We Want To Provide You Guidelines To Fulfill Program Accountability Requirements.

This Orientation Will Give You Some Basic Tools To Maximize Instruction Based On The Information Gained Through The CASAS Testing And Demographic Data Collection.

You Will Be Familiar With the CASAS System, Testing And Reports.
It’s A Non-profit Organization

CASAS Provides:
- Assessments And Other Tools To Collect students’ information.
- Monitor Students’ Learning Progress
- Reports used to determine funding from the California Department of Education.
It’s very important that you understand that through CASAS testing we receive the funding for our center.

- Educational Material for students
- BTS Center Staff and Supplies
- Free student services (Registration Assistance, Placement, N-400, Orientations, Outreach)
What is a Significant Learning Gain?

- A benchmark is a significant increase from the Pre-test score.

<table>
<thead>
<tr>
<th>Pre-test score</th>
<th>176-210</th>
<th>211 and above</th>
</tr>
</thead>
<tbody>
<tr>
<td>Point Increase</td>
<td>5 Points</td>
<td>3 Points</td>
</tr>
</tbody>
</table>
Student Registration

- Student Must Complete The Application for admission.

- Information Obtained (Student ID #) At Registration Is Necessary in order to process CASAS Pre/Post tests.

- Students Must Use Pen …Not Pencil
MOST IMPORTANT PARTS For Offsite Classes

- PART #3- NAME
- PART # 4- ADDRESS (LESS THAN 2 YEAR PART # 9 MUST BE COMPLETED)
- PART # 6- SPRING (Primavera) 2010
- PART # 7- GENDER
- PART # 8- DOB & AGE
- PART # 11- DATE STUDENT MOVED TO CALIFORNIA.
- PART #13- PHONE NUMBER
- PART # 14- POB
- PART # 17- Name of Country of Citizenship, if USA Citizen leave #18 in blank.
- PART # 18- if student is a permanent resident or has a work permit, she/he needs to provide their LPR number and the issue date. If student does not have any documentation he or she needs to mark other.
PARTS # 20- ETHNIC GROUP

PART # 21- NATIVE LANGUAGE

PART # 22- EDUCATIONAL GOAL (Usually #12)

PART # 24- HIGHEST EDUCATION STATUS
- #7 – Student has earned a Foreign Diploma (Put the Year in the Year Box)
- #3- Student has not earned a diploma AND has less than 9 years of education (leave Year box in blank)
- #4-student attended high School, but not graduate. (Put last Year attended in Year Box)

PART # 29- SIGN AND DATE IT.
# Test Form LEVELS - ESL classes

<table>
<thead>
<tr>
<th>Levels</th>
<th>Reading Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beg. Literacy</td>
<td>27R,28R <em>(STUDENT CAN WRITE ANSWERS ON THE TEST)</em></td>
</tr>
<tr>
<td>A</td>
<td>81R,82R</td>
</tr>
<tr>
<td>AX</td>
<td>81RX,82RX</td>
</tr>
<tr>
<td>B</td>
<td>83R,84R</td>
</tr>
<tr>
<td>BX <em>(New)</em></td>
<td>84RX</td>
</tr>
<tr>
<td>C</td>
<td>85R,86R</td>
</tr>
<tr>
<td>D</td>
<td>187R,188R</td>
</tr>
<tr>
<td>Level</td>
<td>Reading Forms</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Beg. Literacy</td>
<td>27R,28R</td>
</tr>
<tr>
<td>A</td>
<td>951R, 952R</td>
</tr>
<tr>
<td>AX</td>
<td>951RX,952RX</td>
</tr>
<tr>
<td>B</td>
<td>83R,84R</td>
</tr>
<tr>
<td>BX (New)</td>
<td>84RX</td>
</tr>
<tr>
<td>C</td>
<td>85R,86R</td>
</tr>
<tr>
<td>D</td>
<td>187R,188R</td>
</tr>
</tbody>
</table>
## Test order Examples

<table>
<thead>
<tr>
<th>Pre-test</th>
<th>Post-test</th>
<th>Correct or Incorrect</th>
</tr>
</thead>
<tbody>
<tr>
<td>82RX (AX)</td>
<td>81RX (AX)</td>
<td>Correct (Same level, different test)</td>
</tr>
<tr>
<td>83R (B)</td>
<td>85R (C)</td>
<td>Correct (You can go to higher level)</td>
</tr>
<tr>
<td>82RX (AX)</td>
<td>82RX (AX)</td>
<td>Incorrect (Same Level, same test)</td>
</tr>
<tr>
<td>81RX (AX)</td>
<td>81R (A)</td>
<td>Incorrect (You can not go to lower levels)</td>
</tr>
</tbody>
</table>
Appropriate Pre- and Post-test Selection

- Appropriate
  - 81R-82R-81R
  - 82R-82RX-84R

- Inappropriate
  - 81R-81R-81R
  - 85R-83R
Placement

- Once The Student Registers, She/he Should Take A Placement Test (082RX) Appraisal To Place Her/him In An Adequate Class According to The Student’s Reading Skills.
- This Test Helps Us To Identify The Correct CASAS Pre-test
- Offsite Classes
  - Students Do Not Take Placement Test.
Entry Record (Blue part) collects demographic data, such as student gender and DOB.

