment and Self-Tests, work through the questions by clicking on the numbers along the top of your screen.

Click Continue or next topic at left.



Module Contents

About This Training

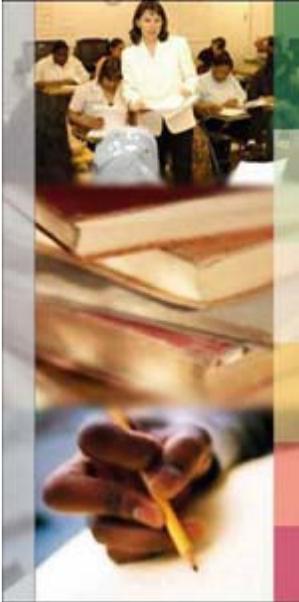
About This Training

Topic: About This Training

Appraisals are short tests that provide a quick, general indicator of reading, math, or listening abilities to determine program eligibility, the best program for a student, and a student's placement level within a program. Appraisal results also determine the pre-test level.

This module has seven units. Each unit offers a Self-Test to check for understanding. Participants learn 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 wish to document progress, enroll in the [CASAS Initial Implementation Training](#).

Item	Details
Audience	 <p>This course is appropriate for those who have little or no experience with CASAS assessments and resources or who want a refresher in the basics of using appraisals.</p> <p>Participants who complete this course are authorized to order and administer CASAS appraisals. (Check your state policy for additional training requirements.)</p> <p>Click an item to view more information.</p>

Prerequisites



Participants should have:

- Basic computer skills
- Access to a computer at work, home, or an institution

This training works on Internet Explorer and Firefox browsers.

Adobe Acrobat Reader may be required to view some documents on this site. To download a free version, go here: <http://get.adobe.com/reader/>.

Click an item to view more information.

Estimated Time and Enrollment Duration



Allow approximately one hour to complete this training. You may start and stop training at any time.

- Your participation record is activated when you first access the training module and remains active for 30 days.

- Your participation record becomes inactive after 30 days.
- If you did not complete the training, you may re-enter the training at any time until the end of the fiscal year. You do not need to re-enroll in the course. Simply note this Web address for quick access:
<http://training.casas.org/>.

Click an item to view more information.

Training Objectives



Upon completion of this training, participants will have a basic understanding of how to:

- Administer, score, and interpret appraisal test results
- Make recommendations or referrals based on appraisal results
- Collect quality data for placement and referral purposes

You may wish to download and print the course content for reference as you progress through the training online.

Optional: [Download and print the course content.](#)

Click an item to view more information.

Completion and Certification



To complete this training, you must do the following:

1. Complete and Submit Certification Activity
2. Complete and Submit Test Security Agreement
3. Generate a Certificate of Completion

Your state or funding source may have specific policies and procedures for data collection and reporting. Please be sure to check with your state department of education for more information about policies and procedures for CASAS implementation and compliance in your state. Your state may require additional training or follow-up.

Training and Technical Support



If you have any questions about training content, contact CASAS at:

- training@casas.org

For technical assistance, contact the **CASAS Technology Support Team** at:

- techsupport@casas.org

A team member is also available 8:00 am – 5:00 pm (Pacific), M – F, at:

- 1-800-255-1036, option 2

Click Continue or the next topic at left.

Click Continue or next topic at left.

Lesson Contents

Needs Assessment

For each statement, indicate which is true by placing a mark in the column to the right.

	Statement	Answer
1	I am familiar with CASAS technology such as QuickSearch, TOPSpro Enterprise, and CASAS eTests.	
2	I am familiar with CASAS Competencies.	
3	I understand the testing process, why it is required, and how to translate CASAS scale scores to learner performance ability.	
4	I know the difference between appraisals, pretests and post-tests, and what the purposes are of each.	
5	I regularly use resources available on the CASAS Website.	
6	I regularly use CASAS reports and resources to help me decide which level my learners are functioning and where to place or refer them.	

Note: Answers appear on the next page.

Statement		Answer
1	I am familiar with CASAS technology such as QuickSearch, TOPSpro Enterprise, and CASAS eTests.	✓
	Correct Answer Feedback: Great!	
2	I am familiar with CASAS Competencies.	✓
	Correct Answer Feedback: Great!	
3	I understand the testing process, why it is required, and how to translate CASAS scale scores to learner performance ability.	✓
	Correct Answer Feedback: Great!	
4	I know the difference between appraisals, pretests and post-tests, and what the purposes are of each.	✓
	Correct Answer Feedback: Great!	
5	I regularly use resources available on the CASAS Website.	✓
	Correct Answer Feedback: Great!	
6	I regularly use CASAS reports and resources to help me decide which level my learners are functioning and where to place or refer them.	✓
	Correct Answer Feedback: Great!	

Course Contents

Topic:

Course Contents

Appraisals are short tests that provide a quick, general indicator of reading, math, or listening abilities to determine program eligibility, the best program for a student, and a student's placement level within a program.



Course Contents

1. The CASAS System
2. Appraisals
3. The CASAS Scale and Skill Level Descriptors
4. Choosing an Appraisal
5. Administering Appraisals
6. Scoring the Appraisal and Using the Score
7. Course Completion and Certification

Click Continue or next topic at left.

Module Contents

Unit 1: The CASAS System

Unit 2: Appraisals

Unit 3: Testing Options

Unit 4: The CASAS Scale and Level Descriptors

Unit 5: Administering Appraisals

Unit 6: Scoring the Appraisal and Using the Score

Unit 7: Course Completion and Certification

Unit 1: The CASAS System

Topic:

Unit 1: The CASAS System

CASAS - Comprehensive Adult Student Assessment Systems — is a non-profit organization dedicated to improving youth and adult education assessment and delivery systems. CASAS provides standardized assessments and other tools needed to collect and report student information and learning progress.

