

**ARKANSAS ADULT EDUCATION
ASSESSMENT POLICY
AND DISTANCE EDUCATION GUIDELINES**



**Arkansas Department of Career Education,
Adult Education Division**

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In order to abide by Federal and State requirements, Adult Education programs are required to be familiar with and follow the policy and guidelines outlined in this document.

INTRODUCTION

The Arkansas Assessment Policy and Distance Learning Guidelines is based on the federal manual “Technical Assistance Guide for Performance Accountability under the Workforce Innovation and Opportunity Act” by the National Reporting System (NRS) for Adult Education (December 2017) in addition to Arkansas Adult Education Policies. The full manual is available at <https://nrsweb.org/sites/default/files/NRS-TA-January-2018-508.pdf>.

The NRS is the accountability system for the federally funded, State-administered adult education program and addresses the accountability requirements of Adult Education and Family Literacy Act, Title II of the Workforce Innovation and Opportunity Act (WIOA). The assessment policy describes the NRS measures that 1) assess the impact adult education instruction; 2) methods for collecting the measures; 3) reporting forms and procedures; and, 4) training and technical assistance in collecting and reporting the measures.

The NRS measures are reported through the performance indicators presented in “[s]ection 116 of WIOA [which] establishes performance accountability indicators and performance reporting requirements to assess the effectiveness of States and local areas in achieving positive outcomes for individuals served by... “the Adult Education and Family Literacy Act (AEFLA) ¹.

VALID AND RELIABLE STANDARDIZED ASSESSMENTS

The following section is excerpted from NRS Technical Assistance Guide, December 2017.

All programs must use state approved standardized assessment procedures that ensures the “comparability of meaning of the EFLS across all programs” in Arkansas. To that end, the development and use of the assessment instruments are aligned and maintained

Validity: Matching Instrument Content to NRS Educational Functioning Level Descriptors

"Validity is concerned with the *accuracy* of measurement; in other words, the extent to which the instrument measures what it is intended to measure. *Content validity* of an assessment is the extent to which the items and tasks of the instrument cover the domain of interest. For the NRS, the domain of interest is comprised of the skills used to describe the EFLs for ABE and ESL. To establish the content validity with respect to the requirements of the NRS, there must be evidence that the items and tasks of that instrument measure the skills associated with the EFLs (and, by the same token, do not measure skills not associated with the levels).

"Typically, content validity is established via the judgments of subject matter experts (SMEs). For instance, a panel of such experts might be asked to judge the extent to which the items and tasks of a given instrument require the types and levels of skills described for a particular EFL. In general, the greater the judged overlap between the content of the instrument and the skills associated with a given level descriptor, the greater the content validity of the instrument with respect to its use as a measure of educational attainment at that level. It is important to point out that the content validity of a given instrument may vary with respect to different EFLs; that is, it may provide adequate coverage of the skills associated with some levels but less than adequate coverage of the skills associated with other levels. Finally, it should be noted that the usefulness of content validity evidence is directly proportional to the quality of the judgments provided. Consequently, the test publisher should establish the credentials of the SMEs whose judgments were obtained, including their familiarity with adult education and the NRS levels, along with information regarding the number of experts used and the degree of agreement among them, both by skill and level.

Reliability/Classification Consistency

"Reliability refers to the degree of consistency in performance on an assessment; that is, the extent to which an examinee would be expected to perform similarly across multiple administrations of the instrument or under different conditions. An important condition that can differ across administrations of a particular instrument to be used for the NRS is the form of the instrument administered. More specifically, because educational gain is determined as a function of the difference between an examinee's pre- and post-test performance *as measured on different forms of the instrument*, it is essential to review the test publisher's information regarding the expected similarity of performance across forms in the absence of instruction or other external interventions. The greater the similarity in performance across forms, the greater the *alternate forms reliability* of the instrument and the stronger the inference that improvements in performance between pre- and post-testing is attributable to something other than measurement error associated with differences across forms."

