

	New Jersey Workforce Innovation Notice		WD-PY23-2
	Issued By:	Workforce Development, Division of Career Services	
	Approved By:	Yolanda Allen, Assistant Commissioner Workforce Development	
	Issued Date:	September 5, 2023	

SUBJECT: One Stop Career Center Adult Basic Education and English Language Acquisition Testing and Intake Guidance

PURPOSE: This policy outlines procedures for conducting Adult Basic Education (ABE) testing and English Language Acquisition (ELA) Testing and lists approved assessment instruments as of July 1, 2023.

EFFECTIVE DATE: This NJWIN is effective immediately.

POLICY RESCISSIONS: The policy incorporates and rescinds WD-PY19-5.

FOR FURTHER INFORMATION: Questions about this policy can be directed to WIOApolicy@dol.nj.gov.

BACKGROUND: Intake staff serve a critical role in quickly assessing the needs of walk-in customers, ensuring that they are registered in the One-Stop case management system, and routing those customers to the most appropriate partner or service based on the customers' needs. Ensuring that intake staff are adequately trained on this triage function promotes the WIOA objective that services can be provided in any order based on customer need. WIOA Eligibility Determination and Literacy/Occupational Skills Assessment process is the next step after the initial quick assessment by One Stop Staff. Effective July 1, 2023, all NRS approved testing instruments will be allowable for use with youth and adult education clients in New Jersey. See the memo in the Appendix for additional detail.

ASSESSMENTS AND PROCEDURES

New Jersey Department of Labor provides and requires assessments to measure the achievement of literacy and language skills for youth and adult students and ties achievement to quality and performance. A comprehensive performance accountability system is required by the Workforce Innovation and Opportunity Act (WIOA) of 2014 (P.L. 113-128). The assessments used in New Jersey are chosen for reliability and validity as an accurate way to measure student progress. The National Reporting System (NRS) guidelines allow for educational gains by demonstrating that a student has moved from one NRS level to the next based on their standardized assessment scores.

Effective July 1, 2023, all NRS approved testing instruments will be allowable for use with youth and adult education clients in New Jersey. This decision has factored in the varied populations served across many Workforce Development programs. The expectation from The Department is that local areas will plan accordingly with partners on the use of NRS tests that are deemed most appropriate for the populations served. Local areas should coordinate training and any required testing certifications with the Office of Adult Literacy and Title II partners whenever possible.

All One Stops should have processes in place for the following activities:

- Recruit, enroll, orient, instruct and retain students in the program;
- Identify qualified/experienced staff to perform intake, assessment and goal setting;
- Administer CASAS appraisals/locators, pre-tests and post-tests to all students as part of the intake and assessment process;
- Use the Student Identification Number assigned by Literacy Adult and Community Education System (LACES), when administering CASAS eTests Online to students;
- Screen students for learning disabilities
- Provide assessment results to each student and work in collaboration with the student to develop an Individual Career Pathway Transition Plan that specifies the student's educational functioning level, learning needs, career interests, goals and plans for achieving economic self-sufficiency;
- Provide assessment results to academic and vocational instructors so that instruction can be targeted and/or instructional accommodations can be made based on students' individual and collective needs;
- Provide the student's assessment results (Student Performance by Test Item and Competency or Individual Student Profile by Competency) and CASAS Skill Level Descriptor Chart to the student so that s/he is aware of the competencies s/he has mastered, areas for enhancement, and so that the results can be used to counsel the student for placement and/or referrals;
- Place assessment documents in each student's file/record, if applicable; and
- Enter assessment data into LACES daily or weekly.

