## Test Record Form (TRUS-008)

The following table identifies the requirements and data elements of the Test Record Form (TRUS-008). Attachment B contains an example of this form.

**Local Agency Number:** Print your CASAS local agency ID Number (provided by CASAS).

**Site Number:** Leave blank unless instructed otherwise by your local agency.

| Field No. and Name | TOPSpro Test Record Instructions |
|---|---|
| 1 Student Name | Enter last name, then first name. Students with two last names should choose one and use this name consistently on all subsequent forms. |
| 2 Instructor Name | Enter instructor's name or other designators as directed by the local site. Sites may designate this space to indicate an instructor, a class time, location, or other information used for identification. |
| 3 Student Identification | Enter unique student identification number and use this number consistently on all subsequent forms. This may be the student's Social Security number or local agency-assigned number.<br><br>**Note:** The CDE requires Social Security number only for PBA eligible students. See Supplemental Instructions for PBA students.<br><br>**Note:** *This field is critical. TOPSpro links all student information by their unique student identification (ID) number. Students must use one unique ID number on all forms in all classes during the program year.*<br><br>*Agencies must ensure that student data submitted to the CDE is unduplicated.* |
| Is this your Social Security #? | Bubble "Yes" if this is the student's Social Security number. Bubble "No" if a substitute identification number has been assigned. The CDE requires Social Security numbers only for those students that qualify for PBA. See Supplemental Instructions for PBA Students. |
| 4 Form Number and Subject Area | Enter the CASAS test form number with the letter indicating the subject area. Must use 3 digits; include leading zero if necessary plus modality (examples: 081R, 081RX).<br>R = Reading<br>M = Math<br>L = Listening |

| Field No. and Name | TOPSpro Test Record Instructions |
|---|---|
|  | W = Writing |
|  | S = Speaking<br>G = Grammar<br>C = Citizenship<br>X = used for extended range forms (Form 081RX or 082RX)<br><br>All CASAS tests have a form number printed on the cover of the test booklet. TOPSpro requires this field in order to score the test. |
| 5    Test Date | Indicate the date the student takes the test. Use leading zeros for the months and numbers less than ten. |
| 6    Class Number | Write the class number in the boxes at the top. Bubble with the same numbers below. A local agency determines and creates its class numbering system.<br><br>Numbers may be left or right justified.<br><br>**Note:** TOPSpro reads "0" as a number, not a placeholder. For example, class number "1234" will be read as a different number than "00001234." |
| 7    Instructional Program | Indicate the one program the student is enrolled in for this class. |
|  | Basic Skills (ABE) = For adults who lack competence in reading, writing, speaking, problem solving, or computation at a level necessary to function in society, on a job, or in a family. |
|  | ESL = Helps adults who are limited English proficient achieve competence in the English language. |
|  | ESL/Citizenship = Helps adults who are limited English proficient achieve competence in English with focus on language skills necessary to obtain citizenship. |
|  | Citizenship = Class to obtain U.S. citizenship. |
|  | High School Diploma = Traditional high school diploma or alternative high school or adult high school diploma. |
|  | GED = Preparation for the GED test. Includes learners working on a GED in languages other than English (i.e. Spanish GED). |

| Field No. and Name | TOPSpro Test Record Instructions | | |
|---|---|---|---|
| | Spanish GED | = | Leave blank. |
| | Career and Technical Skills | = | A sequence of courses that directly relate to the preparation of individuals in paid or unpaid employment in |
| | | | current or emerging occupations requiring other than a baccalaureate or advanced degree. |
| | Workforce Readiness | = | Helps participants identify occupational goals and acquire skills necessary to obtain and keep jobs. This may include:<br>• Job seeking and job-keeping skills<br>• Work habits training<br>• Career decision-making<br>• Career assessment<br>• Job placement |
| | Adults with Disabilities | = | Persons with physical or mental impairments who, because of their limitations, cannot succeed without special education assistance, or who require a modified program. Includes persons with the following impairments:<br>• Developmental disability<br>• Deafness or hearing impairments<br>• Blindness or visual impairments<br>• Emotional/mental disability<br>• Physical disabilities<br>• Traumatic brain injury<br>• Neurological disability |
| | Health & Safety | = | Prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in maintaining job-related health and safety standards. |
| | Home Economics | = | Family and consumer education instruction including the development of positive self-concept, understanding personal growth and development and relationships with peers and family members in the home, school, and |

| Field No. and Name | TOPSpro Test Record Instructions | | |
|---|---|---|---|
| | | | community including men, women, minorities and persons with disabilities. |
| | Parent = Education | | Program of services that are of sufficient intensity in terms of hours, and of sufficient duration, to make sustainable changes in a family, and |
| | | | that integrate all of the following activities:<br><br>a. Interactive literacy activities between parents and their children<br><br>b. Training for parents regarding how to be the primary teacher for their children and full partners in the education of their children<br><br>c. Parenting skills |
| | Older Adults = | | Services are provided primarily for adults 60 years and older. |
| | Other = | | Student is enrolled in a program not listed. |
| 8    Hours of Instruction | Indicate as accurately as possible the total number of hours of instruction the learner actually received between the pretest and the post-test. If a student takes multiple post-tests, record the number of instructional hours since the last post-test. TOPSpro will add the total hours of instruction on each completed Test Record and summarize the number of hours of instruction in the program. The CDE uses this information to track the number of hours of instruction as it relates to the pre- and post-test learning gains.<br><br>**Note for TOPSpro:** If this is the student's pretest and the optional required field for instructional hours is checked in TOPSpro, you must put a zero in this field on the Test Record form. Otherwise the record will show as invalid (yellow) for test hours in TOPSpro. | | |
| 9    Raw Score | Indicate the raw score in the space provided ONLY if the student used a local agency-made answer sheet and the local agency intends on transferring the score to the Test Record. | | |
| 10    Test 1-4<br>–<br>14 | Leave blank unless otherwise instructed.<br><br>**EL Civics only:** Use Test 1 to record passes or not passes on EL Civics Additional Assessments. | | |

| Field No. and Name | TOPSpro Test Record Instructions |
|---|---|
| | To record a pass:  Bubble 999 |
| | To record a not pass:  Bubble 000 |
| | Use a separate test record for each attempt and each additional assessment. |
| Student does not have the skills to be tested. | Do not use Test 2-4 areas. |