This document will focus on the guidelines, process, and procedure for collecting and reporting data for the performance indicator **Measurable Skill Gains** (MSGs) of participants in programs as well as outlining the Follow-up Measures and collection periods.

See Appendix A for a complete list of approved assessments.

SECTION 1. ADMINISTERING ASSESSMENTS

All students must be administered an NRS-approved assessment within 12 hours of attendance. Any instructional hours completed prior to pre-testing will not be counted toward the number of hours needed for post-testing.

1.1 Approved Assessments

Program	Assessment	Subject Area
ABE/ASE	TABE 11/12	Language Mathematics Reading
ESL	BEST Literacy	Reading/Writing
	BEST Plus 2.0	Listening/Speaking
	CASAS	Listening Math Reading
	TABE CLAS-E	Listening Reading Speaking Writing

1.2 Entering Subject Areas

ABE/ASE participants may pre-test in Language, Math, and/or Reading of the Test of Adult Basic Education Assessment (TABE) and choose to focus his/her studies on 1, 2 or all 3 subject areas. Programs are encouraged to enter all assess students in all subject areas and enter the scores into the state- approved data management system.

The lowest entering score becomes the participant’s Educational Functioning Level (EFL) for the program year. For example, if the participant has been assessed at Level 2 in Reading and Level 3 in Math, the overall EFL is Level 2. The participant will appear in the ABE Level 2 row Table 1, 4, and 4B for the program year.

The participant must show an EFL gain with a post-test in any of the subject areas that have a pre-test. For example, if a participant pre-tests in Language Level 4, Reading Level 4, and Math Level 3. The participant’s entering EFL is Level 3 (determined by the Math pre-test). The student post-tests in Reading and makes a gain to Level 5. The participant will be recognized on Table 4 and 4B with an EFL gain.

All ABE/ASE participants’ advancements and completions will be tracked in the data management system and reflected on Table 4 and 4B. Federal tables are de-duplicated and will, therefore, only reflect one MSG per participant per period of participation (PoP) within the program year. Additional gains in multiple subject areas and/or EFL levels with post-testing, will be recognized as “Multiple Gains” at the state level and can be used in future program funding (See “Level Gains” report in LACES).

Overall EFL is determined by the lowest level subject areas of the assessment.

In order to meet Table 4 requirements and the negotiated benchmark targets, a participant must make a gain through a post-test in any of the subject areas with a pre-test.

ESL participants can be administered the *TABE CLAS-E* or *CASAS* in one or multiple subject areas. Programs are encouraged to assess students in multiple and enter the scores into the state-approved data management system.

A participant may be pre-tested with the *TABE CLAS-E* in any combination of the four skill areas: Reading, Writing, Speaking, and/or Listening. Participants may be assessed in only one, two, three, or all four skill areas. Each skill area score must be entered separately in the data management system.

A participant may be pre-tested with the *CASAS* in any combination of the three skill areas: Reading, Listening, and Mathematics. Participants may be assessed in one, two or all three skill areas. Each skill area score must be entered separately in the data management system.

A participant may be pre-tested with the *Best Literacy* to assess Reading and Writing and pre-tested with the *BEST Plus 2.0* to assess Speaking and Listening. A participant may be assessed with both or one of the *BEST* assessments. Each *BEST* assessment score must be entered separately in the data management system.

The lowest entering score becomes the participant's Educational Functioning Level (EFL) for the program year. For example, a participant is pre-tested with the *TABE CLAS-E* in Reading at Level 3, Writing at Level 2 and Listening at Level 3. The entering EFL is ESL Level 2. The participant is post-tested in all areas and makes a gain in Reading to Level 4 and Listening to Level 4. The participant has made a MSG on table 4 with a total of 2 multiple gains.

If a participant enters the program year as an ESL participant and chooses to pursue ABE/ASE content areas, s/he should be administered a *TABE 11/12* and entered in the state-approved data management system. The participant will continue to appear in the lowest Entering EFL as an ESL participant on federal table 1, 4, and 4B. The participant will also be eligible for an MSG after a *TABE* pre- and post-test or earning a secondary school diploma.