Item	Details
Why Use CASAS Tests?	 <p>With the CASAS System, agencies can establish measurable goals, place students into appropriate instructional levels, document student progress and outcomes, and report program success to students, staff, local boards, and policymakers.</p> <p>Agencies and organizations use CASAS tests, because they...</p> <ul style="list-style-type: none">• Reflect real-life situations such as reading maps, completing job applications, or calculating discounts.• Focus on employment and life skills for youth and adults functioning at or below a high school level.• Are supported by training and technical support for administrators and instructors.• Meet Workforce Investment Act (WIA) requirements.• Are approved and validated for use with both native and non-native speakers of English by the U.S. Departments of Education and Labor.• Relate to Skill Level Descriptors that may be compared with other national adult education levels such as the National Reporting System and SCANS Competencies. <p>Click next item to view more information.</p>

Your Learners



There are many kinds of organizations and agencies that provide older youth and adults with literacy, math, and language development skills necessary to participate effectively as productive citizens, workers, and family members.

Think about the learners and clients that you serve. Who are they? What are their goals?

Meeting the Needs of Many Learners

Agencies and organizations use CASAS to meet the needs of a variety of learners.

- Adult Basic Education (ABE)
- English Literacy Civics and Education (EL Civics)
- English as a Second Language (ESL) or English Language Learner (ELL)
- Family Literacy High School Completion (HSD)
- General Educational Development (GED)
- One-Stop Centers
- Pre- and Post-Employment Training
- Special Needs
- Welfare-to-Work programs
- Workforce Investment Act (WIA) Title I
- Workforce Investment Act (WIA) Title II
- Business and industry

Click next item to view more information.

Key
Components



CASAS is an integrated systems approach with four key components.

Curriculum

- Competencies **link curriculum and assessment**.
- Competencies are skills for life and work. Educators use competencies (or learning objectives) to plan curriculum and instruction. All CASAS test items are correlated to at least one specific CASAS Competency.
- A competency is a measurable learning objective.
 - **Examples:**
 - Write a note, invitation, or letter
 - Interpret medicine labels
 - Check sales receipt

Optional: [Download the CASAS Competencies](#) from the CASAS Web site.

Optional: To learn more about using CASAS Competencies, enroll in the [CASAS Implementation Training](#).

Assessment

- Standardized CASAS tests **assess basic skills** in skill areas such as reading, math, and listening.
- CASAS Appraisals are used for placement, to determine eligibility, and to determine the pretest level.
- Pre- and Post-Tests are used to document learning gain. (**Optional:** To learn more about pre-and post-tests, enroll in the [CASAS Implementation Training](#).)

Instruction

- Educators use CASAS test results to **identify instructional materials**.
- The free online database, [QuickSearch Online](#), is an easy-to-use database that includes information about 2,300+ commercially available teaching and instructional material titles coded to CASAS skill levels, CASAS Competencies, skill areas, and tests.
- QuickSearch provides an essential link between assessment and instruction in the CASAS system.

Accountability

- **Track student progress** and generate reports for learners, teachers, and administrators.

- TOPSpro Enterprise is the CASAS data management software that helps score tests and create on-demand reports.
- Manual report templates are also available.

Click Continue or next topic at left.

Lesson Contents

Self-Test

For each question, indicate the correct answer by placing a mark in the column to the left.

Question 1

CASAS is a non-profit organization.

Select the correct answer.

<input type="checkbox"/>	True
<input type="checkbox"/>	False

Question 2

Which of these is a measurable competency?

Select the correct answer.

<input type="checkbox"/>	Read library materials
<input type="checkbox"/>	Learn about presidents
<input type="checkbox"/>	Complete a job application
<input type="checkbox"/>	Understand life concepts

Question 3

Which resource helps identify instructional materials that are correlated to CASAS Competencies and tests?

Select the correct answer.

<input type="checkbox"/>	Assessments
<input type="checkbox"/>	Accountability
<input type="checkbox"/>	QuickSearch Online
<input type="checkbox"/>	TOPSpro software

Note: Answers appear on the next page.

Answer 1

CASAS is a non-profit organization.

Select the correct answer.

	True
	False
Correct Answer Feedback: Yes, that is correct!	

Answer 2

Which of these is a measurable competency?

Select the correct answer.

	Read library materials
	Learn about presidents
	Complete a job application
	Understand life concepts
Correct Answer Feedback: Great!	

Answer 3

Which resource helps identify instructional materials that are correlated to CASAS Competencies and tests?

Select the correct answer.

	Assessments
	Accountability
	QuickSearch Online
	TOPSpro software
Correct Answer Feedback: Great!	

Unit 2: Appraisals

Topic:

Unit 2: Appraisals



1. Intake



2. Appraise



CASAS Level	Score
Advanced Adult Secondary	240-260
Adult Secondary	220-240
Advanced Basic Skills	200-220
Intermediate Basic Skills	170-200
Beginning Basic Skills	150-170
Beginning Literacy Pre-Beginning	130-150

3. Place



4. Instruct

What is an Appraisal?

An appraisal is a short standardized test that places students into:

- a program
- a level within a program
- the correct pretest level

Appraisals are administered when a learner first comes through your door. Appraisals are used during the intake process because a longer test may:

- be too intimidating for a new student
- take too long to administer

Appraisals are not used to monitor student progress and are only given once (at entry into a program).