Students will take a Pre-test within 3 weeks of instruction.

The Pre-test measures what the students know at the beginning of the class and help us to determine the correct Post-test.

The results help determine the Students’ learning needs and help guide instruction.

**Offsite classes**

- This is the first test for offsite classes.
- This test helps us to determine the correct Post-test for each student.
- If new students come after the Pre-test date they need to take the test after they complete their admission application.
**Entry Record**

**Student Last Name:** Rosalina  
**First Name:** Acuna

**Student Address:** 1530 Main Street, James Town, CA 95546

**Phone Number:** (701) 559-4896

**Date of Birth:** 05/09/77

**Gender:** Female

**Highest Year of School Completed:** 10

**Race:** Not Hispanic or Latino

**Ethnicity:** None

**Language:** English

**Date of Entry Into This Class:** 07/01/07

**Institutional Program:** Basic Skills (ABE)

**Attainable Goal Within Program Year:** None

**Special Programs:** None

**Home Zip Code:** 95846

**Class Number:** 03506013

**Instructional Level:** Basic Skills (ABE)

**Skill Level:** None

**Provider Use:**

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* = required for TOPSpro software
Post test (update Record-Green)

- Students are tested near the end of the class session and the results are compared to their Pre-test.
- Post-test results indicate the students’ learning gains that were made during the class.
Test Record

- Records students' answers to a single CASAS test and includes information about the test, such as test date and form number.
# Test time

<table>
<thead>
<tr>
<th>Pre-Test</th>
<th>Post-Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>45 minutes</td>
<td>45 -1hr</td>
</tr>
</tbody>
</table>
HISTORY AND GOVERNMENT TEST

New Listening tests with updated questions from the Redesign USCIS test. If a student does not pass the test the first time, they need to take the other form during the post-test.

- 965C
- 966C

CIT (CITIZEN INTERVIEW TEST)

Oral interviews.
BTS Staff will be in charge of conducting these interviews.

- 973S
- 974S
Each instructor will receive a class roster indicating which test number the student needs to take.

If student has not taken a test before she/he will not have a test assigned. In that case you’ll decide which test give according to her/his English level

If a test has been assigned, please don’t change it for another test form.
You will receive

- A class roster
- Answer sheet (Entry/Pre-test or Update/Post-test)
- Test Booklets
- Number 2 Pencils
- Manila Folder (To submit completed test forms)
Getting Started...

- Explain the reason for the testing as simply as possible.
  - Example: You’ll take a test today. The test will tell us what we need to learn. Later in the semester you’ll take another test. By comparing your score on these tests, we can see how much you’ve learned.

- Advise the students to answer as much as they can.

- Pass out the answer sheets with pencils (do not use pen)

- Guide the students through completion of the personal information of the answer sheet.
Demonstrate how to fill in bubbles using #2 pencil.

Distribute the test booklets to each student; once everybody is ready, have them open their test booklet.

Let them know that they don’t have to do the practice items. They go straight to question #1.

Advise the students not to confuse the question # with the page #.

Point out the location of the box for answering their questions. Do not mark on the test booklet.
During the test

- Check periodically to make sure that everyone is working individually and marking their answers clearly.
- You can provide some help to your students if they ask for it.
Finish the test

- Ask the students if they need more time, if they do, you can allow them to continue for a few minutes, especially during Post-test. (Remember we want them to do better on this test)
- Ask the student to place answer sheet inside their booklets so we know what test # the student took
- Collect test material (Booklet and Pencils) and submit them to the center.
- Separate unused booklets and forms from the ones that have been used.
Please submit the following:
- Completed test forms without marks or wrinkles in the manila envelope.
- Clean test booklets.
- Pencils

If you know a student that will stop coming to class, or was absent the day of the test please send them to the office in order to be tested.

Offsite classes: Every site needs to keep extra material (booklets and test forms) for new students or students who were absent the day of the test.
- If a student will stop coming to class for any reason, please give them the Post-test. You can contact Roxana Guzman to check on the correct Post-test.
Reports For teachers

- **Pre- or Post- Roster:** which indicates the student’s ID number, name and test number.
- **Student Test Summary By Class:** Reports the test history of each student, according to test date in the selected class.
- **Class Performance By Competency:** This report provides a summary of competency attainment by class and test form. Information displayed includes the test item number, competency number and description, and percentage answered correctly. It helps teachers plan their lessons.
Reports for Students

- Pre-test / Post-test Report for each individual student.
  - ESL
  - Citizenship
  - GED
- CASAS test record card
- Skill level Descriptors for ESL or ABE (GED classes)
Roxana Guzman
- Office Number: 323 241 5281
- Direct Extension: X 5258
- E-mail: GuzmanRM@lasc.edu
- BTS website: WWW.LASC.EDU/BTS
The End

THANK YOU