All ESL participants' advancements and completions will be tracked in the data management system and reflected on Table 4 and 4B. Federal tables are de-duplicated and will, therefore, only reflect one MSG per participant per period of participation (PoP) within the program year. Additional gains in multiple subject areas and/or EFL levels with post-testing, will be recognized as "Multiple Gains" at the state level and can be used in future program funding (See "Level Gains" report in LACES).

1.3 NRS- APPROVED ABE/ASE ASSESSMENTS

Test of Adult Basic Education (TABE) 11/12

The *TABE* is comprised of three content areas (Reading, Language, and Mathematics) and is appropriate for all levels of adult basic education and literacy participants, from non-readers (Level L) up to learners who are preparing to take a secondary school diploma or equivalent (Level A).

Programs should administer *TABE 11/12* online only. Paper-based administration should be limited to environments that lack technological requirements, such as a correctional setting. Prior approval by AED to use paper-based *TABE 11/12* is required. Participants are not required to be assessed in all content areas (Reading, Language, and Math). The local program must decide the skill areas most relevant to each participant's needs or the program's curriculum and assess participants in these areas. (*See 3.1 Entering Subject Areas page 10*)

The TABE Locator Test must be used to determine the TABE level to be administered: Literacy, Easy, Medium, Difficult, or Advanced levels (L, E, M, D, or A). The locator may indicate a learner should be administered different levels in one or more of the content areas.

For example: The Locator may determine the learner should be administered Level D for Reading and Language and Level M for Mathematics. The learner would be post-tested at the same level as the pre-test in an alternating form.

Programs may administer the automated or paper administered Locator. Best practices should be used for paper administered Locator. Learners with very low literacy skills who cannot complete the Locator Test should be administered the TABE Literacy Level (L).

The pre-test and post-test must be alternating forms. The same level should be used for pre and post-tests; however, if a student will likely score out of range on the same level post-test, a program may administer a different level. The form should still alternate.

For example: A learner is located and pre-tests with an 11M and scores in top range within the valid score range. The learner receives the required minimum hours of instruction and has shown progress. Based on the learner’s demonstrated knowledge, the program determines the student would likely attain an invalid score on a level M, so the learner is administered a 12D. If the student achieves an educational level gain, it will be reflected on Table 4 and/or the Level gains report.

Please refer to the publisher’s guidelines TABE test times below:

	Number of Items	Allowable Time	Locator Time
Language	40	1:00	30 mins
Mathematics	40	1:15	30 mins
Reading	40	2:00	45 mins
Practice Items		15 minutes	10 minutes
Total	120	4:30	1:55

If the learner is functioning in different educational levels in different subject areas (reading, language, math), the **lowest** functioning level will be the basis for the NRS Entering EFL placement. **To be eligible for an educational gain, the participant must be post-tested with a different form of the same level and show a gain in any subject area that has a pre-test.**

For example: A participant’s TABE Locator reading score indicates the appropriate level is M. The participant is then given the TABE **Form 11, Level M** reading pre-test. After a period of instruction (based on test publisher’s guidelines), the participant must be post-tested with TABE **Form 12, Level M**. If the participant shows gain, then the participant may be tested in the future with a higher level TABE, for example Level D.

Advancement(s) will be recorded in Table 4 and a *minimum* of one educational gain per year is necessary to meet the NRS core indicators of performance. If the participant does not show progress, then the participant needs to receive further instruction and be post-tested again according to the test publisher’s guidelines. The program needs to alternate the testing forms (TABE 11 and TABE 12) at each assessment.

NOTE: Do not post-test with the same form.

TABE Versions

Programs are only to administer the **TABE 11/12** series during the 2018-19 program year. Only TABE 11/12 assessment are permitted to roll-over from 2017-18 to 2018-19 PYs.

TABE 9/10 is no longer an approved assessment beginning July 1, 2018 and is not permitted to be rolled over from the previous program year.