Using an appraisal follows an easy four-step process. Click on each step below for more information. You will learn more throughout the course.

➤ Step 1: Intake

- Register and screen learners
- Identify the correct appraisal based on student and program goals

➤ Step 2: Appraise

Administer the Appraisal

➤ Step 3: Place

Determine program and level placement based on appraisal score

➤ **Step 4: Instruction and Training**

Use the appraisal score to refer learners to other programs, or provide instruction to the learner at your program or organization

All CASAS appraisals and progress tests are standardized tests.

By definition, a standardized test is a test designed to be given under specified, standard conditions. Standardization attempts to control external factors so that the assessment is a valid measurement tool that produces meaningful results.

CASAS Standardized Tests...

- Have specific administration procedures
- Require training to score, administer, and interpret results
- Are used for accountability purposes
- Are based on years of research
- Are not practice or unit tests

Click Continue or next topic at left.

Lesson Contents

The Difference Between Appraisals and Progress Tests

Self-Test

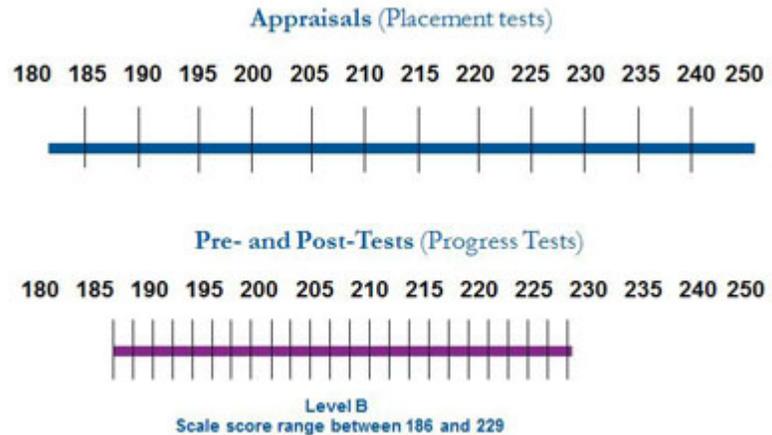
A common question that arises is "what is the difference between appraisals and progress tests?" The two tests are very different and fulfill a unique purpose in the testing process.

Appraisals (Placement Tests)

- Appraisals are placement tests that are designed to capture the abilities of a wide range of students.
- Appraisal test items are widely distributed along the CASAS scale.
- Test items range from very easy items to difficult items.

Pre- and Post-Tests (Progress Tests)

- Pre- and post-tests usually contain 25 – 35 items clustered at a specific level.
- Measure student progress and learning gains by comparing pre-and post-test scores.
- The scale shows the approximate range of items on a B-level test.



For each question, indicate the correct answer by placing a mark in the column to the left.

Question 1

Which statement about CASAS standardized assessments is not true?

Select the correct answer.

	The tests require specific administration procedures.
	Results can be used for reporting purposes.
	Tests are not unit tests.
	Tests are appropriate for practice.

Question 2

The following statements are true, except...

Select the correct answer.

	Items on appraisals are all clustered at the beginning levels.
	Appraisals provide placement information.
	Appraisals are short tests given at intake.
	Appraisals are not used as pretests.

Note: Answers appear on the next page.

Answer 1

Which statement about CASAS standardized assessments is not true?

Select the correct answer.

	The tests require specific administration procedures.
	Results can be used for reporting purposes.
	Tests are not unit tests.
	Tests are appropriate for practice.

Correct Answer Feedback: That's right!

Answer 2

The following statements are true, except...

Select the correct answer.

	Items on appraisals are all clustered at the beginning levels.
	Appraisals provide placement information.
	Appraisals are short tests given at intake.
	Appraisals are not used as pretests.

Correct Answer Feedback: That's right!

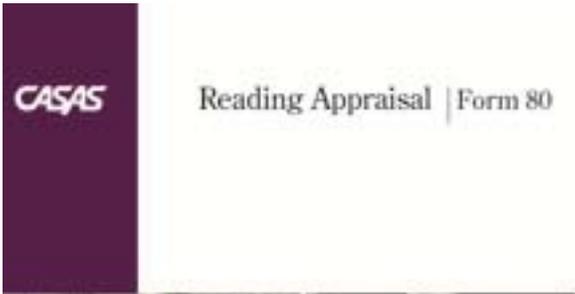
Unit 3: Testing Options

Topic: Unit 3: Testing Options

CASAS offers different assessment series such as Life and Work, Employability Competency System, and Workforce Learning Systems. Choose the series that best meets the needs of your learners and program or organization.

Optional: To learn more about the different assessment series, visit www.casas.org/product-overviews/assessments.

You have the option of using CASAS eTests or paper-based tests, or you may use them in conjunction with one another.