PROCEDURE: To provide further clarity regarding the administration of CASAS, Local WDB areas are to notify the NJDOL of the partner responsible for conducting assessments, the day(s) assessments are scheduled, and provide the following information:

- Specify how testing will be coordinated between workforce development partners and adult education providers;
- Describe trainings for test administrators, as outlined in this guidance and as set forth by the applicable test publisher;
- Identify to NJDOL who will conduct each of the approved assessments and when such assessments will be conducted, consistent with this policy; and
- Submit above information to: Dr. Danielle Jubanyik, State Director for Adult Education
Danielle.Jubanyik@dol.nj.gov

This information should also be included in the Memorandum of Understanding developed among One Stop partners.

In addition, Local areas must:

- Update customer assessment procedures at intake to reflect additional allowable assessments;
- Assess customers entering the One Stop with National Reporting System (NRS) approved testing instruments for career pathways/credentials, educational needs, and program participation barriers;
- Utilize CASAS Reading GOALS as the initial and primary ABE assessment instrument to determine

client referrals; (NOTE: If a customer has already completed high school, NJDOL recommends the CASAS appraisal tool for Reading and Math to determine a particular career pathway or credential program.)

- Reading GOALS Appraisal, and/or the Math GOALS Appraisal in eTests, should be used if CASAS pretesting is only being conducted to obtain the grade level for entrance into Career and Technical Education (CTE) or another program; further, Reading GOALS should be used when Local Areas are assessing grade level for entrance into a Career and Technical Education (CTE) or similar program. In this instance, the locator should not be used
- Continue to regularly enter CASAS scores into America's One-Stop Operating System (AOSOS), and in accordance with the updated intake procedures, identify how assessment scores will be shared among WIOA Title I areas and Title II providers; and (NOTE: Consideration must be given to the Federal Education Rights and Privacy Act.)

The New Jersey approved assessments for Adult Basic Education (ABE) effective July 1, 2023:

- Tests of Adult Basic Education (**TABE 11 and 12**) (Literacy/English Language Arts and Mathematics) – approved for use on paper and through a computer-based delivery format through September 7, 2024, for *Adult Basic Education (ABE) students*.
- Comprehensive Adult Student Assessment Systems (**CASAS**) – **Reading GOALS Series** – forms 901, 902, 903, 904, 905, 906, 907, and 908 are approved for use on paper and through the computer-based delivery format through February 5, 2025, for *ABE students*.
- **CASAS – Math GOALS Series** – forms 900, 913, 914, 917, and 918 are approved for use on paper and through the computer-based delivery format through March 7, 2024, for *ABE students*

The New Jersey approved assessments for English Language Acquisition (ELA) effective July 1, 2023:

- TABE Complete Language Assessment System – English (**TABE CLAS – E**) (Listening, Speaking, Reading, and Writing) – forms A and B are approved for use on paper and through computer-based delivery format through February 2, 2024, for *English Language Acquisition (ELA) students*.
- **CASAS – Reading Assessments (Life and Work, Life Skills, Reading for Citizenship, Reading for Language Arts-Secondary Level)** – forms 27, 28, 81, 82, 81X, 82X, 83, 84, 85, 86, 185, 186, 187, 188, 310, 311, 513, 514, 951, 952, 951X, and 952X are approved for use on paper and through the computer-based delivery format through February 2, 2024, for *ELA students*.
- **CASAS – Life and Work Listening Assessment (LW Listening)** – forms 981L, 982L, 983L, 984L, 985L, and 986L are approved for use on paper and through the computer-based delivery format through February 2, 2024, for *ELA students*.

- Basic English Skills Test (**BEST Plus 2.0**) (Speaking and Listening Skills) – forms D, E, and F are approved for use on paper and through computer-adaptive delivery format through February 2, 2024, for **ELA students**.
- Basic English Skills Test (**BEST Literacy**) (Reading and Writing Skills) – forms B, C, and D are approved for use on paper through February 2, 2024, for **ELA students**.

FOR MORE INFORMATION:

- To set up a different test session, CASAS Customer Support can be reached directly at: techsupport@casas.org
- Grade Level Equivalents (GLE) can be found on the CASAS website at: <https://www.casas.org>