Allowable TABE Accommodations

Q. When administering TABE, can we offer accommodations for participants with special needs?

A testing accommodation is a change made to the test administration procedure to provide equal access for participants with disabilities to demonstrate their knowledge and skills. If an accommodation is employed, it is important that the selected accommodation minimize any advantage or disadvantage of completing the test. In particular, if the accommodation under consideration is not used in instruction, then it should not be used in the testing situation. TABE-PC is appropriate for some participants who have difficulty taking paper-and-pencil tests. Some TABE administrators have made other accommodations such as allowing extra time to complete the test or letting participants mark answers in test booklets rather than on separate answer sheets. Additional accommodation suggestions are available through Data Recognition Corp (formerly McGraw-Hill/CTB) online or at Customer Service 1-800-826-2368.

Q. May I administer TABE as an untimed test?

If you use different time limits than were used in the standardization process, it compromises the interpretation of the norms. However, CTB recognizes that time extensions may be warranted to accommodate persons with certain disabilities, or when TABE is being used exclusively to diagnose the learning objectives an individual still needs to master.

Q. Are there special editions of TABE for people with visual disabilities?

Yes. Large-print, Braille, and audio editions of TABE Forms 11/12 are available from DRC/CTB and may be ordered by calling Customer Services toll-free at (800) 538-9547 or through the website at www.ctb.com.

Q. How should we interpret scores when we administer TABE under non-standard conditions?

Whenever non-standard directions and time limits are utilized, norm-referenced comparisons should be treated with great caution, since the only norms available are those based on test administrations using standard directions and time limits. Nonetheless, Data Recognition Corp (formerly McGraw-Hill/CTB) believes that information about instructional strengths and participant needs can be obtained from a non-standard test administration. This is best done by focusing on the curriculum-referenced or objective mastery information the test can provide. For more information, consult CTB's publication, *Guidelines for Using the Results of Standardized Tests Administered Under Non-Standard Conditions*. Obtain your free copy by calling Customer Services at (800) 538-9547.

1.4 APPROVED NRS ESL ASSESSMENTS

When ESL participants score above the Advance ESL NRS Level score range on any ESL assessment, s/he should be given the TABE in order to be able to show educational progress.

Participants do not need to be assessed in all of the content areas. The local program must decide the skill areas most relevant to each participant's needs or the program's curriculum and assess participants in these areas. Assessments should also be in the area(s) in which instruction will be focused. Programs may choose which ESL assessment to use; however, programs are responsible for and required to complete the appropriate training for the ESL assessment administered.

TABE Complete Language Assessment System-English (TABE CLAS-E™)

The TABE CLAS-E™ must be administered within 12 hours of program entry for all ESL/ELL participants. The paper-based TABE CLAS-E™ tests are available for Listening, Reading, Speaking, and Writing in 4 levels.

Listening (20 minutes)

Speaking (15 minutes)

Reading (25 minutes)

Writing (47 minutes)

Multiple Choice (20 minutes)

Expository Writing (27 minutes)

[3 Tasks] (Levels 2-4 only)

A participant may be assessed in any or all of the subject areas. For example, a participant may be assessed only in Reading or may choose to be assessed in all four subject areas. **If a participant is pre-and post-tested in 1-4 subject areas and makes a gain in any, s/he will show an EFL gain on Table 4 and 4B as well as being eligible for multiple gains.**

Note: A student administered Levels 2-4 Writing assessment must be administered both the multiple choice and expository writing parts.

A locator interview should be administered to determine the correct test level. Each level has alternating forms: A and B, which must be alternated for pre- and post-tests. The locator, writing, and speaking assessments each have a corresponding rubric. Scores are linked to TABE 9 & 10, which may help to guide instruction and/or transition into ABE/ASE instruction.

Administrators of the TABE CLAS-E™ must complete training using the DRC/CTB's *Staff Development* DVD and Workbook or attend state-provided training.