Appraisal	Details
Appraisal Forms	  <p>CASAS has four appraisals from which to choose. Learn more about each appraisal below. Choose the appraisal that best meets the needs of your program or organization.</p> <p>Form 80 Appraisal for Reading and Listening</p>

	<p>The Form 80 Appraisal is a listening appraisal for ESL/ELL learners and a reading appraisal for all learners.</p> <ul style="list-style-type: none"> • Listening: 26 test items – 30 minutes <ul style="list-style-type: none"> ▪ For English Language Learners only ▪ Accurate through Advanced ESL Level • Reading: 25 test items – 25 minutes <ul style="list-style-type: none"> ▪ For all learners ▪ Accurate through Adult Secondary Level • Oral Screening (optional) <ul style="list-style-type: none"> ▪ For English Language Learners only ▪ Six-question oral interview • Writing Screening (optional) <ul style="list-style-type: none"> ▪ For all learners ▪ Short two item writing screening <p>Form 30 Life Skills Appraisal for Math</p> <p>The Form 30 is a math appraisal for all learners, especially those in a life skills-based program.</p> <ul style="list-style-type: none"> • Accurate through Advanced Basic Skills Level • <i>Not for use with GED or Adult Secondary students</i> • Math: 20 test items – 20 minutes <p>Form 130 Employability Appraisal for Reading and Math</p> <p>The Form 130 is a reading and math appraisal for pre-employment and workforce development programs.</p> <ul style="list-style-type: none"> • Accurate through Adult Secondary Level • Reading: 25 test items – 25 minutes • Math: 25 test items – 25 minutes <p>Form 230 Workplace Appraisal for Reading and Math</p> <p>The Form 230 is a reading and math appraisal for workplace settings.</p> <ul style="list-style-type: none"> • Accurate through Adult Secondary Level • Reading: 25 test items – 25 minutes • Math: 25 test items – 25 minutes
<p>Test Delivery Option: CASAS eTests</p>	 <p>CASAS eTests is a nationally recognized system for computer delivery of standardized and adaptive assessments.</p> <ul style="list-style-type: none"> • Use anywhere with Internet connection and computer running Windows • Synchronized "real-time" data for accurate results • Reports available immediately after test administration • Streamline assessment and placement <ul style="list-style-type: none"> ▪ Replace Appraisal with short computer-adaptive locator

- Administer locator + pretest in one sitting
- Automatically assigns the next test
- No need for test booklets, CDs/cassettes, answer sheets or #2 pencils
- Intuitive interface: questions display left of stem
- Includes practice test items
- Discourage cheating: no A,B,C,D responses
- Give individually or to a group
- Accommodation features:
 - Screen reader compatible
 - Scalable displays, stems, options
- Retractable toolbar identifies examinee, test form, remaining items and remaining time.

Using CASAS eTests

- Includes the most widely used test series
- Test Administrations apply to any test form

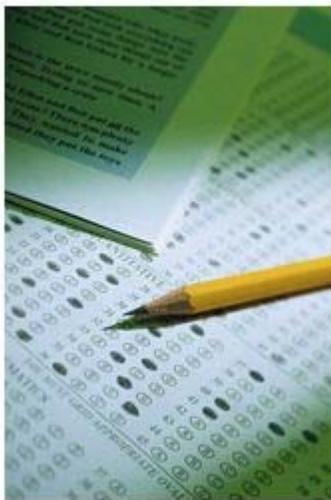
Additional training is required – it is free and online. To enroll in these courses, go to [CASAS Online Registration](#).

- **Test Site Agreement** verifies equipment configuration and testing environment (only one person needs complete this; you can include several locations on one agreement)
- **Coordinator Certification** defines and schedules test sessions (at least one per location; can also be a proctor)
- **Proctor Certification** initiates, monitors, and closes test sessions (at least one per location)

For More Information

- *Optional:* Learn more on the CASAS Web site: [CASAS eTests: Computer-Based and Computer Adaptive Testing](#).
- *Optional:* Learn more about the [steps for Implementing CASAS eTests Online](#).
- *Optional:* View a [CASAS eTests Online sampler](#).

Test Delivery
Option: Paper-
Based Testing



- Paper-based appraisals are reusable.
- Students write their answers on an answer sheet.
 - Students may write their answers for multiple tests (i.e. for reading and math) on the same answer sheet.

Using Paper-Based Tests

Purchase test booklets. (Paper-and-pencil appraisals are reusable up to 10 times; purchase replacement booklets when needed.)

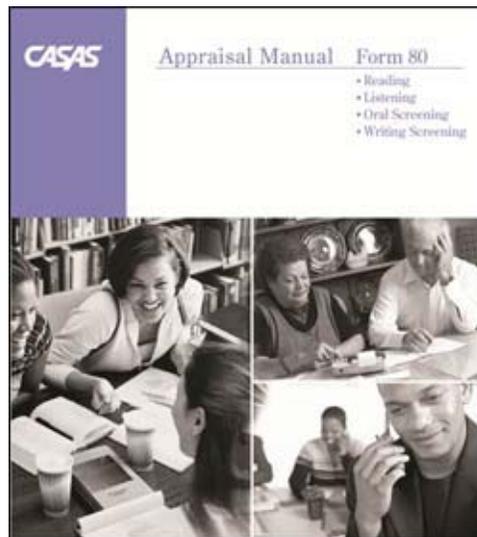
- Tests are sold in sets of 25.
- Purchase answer sheets

Answer Sheet Options

- **Self-Scoring Answer Sheet for Appraisals**
 - The answer key for the appraisal is built into this answer sheet. The built-in answer key allows immediate and easy hand scoring of the appraisal test.
 - When the test is complete, the teacher tears off the perforated edge to reveal the answer key. Carbon paper transfers a student's answers.
- **TOPSpro scannable Appraisal record**
 - This is a scannable answer sheet. One side captures capture reading and math appraisal tests. The other side captures reading and listening.
- **General Purpose Answer Sheet**
 - For use with any CASAS tests. This option is for those programs that do not use TOPSpro to score tests.

Optional: See [Ordering Information](#) for more details about purchasing paper-based tests.

Test Administration Manuals



- Each appraisal has a companion Test Administration Manual.
- Manuals contain administration procedures, answer keys, score conversion charts, sample test booklets, administration directions, and other helpful information.

