

Attributes		Instructions
<b>Helpful Information</b>		<b>On-site:</b>
<b>Last Name</b>		Enter participant's last name
<b>First Name</b>		Enter participant's first name
<b>Last Four Digits of SSN</b>		Last four digits of Social Security Number
<b>Age</b>		Age
<b>Baseline</b>		Clients baseline average
<b>Date of Baseline</b>		Date assessment/baseline was administered
<b>A</b>	<b>Pre-Test Date</b>	Date pre-test administered. List type of test given and level administered. <b>Criteria:</b> <i>Texas AEL Assessment Guide for Program Year 2016 -- 2017 VI. Assessment Requirements, Federal Reporting, Minimum Instruction for Inclusion in NRS (pg.17)</i> states: "...All participants must be pre-tested prior to enrolling in direct contact hours, and all students with a baseline test must be enrolled in the Texas Educating Adult Management System (TEAMS)..."
<b>B</b>	<b>Post Test Date</b>	Date post test administered. List type of test given and level administered. <b>Criteria:</b> <i>Texas AEL Assessment Guide for Program Year 2016 -- 2017 VI. Assessment Requirements, Post Testing, Post-Testing Requirements (pg. 23)</i> states: "Programs are required to post test each participant at least one time during program year in his or her DOS (with the exception of participants who pre-tested in high ASE); however, it is recommended that programs post-test participants as soon as possible after they have reached the minimum number of hours recommended by the publisher... and programs should not exceed 100 contact hours without a progress assessment unless there is a valid instructional reason for doing so..."
<b>C</b>	<b>Pre-test is given for all content areas unless exception is met and that scores in file match TEAMS.</b>	<b>Check TEAMS to see domains of the TABE® and GAIN(Examples of justification may be found on page 25 in 2016-2017 Assessment Guide.)- reading, math, and language or BEST, BEST Literacy/BEST Plus, CLAS- E are noted in the system. If not all areas are noted, check for the exception, if applicable. Check to see if there is a test maintained in the file. Ensure that the scores on the test in the file matches the test score in TEAMS. Criteria:</b> <i>Texas AEL Assessment Guide for Program Year 2016 -- 2017 VI. Assessment Requirements, Federal Reporting, Minimum Instruction for Inclusion in NRS (pg.17)</i> states: " <b>Collection Procedure:</b> Grant recipients administer one of the standardized tests approved under this procedure and use the test score to determine the participant's Educational Functioning Level within the NRS score range listed in Table 4 and Table 5. »All domains of the TABE® and GAIN® – reading, math, and language— must be administered at pre-testing, with the following exceptions: If a student is a referral from a college with a documented TSIA score. In this circumstance, programs only need to give the content area for which the student has placed into the BASE Level on the TSIA. (Levels 1 - 4). »If a student has passed a section(s) of the TxCHSE exam, he or she is not required to receive a baseline test in the competencies he or she has passed. »There is a documented reason for not providing a pre-test in one of the domains based on student goals and objectives; in this case, some form to test must be provided in the domains not tested to ensure instruction meets student needs. For example, student challenges with math, particularly complex math, often stem from poor reading skills. Programs must provide some type of test in the alternate domain to be support student success. »If a program uses the TABE® CLAS-E for their ESL testing, all domains of TABE® CLAS-E reading, writing, speaking, and listening must be administered at pre-testing. »If a program uses the BEST Literacy/BEST Plus for ESL tests, the BEST Literacy should be administered to all limited English proficient students who take the BEST Plus tests, unless the student is unable to complete a screening tool. If a student cannot complete the screening tool, then he or she automatically takes the BEST Plus test. If the student cannot complete the screening tool, the student should be administered both the BEST Literacy and the BEST Plus to determine the student's DOS..."
<b>D</b>	<b>Pre test prior to enrollment in TEAMS</b>	<b>Check to see if there is a test maintained in the file. Ensure a pre test (state approved standardized test) was conducted during intake &amp; screening/ orientation or prior to the start of class. Criteria:</b> <i>Texas AEL Assessment Guide for Program Year 2016 -- 2017, VI. Assessment Requirements, Federal Reporting, Minimum Instruction for Inclusion in NRS (pg.17)</i> Paragraph 2: "...All participants must be pre-tested prior to enrolling in direct contact hours, and all students with a baseline test must be enrolled in the Texas Educating Adult Management System (TEAMS)."
<b>E</b>	<b>All Tests are data entered into TEAMS regardless if the participant made a gain. Supporting documentation for each test noted in TEAMS must be in file.</b>	<b>Check to see if all tests are maintained in the file. If there are tests maintained in the file but are not in TEAMS, it's marked an error. Ensure the date of test scores in file match when test was administered for testing. Criteria :</b> <i>Texas AEL Assessment Guide for Program Year 2016 -- 2017, VI. Assessment Requirements, Federal Reporting, Minimum Instruction for Inclusion in NRS, (pg.18)</i> states: " <b>Frequency of Data Entry</b> • All test scores must be entered into TEAMS twice a month at a minimum, with no more than a two-week delay between actual activity and activity reported in TEAMS. All contact hour data must be validated monthly. • All test scores must be dated on the exact date the test was given. • Test documentation must be maintained in a secured environment according to current TWC Personally Identifiable Information procedures and available in the participant's files and is subject to TWC monitoring and program review..."
<b>F</b>	<b>Justification for early testing and maintained in the client file.</b>	<b>Testing sample should include early post-test participants; located in in TEAMS under reports &gt; participants &gt; "Participants Tested with Less than Minimum Hours of Instruction". Check in the file for the documented reason why participant was tested early. Criteria:</b> <i>Texas AEL Assessment Guide for Program Year 2016 -- 2017, VI. Assessment Requirements, Federal Requirements, Post-testing, Individuals Tested before the TEST Publisher's Recommendations (pg.24):</i> "...Programs are required to document justification for early testing and maintain documentation in the participant file. Exceptions to the minimum hours between pre- and post-test should be rare and limited. Justification must be kept on file for all participants tested before the test publisher's guideline. Program that have a total percentage of more than 10 percent of their participants tested before the publisher's guidelines are subject to a monitoring finding..." (Examples of justification may be found on page 25.)
<b>G</b>	<b>Original score sheets from tests and/or electronic score reports with results of students' pre- and post-test scores must be stored and/or backed up on appropriate media or printed out and filed in hard copy</b>	<b>Criteria:</b> <i>Texas AEL Assessment Guide for Program Year 2016 -- 2017, IX. Data Collection Quality, Policies and Procedures (pg. 37)</i> states: " <b>Test Score Reports</b> Original score sheets from tests and/or electronic score reports with results of participants' pre- and post-test scores must be stored and/or backed up on appropriate media or printed out and filed in hard copy for local, state, and federal auditing purposes."
<b>Comments</b>		Document the letter of the attribute and comments for all items noted as "No".