Test Level	Attainable NRS ESL Educational Functioning Level	Corresponding SPL
1	0-1, 2, 3, 3+ (Beginning to High Beginning)	0-1, 2, 3, 3+
2	0-1, 2, 3, 4, 4+ (Beginning to Low Intermediate)	0-1, 2, 3, 4, 4+
3	0-1, 2, 3, 4, 5, 5+ (Beginning to High Intermediate)	0-1, 2, 3, 4, 5, 5+
4	0-1, 2, 3, 4, 5, 5+ (Beginning to Advanc	0-1, 2, 3, 4, 5, 6

Basic English Skills Test (BEST)

The BEST Literacy and/or BEST Plus 2.0 must be administered within 12 hours of program entry for all ESL/ELL participants. The BEST tests are available for the listening/speaking content areas (BEST Plus 2.0) and reading/writing content areas (BEST Literacy).

The BEST Literacy is a paper-based assessment only. The BEST Plus 2.0 is a computer-based assessment requiring a trained-administrator.

It is ***highly recommended that programs use both the BEST Plus 2.0 and BEST Literacy assessments in order to fully assess participants in all skill areas*** (listening, speaking, reading, writing) to plan instruction and accurately show EFL gains and ELL progress. Participants will show multiple gains if they are assessed using both the BEST Plus 2.0 and BEST Literacy.

Note: Participants who are pre or post-tested at ESL Level 6 with the BEST Literacy should be administered the TABE 11/12. There is no exit score for BEST Literacy; therefore, a participant with a score of 76+ is unable to show EFL advancement or completion with further testing.

Allowable Test Accommodations for BEST Plus 2.0 and BEST Literacy

According to the Center for Applied Linguistics (CAL), programs administering BEST Plus 2.0 and BEST Literacy are responsible for providing accessible services and for making sure that requests for accommodations are considered and handled in a manner consistent with applicable laws and regulations. Program and test administrators may provide and allow accommodation in test administration procedures or in the testing environment for individuals with disabilities, provided that the accommodation does not compromise the purpose of the test. Testing environment accommodations for either test might include frequent breaks or individual administration of BEST Literacy.

In the case of BEST Literacy, the purpose of the test is to obtain a measure of reading and writing in English. Permissible accommodations related to BEST Literacy test administration include the use of eyeglasses or magnifying glasses, earplugs, color overlays, or rulers.

The purpose of BEST Plus 2.0 is to obtain a measure of listening and speaking in English. Permissible accommodations related to BEST Plus 2.0 include the use of hearing aids. BEST Plus 2.0 is not designed to assess the communicative language skills of hearing- or speech-impaired participants, nor should it be used with visually impaired participants, as some of the questions depend on a photographic stimulus.

It is not an appropriate accommodation for a test administrator to read BEST Literacy test questions to an examinee with sight impairment as BEST Literacy is a test of reading. Similarly, it is not an appropriate accommodation for a BEST Plus 2.0 test administrator to allow an examinee to read the on-screen prompts as BEST Plus 2.0 is a listening, not a reading, test.

Comprehensive Adult Participant Assessment System (CASAS)

The CASAS must be administered within 12 hours of program entry for all ESL/ELL participants. Adult Education programs and Literacy Councils may use CASAS for ESL participant assessment. CASAS assessments are valid and reliable for both native and non-native speakers of English and assess the modalities of reading, math, listening, speaking and writing. CASAS tests can be administered on paper, by computer, and via the Internet. In addition to certifying basic skills attainment, CASAS measures learner progress on a standardized scale that ranges from the lowest literacy skills to high school exit and transition to postsecondary education and training.

Allowable CASAS Accommodations

Accommodations in testing alter the conditions for administering a test or change the nature of an assessment instrument, allowing test takers with disabilities to demonstrate their skills and abilities more accurately. Proper accommodations meet the needs of examinees without changing what a test is intended to measure.

Local test administrators may provide or allow some accommodations in test administration procedures or environment for documented disabilities without contacting CASAS.