- Each test site needs an appraisal Test Administration Manual, even if the site is using CASAS eTests. Manuals are sold separately.

Click Continue or next topic at left.

Lesson Contents

Self-Test

For each statement, indicate which is true by placing a mark in the column to the right.

Statement		Answer
1	CASAS eTests allows you to administer CASAS tests via the Internet.	
2	Paper-based appraisals are reusable.	
3	Test Administration Manuals include important information such as answer keys, score conversion charts, and administration directions.	

Note: Answers appear on the next page.

Statement		Answer
1	CASAS eTests allows you to administer CASAS tests via the Internet.	✓
	Correct Answer Feedback: Great	
2	Paper-based appraisals are reusable.	✓
	Correct Answer Feedback: Great	
3	Test Administration Manuals include important information such as answer keys, score conversion charts, and administration directions.	✓
	Correct Answer Feedback: Great!	

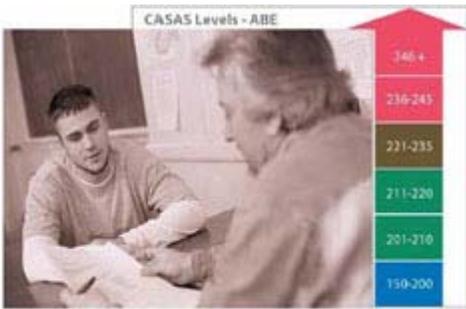
Unit 4: The CASAS Scale and Level Descriptors

Topic:

Unit 4: The CASAS Scale and Level Descriptors

Results from CASAS tests relate to a numerical scale showing level of proficiency. The scale score has the same meaning across all test forms. Use the appraisal scale score to:

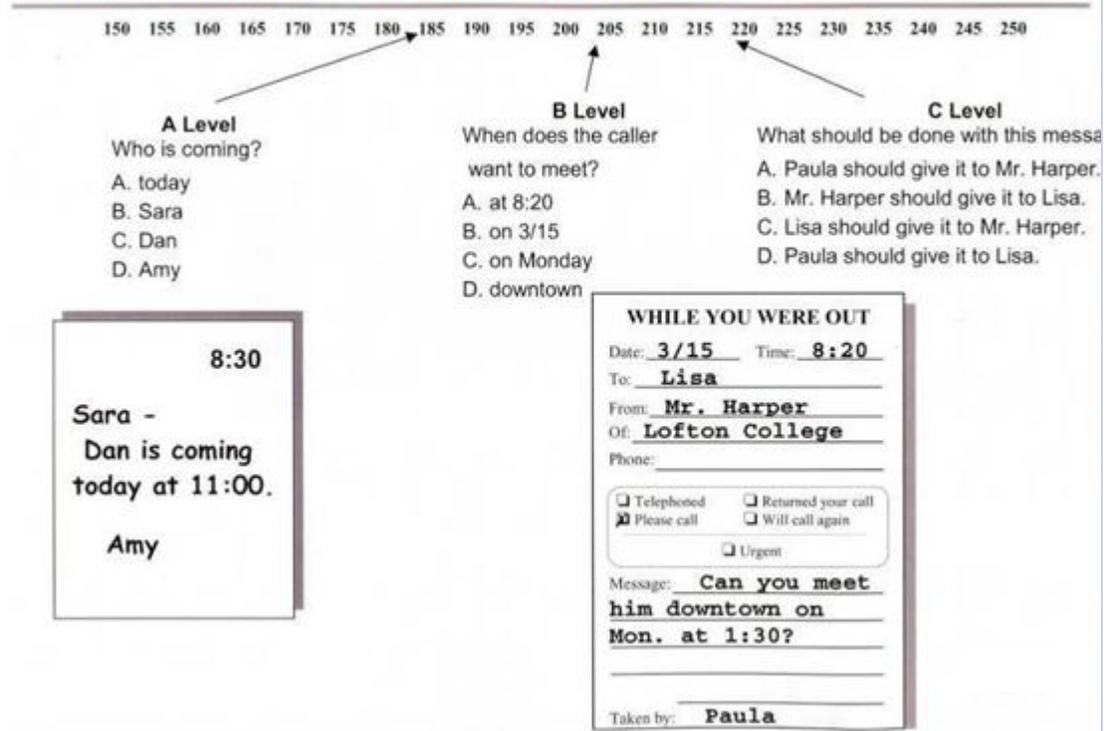
- Determine program eligibility
- Place or transition learners into a training or educational program
- Determine a pretest level

Item	Details
The CASAS Scale in Relation to Learners	 <ul style="list-style-type: none">• At what level is the learner?• Is the learner making progress?• Test results help teachers and learners by revealing which skills and competencies the student is proficient in and which skills the learner still needs to master to advance on the CASAS scale. <p>Click next Item to view more information.</p>