# SAMPLE ON NEXT PAGE

**① Student Last Name**
*Make sure that the name appears exactly as it does on your attendance records.*

**Sample Test Record**

TOPS
*Tracking Of Programs and Students*

**Test Record**

TRUS-008

Agency #

Site #

**PRACTICE**
1 Ⓐ Ⓑ Ⓒ Ⓓ
2 Ⓐ Ⓑ Ⓒ Ⓓ
3 Ⓐ Ⓑ Ⓒ Ⓓ

① Acuna         Rosalina
Student Last Name         First

**② Instructor Name**
*Please print if not pre-slugged for you.*

② Staff, Person
Instructor Name

**Practice**
*Use this box for students to mark their answers to the practice items in the test booklet.*

**Directions for marking answers**
- Use No. 2 pencil only
- Do NOT use ink or ballpoint pen
- Make dark marks that fill rectangle completely
- Erase cleanly any answers you change

Right
⓪ ■ ② ③

Wrong
✗ ① ② ③
⓪ ① ⊘ ③

**Directions for marking answers**
*Use this box to review with your students how to bubble in their answers.*

6 Ⓐ Ⓑ Ⓒ Ⓓ
7 Ⓐ Ⓑ Ⓒ Ⓓ
8 Ⓐ Ⓑ Ⓒ Ⓓ
9 Ⓐ Ⓑ Ⓒ Ⓓ
10 Ⓐ Ⓑ Ⓒ Ⓓ

**③ ★ STUDENT IDENTIFICATION**
9 1 3 4 2 5 0 9 8

**④ FORM NUMBER**
0 8 3 R

**⑤ ★ TEST DATE**
09 0 1 0 7

**④ Form Number**
*This number is found on front of the test booklets. Use a leading 0 – for example, write 082R or 082RX (Reading test).*

**③ Student Identification**
*Use the ID number found on your attendance records.*

Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec

**⑤ Test Date**
*Mark the date the student takes the test.*

16 Ⓐ Ⓑ Ⓒ Ⓓ
17 Ⓐ Ⓑ Ⓒ Ⓓ
18 Ⓐ Ⓑ Ⓒ Ⓓ
19 Ⓐ Ⓑ Ⓒ Ⓓ

**Is this your SSN?**
*Mark "No" if ③ is blank or if using a site-assigned number.*

Is this your Social Security #?   Yes ☐   No ●

24 Ⓐ Ⓑ Ⓒ Ⓓ
25 Ⓐ Ⓑ Ⓒ Ⓓ
26 Ⓐ Ⓑ Ⓒ Ⓓ
27 Ⓐ Ⓑ Ⓒ Ⓓ
28 Ⓐ Ⓑ Ⓒ Ⓓ

**⑥ CLASS NUMBER**
0 1 0 0 6 0 1 3

**⑦ INSTRUCTIONAL PROGRAM** (Mark one)
- ● Basic Skills (ABE)
- ☐ ESL
- ☐ ESL / Citizenship
- ☐ Citizenship
- ☐ High School Diploma
- ☐ GED
- ☐ Spanish GED
- ☐ Career / Tech Ed
- ☐ Workforce Readiness
- ☐ Adults w / Disabilities
- ☐ Health & Safety
- ☐ Home Economics
- ☐ Parent Education
- ☐ Older Adults
- ☐ Other

**⑧ HOURS OF INSTRUCTION\***
*\* If this is the student's first test, leave blank; otherwise, fill in the hours of instruction since the last test.*

**⑨ RAW SCORE**

**⑥ Class Number**
*Mark your class number here.*

32 Ⓐ Ⓑ Ⓒ Ⓓ
33 Ⓐ Ⓑ Ⓒ Ⓓ
34 Ⓐ Ⓑ Ⓒ Ⓓ
35 Ⓐ Ⓑ Ⓒ Ⓓ
36 Ⓐ Ⓑ Ⓒ Ⓓ

**⑨ Raw Score**
*To scan information for forms 27R and 28R, write the number correct here.*

**⑦ Instructional Program**
*Mark the one that applies to your class. Check with your data collection staff if you're not sure which one to mark.*

⑩ TEST 1   ⑪ TEST 2   ⑫ TEST 3   ⑬ TEST 4

43 Ⓐ Ⓑ Ⓒ Ⓓ
44 Ⓐ Ⓑ Ⓒ Ⓓ
45 Ⓐ Ⓑ Ⓒ Ⓓ
46 Ⓐ Ⓑ Ⓒ Ⓓ
47 Ⓐ Ⓑ Ⓒ Ⓓ
48 Ⓐ Ⓑ Ⓒ Ⓓ
49 Ⓐ Ⓑ Ⓒ Ⓓ
50 Ⓐ Ⓑ Ⓒ Ⓓ

© 2008 CASAS — Comprehensive

☐ Student does not yet have the skills to be tested.

*If you have a student who is unable to get a valid score on a form 27R or 28R, mark this box. Don't forget to re-test the student after s/he has completed some class time!*

www.casas.org   CASAS