Accommodations procedures are applicable to all CASAS tests and include:

- accommodations in test time
- giving supervised breaks
- or providing a sign language interpreter for test administration directions only
- testing in an alternate room
- using a colored overlay
- large print test booklets and answer sheets
- allowing extended time

Additionally, CASAS test forms that may be appropriate for learners with a disability include CASAS eTests, computer - adapted and computer - based tests, and large - print tests. CASAS large - print tests include Beginning Literacy Reading Assessment, ECS test booklets, Life and Work test booklets, and Secondary Level Assessment test booklets in math. Large - print answer sheets are also available. A Life and Work test form in Braille format measures basic literacy skills for learners who are blind or have a visual impairment.

It is not an appropriate accommodation in test administration procedures to read a CASAS reading test to a learner with low literacy skills or blindness.

The paper *Guidelines for Providing Accommodations Using CASAS Assessment for Learners with Disabilities* provides more detailed information on providing accommodations. This document is available at www.casas.org.

1.5 GUIDELINES FOR PRE- AND POST- TESTING

An NRS-approved assessment must be administered within 12 hours of program entry.

An assessment may be “rolled over” from a previous program year if the assessment was administered within **90 days**. If it is a new program year, a participant’s lowest EFL from the last assessment from the previous year will be the new entry EFL. Local Programs must ensure that all participant demographic information is correct and updated in the data management system to accurately reflect roll-over participants on reports.

Programs must follow the test publisher’s guidelines regarding test administration and selecting the correct test level for each participant’s assessment.

Sixty-five percent (65%) of participants that are pre-tested must be post-tested by the end of the program year. To find the **post-test rate**, divide the total number of participants from Table 4B, Column B by the total number of participants from Table 4, Column B. To see the educational gains made by pre- and post-tested participants, refer to Table 4B. ***All post-tests must be within one calendar year of the pre-test.*** After one calendar year, the assessment is invalid and a participant should be given another pre-test.

Note: Every participant should be encouraged to make as many EFL gains as possible. Do not stop after one EFL gain is achieved. Every administration of an assessment test must be recorded in the data management system. Failure to follow post-testing guidelines could result in a reduction or elimination of funding.

Time Frame for Pre- and Post-testing

NRS Test	Recommended Number of Instructional Hours Between Pre-Test and Post-test
TABE 11 & 12 Alternate Form (Paper-based or Online)	50-60 hours of instruction is recommended for post-testing with an alternate form (i.e. 11M to 12M) for participants that test into NRS Levels 1-4 (ABE). Minimum of 40 hours
	30-59 hours of instruction is recommended for post-testing with an alternate form (i.e. 11M to 12M) for participants that test into NRS Levels 5-6 (ASE). Minimum of 30 hours
TABE 11 & 12 Same Form Testing (Paper-based or Online)	60-80 hours of instruction is recommended when post-testing with the same form (i.e. 11M to 11M). Minimum of 60 hours
TABE CLAS-E™ Alternate Form Testing	60-95 hours of instruction is recommended when post-testing with an alternate form (i.e. A2 to B2). (This assessment is used for ESL Participants). Minimum of 40 hours
TABE CLAS-E™ Same Form Testing	100-140 hours of instruction is recommended when post-testing with the same form (i.e. A2 to A2). (This assessment is used for ESL Participants). Minimum of 50 hours.
CASAS Alternate Form Testing	70-100 hours of instruction is recommended when post-testing with an alternate form (i.e. R2.3 A to R2.3 B). Minimum of 40 hours.
Basic Education Skills Test (BEST) Literacy & BEST Plus 2.0	80 – 100 hours of instruction is recommended before post-testing. Minimum of 60 hours.

Exceptions to Minimum hours for Post-testing

Exceptions to the minimum post-testing hours should be limited. Factors that may be used to determine if early post-testing is warranted are: intensity/duration of instruction, participant goals and motivation, class setting, and/or participant leaving the program due to outside circumstances.

Exceptions to the post-test guidelines must be **pre-approved** by the Adult Education Senior Management Team and documentation must be provided. Documentation may include, but not limited to, a portfolio, informal assessments, and/or curriculum/lesson plans. The approval must be documented as a Case Note in the data management system.