The CASAS Scale in Relation to Test Items

Competencies Across Levels

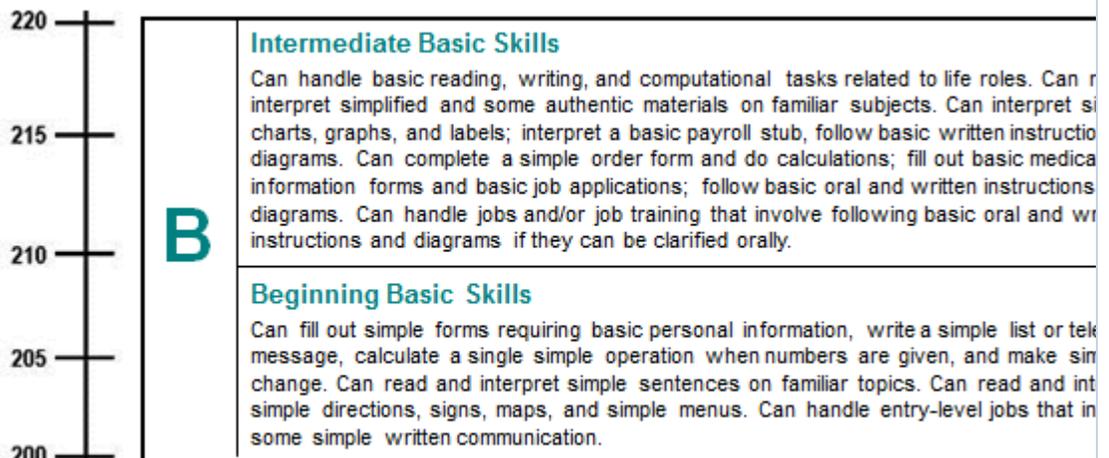
Competency 2.1.7: Take or interpret telephone messages



This image shows how the same competency (Competency 2.1.7: Take or interpret telephone messages) may be assessed at different levels along the CASAS scale. The item test display becomes more difficult and the test questions/distractors become increasingly more difficult.

Click Continue or next topic at left.

What Do The Scale Scores Mean?



Excerpt from ABE Skill Level Descriptors

CASAS scale scores correspond to descriptors of performance in terms of employment and adult life skills. See the image for an example.

These **Skill Level Descriptors** describe in positive terms what a person is able to do or learn within a range of the scale scores.

Keep in mind that the descriptors only apply to the type of test given. For example, if a student took a reading test, only the reading descriptors at that determined level are applicable to that student.

Note: Do not assume that the listening, speaking, math, or writing skills are at the same level.

You will find the Skill Level Descriptors in your Test Administration Manual and on the CASAS Web site.

Optional: Take a look at the skill level descriptors and correlations for the following populations and skills on our Web site:

- [ABE Level Descriptors](#)
- [ESL Level Descriptors](#)
- [Intellectual Disabilities Skill Level Descriptors](#)
- [Writing Descriptors](#)
- [Speaking Level Descriptors](#)

Click Continue or next topic at left.

Lesson Contents

Self-Test

For each question, indicate the correct answer by placing a mark in the column to the left.

Question 1

True or False: Using a CASAS scale score in conjunction with the Skill Level Descriptors can help identify the skills a learner can be expected to do.

Select the correct answer.

<input type="checkbox"/>	True
<input type="checkbox"/>	False

Question 2

True or False: If a learner scores a 210 in reading, then you can assume their math skills are at the same level.

Select the correct answer.

<input type="checkbox"/>	True
<input type="checkbox"/>	False

Question 3

True or False: Scale scores have different meaning on different test forms.

Select the correct answer.

<input type="checkbox"/>	True
<input type="checkbox"/>	False

Note: Answers appear on the next page.

Answer 1

True or False: Using a CASAS scale score in conjunction with the Skill Level Descriptors can help identify the skills a learner can be expected to do.

Select the correct answer.

	True
	False
Correct Answer Feedback: Great!	

Answer 2

True or False: If a learner scores a 210 in reading, then you can assume their math skills are at the same level.

Select the correct answer.

	True
	False
Correct Answer Feedback: Great!	

Answer 3

True or False: Scale scores have different meaning on different test forms.

Select the correct answer.

	True
	False
Correct Answer Feedback: Great!	

Unit 5: Administering Appraisals

Topic: Unit 5: Administering Appraisals

Whether you choose CASAS eTests or paper-based testing, standardized test administration is vital. All testing must be supervised by a proctor.

Item	Details
Planning for Testing Day	<p>CASAS eTests</p> <ul style="list-style-type: none">• Coordinator/Proctor Certification• Computers• Unique ID for each examinee• Scratch paper for math tests• Headsets for listening tests• Practice tests <p>Paper-Based Tests</p> <ul style="list-style-type: none">• Test administration manual• Test booklets (Number booklets for tracking and security)• Answer sheets, #2 pencils, scratch paper for math tests• A reliable CD player for listening tests• Overhead of answer sheet to explain how to complete the answer sheet (optional) <p>Note: Dictionaries, calculators, and other mobile devices are not allowed during testing.</p> <p>Accommodations: Refer to Guidelines for Providing Accommodations for CASAS Assessment for Learners with Disabilities on the CASAS website.</p> <p>Click next item to view more information.</p>
Getting Started	<p>For all testing options:</p> <ul style="list-style-type: none">• Provide a quiet testing environment• Space students apart• Maximum of 25 students per proctor• Explain purpose for testing• Ease student anxiety with practice• Assist in completing demographics

	<ul style="list-style-type: none"> • Demonstrate how to apply answers <p>For paper-based tests:</p> <ul style="list-style-type: none"> • Pass out test booklets, pencils, answer sheets, and scratch paper for math tests <p>For CASAS eTests:</p> <ul style="list-style-type: none"> • Start testing session, start-up testing stations <p>Giving the Test</p> <ul style="list-style-type: none"> • Review practice items • Encourage students to review answers • Write start and end times on the board • Begin the test • Monitor students <p>Remember, proctors may not:</p> <ul style="list-style-type: none"> • read questions or answers to the students • provide definitions of words <p>Click next item to view more information.</p>
Timing Guidelines	 <p>Appraisals take approximately 20-25 minutes per section, depending on test form. See your Test Administration Manual for specific timing options for the form you use.</p> <p>Appraisals are not strictly timed. This means you can allow an extra two or three minutes for the learner to complete the question they are working on.</p> <p>Listening Appraisals</p> <ul style="list-style-type: none"> • Timing is determined by the test CD or by CASAS eTests. • Do not stop the CD until instructed to (at the end of each section) • CASAS eTests automatically advances. <p>Click next item to view more information.</p>
After the Test	<p>CASAS eTests</p> <ul style="list-style-type: none"> • Collect scratch paper • Logout students from testing station • Dismiss students with test results summary report (optional) • Stop testing session (if no further testing needed) • Destroy scratch paper • Tests automatically recorded in database • Use Skill Level Descriptors to interpret results