Complete and submit the early post-testing waiver (see Appendix B) to adulted@arkansas.gov prior to the administering the post-test or before a class begins (i.e. workplace class).

No more than 8% of a program's students may be early post-tested. Programs that exceed this limit or do not receive prior approval for early post-testing may be penalized.

1.6 SPECIAL POPULATIONS

Sixteen and Seventeen-Year-Old Participants

Before a program may enroll a 16 or 17-year old participant, proper documentation and assessment-determined grade level must be presented. Acceptable documentation includes a Home-School Waiver, Public-School Waiver or a Court Order. The documentation must be presented to the program before an assessment is administered.

In addition, the potential participant must be administered a TABE, Level A or D in all subject areas and score a 563 in all subject areas.

A 16 or 17-year old may be enrolled with a score below a 563 only with a Court Order. No other exceptions apply.

Programs with participants who are 16 and 17 years old must follow the guidelines outlined in Arkansas Act 1659 of 2001 and Act 604 of 2003. Refer to the [Arkansas Adult Education Program Policies](#) for further information on serving 16 and 17-year-old participants.

English Language Learners

Programs with English language learners should have their Intake Form and their class schedule of English as a Second Language (ESL) classes available in the most common foreign languages of the program's community. Programs should assess ESL participants with an NRS and state-approved assessment (BEST Literacy, BEST plus 2.0, CASAS or TABE CLAS-E™) before the participants receive 12 hours of instruction.

The Adult Education Division highly recommends that ESL participants be assessed in all four skill-areas (Speaking, Listening, Reading, Writing) in order to provide the most appropriate services to participants.

Participants with Disabilities:

Participants with documented disabilities will be granted reasonable accommodations upon request during testing and instruction. The audiocassette or CD format of TABE (Survey, Levels E–A) and the Locator are valid substitutes for the paper format and are available through the Arkansas Adult Learning Resource Center (AALRC) (501-907-2490, or 800-832-6242).

All programs must begin the process of screening for learning disabilities during participant intake. The process, administered by trained personnel, includes the use of a validated learning disabilities screening tool, follow-up interview to review results of the screening tool, and appropriate further steps for investigating diagnostic referrals as warranted by the screening process. For further information regarding learning disabilities, accommodations, and training in administering a learning disabilities screening tool, programs should contact Ms. Wendy Bryant, the state Disabilities Project Manager (479-232-5760, or 800-569-3539).

The following interventions do **not** require disability documentation and may be provided during testing: use of a large-print version, use of a straight edge, use of colored overlays, request to sit near a window (away from fluorescent lights), use of graph paper, or taking individual tests on different days.

1.7 TRAINING

Local Programs are responsible for ensuring staff administering assessments have been trained and maintain up to date records of transcripts and/or certificates. Local Programs are required to have had at least one staff member with applicable training within the last two (2) years. New staff members need to attend the appropriate training prior to administering assessments. Previously trained staff should attend refresher courses (every 2-3 years) to become familiar with any assessment updates.

Training on test administration is available from the Arkansas Adult Learning Resource Center (AALRC) on a regular basis. Contact AALRC for the most current calendar of training events (501-907-2490, or 800-832-6242) www.aalrc.org. The AALRC maintains records (sign-in sheets, certificates (if applicable), and the ESC Web online registration system) for all persons trained for each assessment conducted at AALRC. AALRC also maintains records of the trainers who conduct each workshop.

According to Data Recognition Corp (formerly McGraw-Hill/CTB):

Adult educators who have a general knowledge of measurement principles and are willing to abide by the assessment standards of the American Psychological Association may administer TABE. These professional standards require TABE administrators to follow specific guidelines, such as keeping tests in a secure place and administering them only as directed. For additional information, see the Purchaser's Qualification Statement in the back of the Data Recognition Corp Assessment Products and Services Catalog. TABE: www.ctb.com

TABE CLAS-E training will be given at the Arkansas Adult Learning Resource Center (AALRC) on a regular basis (501-907-2490, or 800-832-6242). Adult Educators may also complete training through publisher provided materials.