	<ul style="list-style-type: none"> • Next test automatically assigned <p>Paper-Based Tests</p> <ul style="list-style-type: none"> • Collect test booklets, answer sheets, pencils, and scratch paper • Count test booklets, answer sheets, and pencils • Dismiss students • Check test booklets for stray marks <ul style="list-style-type: none"> ▪ If stray marks cannot be completely erased, destroy the booklet • Destroy scratch paper • Sharpen pencils for next testing • Score tests and convert raw score to scale score • Use Skill Level Descriptors to interpret results • Use the Suggested Next Test Charts to identify the next appropriate test <p>Click next item to view more information.</p>
<p>Test Security and Test Preparation Guidelines</p>	<p>CASAS publishes the test security policy to maintain the integrity of each of its assessments and to assist with the implementation of and adherence to test security practices.</p> <p>Guidelines Excerpts</p> <ul style="list-style-type: none"> • Test materials must be kept in a secure location. • CASAS tests may not be copied, scanned, or duplicated. • Displays, questions, or answers from any CASAS test may not be used to create materials to help students answer CASAS test items. • Proctors must remain in the testing room at all times during the testing event. • Scratch paper and any assistive material such as electronic devices or dictionaries are strictly prohibited during the administration of assessment other than math. • Only students taking math tests are allowed to have scratch paper during administration of the assessment. The scratch paper must be collected at the end of test administration and destroyed. <p>Refer to CASAS Test Security Policy on the CASAS website for complete details.</p> <p>At completion of this training, you will be required to agree to the Test Security Policy.</p> <p>CASAS encourages the use of sample test items, competencies, CASAS content standards, QuickSearch Online, and other resources to teach and prepare students. Enroll in the CASAS Implementation Training to learn more about using these instructional materials.</p> <p>Important Note: CASAS tests are copyrighted. It is illegal to use actual test items as teaching tools.</p> <p>Click Continue or next topic at left.</p>

Dictionaries and calculators are *not* allowed during testing.

Optional: See the [Accommodations Guidelines on the CASAS Web site](#); or in your Test Administration Manual for available alternate test forms and for a list of approved accommodations.

Click Continue or next topic at left.

Lesson Contents
Self-Test

For each question, indicate the correct answer by placing a mark in the column to the left.

Question 1

CASAS tests are not strictly timed. This means...

Select the correct answer.

<input type="checkbox"/>	You may give all the time students need.
<input type="checkbox"/>	You may give two to three extra minutes for students to finish the question they are working on.
<input type="checkbox"/>	You may give an extra ten minutes after the recommended time limit.

Question 2

What is not allowed on testing day?

Select the correct answer.

<input type="checkbox"/>	Pencils and scratch paper
<input type="checkbox"/>	Calculators and dictionaries
<input type="checkbox"/>	Test booklets and answer sheets
<input type="checkbox"/>	Overhead of answer sheet

Question 3

If you are using paper-based tests, why should you count test booklets after the test?

Select the correct answer.

<input type="checkbox"/>	Students may forget which test they took.
<input type="checkbox"/>	You may have extra time at the end of class.
<input type="checkbox"/>	Someone might keep one, which would jeopardize test security.

They need to be kept in numerical order.

Note: Answers appear on the next page.

Answer 1

CASAS tests are not strictly timed. This means...

Select the correct answer.

	You may give all the time students need.
	You may give two to three extra minutes for students to finish the question they are working on.
	You may give an extra ten minutes after the recommended time limit.
Correct Answer Feedback: Great!	

Answer 2

What is not allowed on testing day?

Select the correct answer.

	Pencils and scratch paper
	Calculators and dictionaries
	Test booklets and answer sheets
	Overhead of answer sheet
Correct Answer Feedback: Great!	

Answer 3

If you are using paper-based tests, why should you count test booklets after the test?

Select the correct answer.

	Students may forget which test they took.
	You may have extra time at the end of class.
	Someone might keep one, which would jeopardize

	test security.
	They need to be kept in numerical order.
Correct Answer Feedback: Great!	

Unit 6: Scoring the Appraisal and Using the Score

Topic:

Unit 6: Scoring the Appraisal and Using the Score

As you learned in previous Units, CASAS eTests automatically scores the appraisal test for you. However, it is still important to know the basics of scoring the assessments.

Item	Details
Finding the Raw Score	 <p>Raw scores are the number correct on a test. You will always convert the raw score to a scale score using a special chart called the Raw to Scale Score Conversion Chart.</p> <p>Finding the raw score for a CASAS test is easy, especially if you use CASAS eTests or the Self-Scoring Answer Sheet (for Appraisals). These options provide immediate results.</p> <p>If you do not use CASAS eTests or the Self-Scoring Answer Sheet, you may scan the answer sheet (contact the manufacturer of your scanner for more information) or manually</p>

score the test using the answer key.

Using an Answer Key

The answer key for each test is in the Test Administration Manual. Each CASAS test series has its own Test Administration Manual (TAM). Referring to this manual for each test series is very important as score charts and answer keys are different for each test.

Here is an example of the steps to follow for scoring the test with an answer key:

1. Find the correct answer key. There is a separate answer key for each skill area, such as reading or math.
2. Circle or mark the correct answers.
3. Count the correct answers.
4. The number correct is the raw score.

Click next item to view more information.

Raw to
Scale
Score
Conversion

Raw Score	Scale Score
1	171*
2	180*
3	185*
4	189
5	193
6	196
7	199
8	201
9	204
10	207
11	209
12	212
13	214
14	216
15	219
16	222
17	224
18	227
19	230
20	234
21	237
22	240*
23	242*
24	244*
25	246*

Once you have the raw score, you will convert the raw score to the scale score using the Score Conversion Chart for the test that was administered. (CASAS eTests does this for you.)

Convert the raw score to the scale score using a chart like this one. Each test administration manual contains raw to scale score conversion charts for each test.

For example: Using the Score Conversion Chart, if Maria Gonzalez has a reading raw score is 15, what is the scale score?

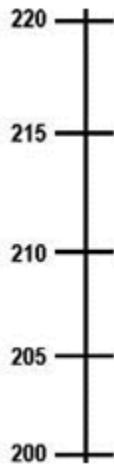
That's right! She has a scale score of 219.

A rule of thumb: raw scores are one or two digits, scale scores are always three digits.

There are different Score Conversion Charts for each test (reading, math, listening, etc.), test series and for appraisals. The Test Administration Manuals contain the raw to scale score conversion charts for each test.

Click next item to view more information.

Using the Score for Placement



B

<p>Intermediate Basic Skills</p> <p>Can handle basic reading, writing, and computational tasks related to life roles. Can interpret simplified and some authentic materials on familiar subjects. Can interpret charts, graphs, and labels; interpret a basic payroll stub, follow basic written instructions, diagrams. Can complete a simple order form and do calculations; fill out basic medical information forms and basic job applications; follow basic oral and written instructions, diagrams. Can handle jobs and/or job training that involve following basic oral and written instructions and diagrams if they can be clarified orally.</p>
<p>Beginning Basic Skills</p> <p>Can fill out simple forms requiring basic personal information, write a simple list or short message, calculate a single simple operation when numbers are given, and make simple change. Can read and interpret simple sentences on familiar topics. Can read and understand simple directions, signs, maps, and simple menus. Can handle entry-level jobs that require some simple written communication.</p>

Excerpt from ABE Skill Level Descriptors

Many programs use the Appraisal score to place or transition a learner into another program for instruction or training.

Other programs use the Appraisal score to place a learner within a classroom at their program or organization.

After you have found the scale score, remember to use the Skill Level Descriptors to find out what the score means.

- Use the Skill Level Descriptors to help interpret the scale score.
- Skill Level Descriptors give context to the scale scores.
- The Skill Level Descriptors describe what a person can do or learn within a range of scale scores.

Placement Suggestions

- Review individual appraisal scores for reading, listening, or math.
- Do not average the scale scores.
- Place the student according to the lowest score, or consider the student's goals.
- When possible, make placement decisions based on pretest scores.
- Use multiple measures (i.e. interviews, interest inventories, job experience, etc.) to make placement decisions.

Click Continue or next topic at left.

Lesson Contents

Self-Test

Sort the items into their associated categories by writing the item number in its corresponding option box below.

Category Items	
1	Give examples of what someone can do at a level
2	A three-digit number
3	A two-digit number
4	Used to determine progress between tests
5	Different examples for each skill area
6	Not used for reporting
7	Tell what a score means
8	Used for reporting scores
9	The number correct

Category 1	Category 2	Category 3
Raw Score	Scale Score	Skill Level Descriptors

Note: Answers appear on the next page.

Category 1	Category 2	Category 3
Raw Score	Scale Score	Skill Level Descriptors
3, 6, 9	2, 4, 8	1, 5, 7

Unit 7: Course Completion and Certification

Topic:

Unit 7: Course Completion and Certification

Certification verifies that you have a solid understanding of how to accurately score CASAS multiple-choice tests, interpret the results, and use resources to guide instruction.

After you pass Certification, you will be directed to the:

- Test Security Agreement
- Certificate of Completion

You must submit the *Test Security Agreement* and generate your *Certificate* to successfully complete the course.

Follow feedback directions within Certification to complete these tasks.

Once you successfully complete Certification, you are certified to administer and score CASAS appraisals.

Recertification and Additional Requirements

CASAS recommends recertification once every two years. You may retake this course or enroll in the CASAS Implementation Training or the CASAS Beyond Implementation Training to satisfy this recommendation.

If your program or agency will use CASAS progress tests to measure learning gain, you must complete the CASAS Implementation Training prior to implementing progress testing.

Some states require CASAS training more often. Always check with your state department of education for policies specific to your state.

Click Continue or next topic at left.



Lesson Contents

7.1 Begin Certification

You may review any training topic now before moving on to certification. Feel free to also reference this course while completing your Certification.

You are linked to certification materials and resources throughout the certification activity. Each material or resource will open in a new window. Please keep these windows open and minimize/maximize when needed.

Steps for Certification

Step 1: Score **100% on the Certification Activity**. You are allowed an unlimited number of attempts.

Step 2: After you score 100% on the Certification Activity, you will automatically be directed to **complete the Test Security Agreement**. Look in the Feedback field for this link.

Step 3: After you submit your Test Security Agreement, you will be prompted to **generate your Certificate of Completion**.

After you've completed these steps, you have completed the course!

[Click on this link to begin your certification.](#)