Only trained personnel, who are *certified* by the Center for Applied Linguistics, may administer the BEST Plus 2.0 assessment. Trainings on BEST Plus 2.0 test administration will be given at the Arkansas Adult Learning Resource Center (AALRC) on a regular basis (501-907-2490, or 800-832-6242). Refresher courses on the BEST Plus will also be held at AALRC on a regular basis. It is recommended that BEST Plus 2.0 examiners take a refresher course every one to two years.

The Center for Applied Linguistics does not require training to administer *BEST Literacy*. Program administrators, test administrators, and test scorers should thoroughly review the *BEST Literacy Test Manual - 2008 Edition* in order to become familiar with proper testing and scoring procedures. The *BEST Literacy Test Manual - 2008 Edition* provides comprehensive information about administering and scoring the three forms (B, C, and D) of the test as well as information for interpreting the results and technical information. BEST: www.cal.org/aea

Note: If a program chooses to administer the BEST Literacy, they must complete training for BEST Plus 2.0.

CASAS requires agencies to complete a training workshop before ordering and administering most tests. Training is available at the annual CASAS National Summer Institute in June, through regional training workshops, in a distance-training format, at the CASAS San Diego office, and on-site at your agency. Training is necessary to maintain the integrity and quality of the assessment process. CASAS: www.casas.org

1.8 ADDITIONAL NOTES ON ASSESSMENTS

Other assessments, such as the Wide Range Achievement Test, Slosson Oral Reading Test, and Jordan Oral Screening Test, and teacher-generated assessments, may be given to help **inform instruction**; however they may **not** be used to place a participant in an EFL or to determine educational gain or EFL advancement. If a participant is not pre-tested and post-tested with an NRS and state-approved testing instrument, educational gain cannot be determined for that participant.

Note: If a participant is given a test other than an NRS and State approved testing instrument to help inform instruction, the time should be recorded as instruction.

SECTION 2. DATA QUALITY AND COLLECTION

2.1 DATA QUALITY

A program's reliable and valid data are essential to maintaining the integrity of NRS and Arkansas' data. The reported assessment data are used to measure not only the educational progress of participants, but also the performance of all programs and the state.

The pre- and post-testing of participants using approved assessments is the method used to measure the completion of an educational functioning level. This data is used to assess a program's performance and used in future funding; therefore, the reliability and validity of data collection is essential.

In order to ensure all data is reliable and valid, programs must consistently administer assessments according to publisher and state guidelines as well as entering data accurately. Documentation of data entered, including assessments and scores, must be kept in participants' folders and accessible upon request. In addition, programs should have a system of quality control to catch potential errors.

2.2 COLLECTING AND REPORTING DATA

All adult education and literacy programs receiving federal and state funds through the Arkansas Adult Education Division must report participant data for both **reportable individuals** and **participants** using the state- approved data management system.

Reportable Individuals: Individuals who show intent to receive services from adult education and literacy programs and meet eligibility requirements, such as completing an intake form or meeting with program staff. *All Reportable Individuals should be entered into the database management system.*

Participants: Individuals who meet eligibility requirements and receive 12+ contact hours within a program year (Jul 1- June 30). *Individuals should be pre-tested with a state-approved assessment before they have acquired 12 hours of instruction.*

Data to be entered in the state- approved data management system include, but not limited to:

Demographic Information

Attendance

Assessment Scores (pre and post- tests with or without an EFL gain and GED)

Manual Outcomes for Follow-up Measures

In addition to following a clear model of data collection, local programs must establish policies and procedures for data collection that comply with State NRS requirements. The following section presents the policies and procedures that local programs need to have in place.

Staff Roles and Responsibilities for Data Collection

Every staff member in an adult education program plays a role in the data collection process. Intake staff collects student demographic data, teachers report attendance and may administer tests and report other outcomes, administrators must review and make decisions based on data tables, and administrative staff may be involved in checking forms and data entry. Each local program must have clear written descriptions of the data collection process and the role of each individual in that process.

Standard Forms for Collecting Data

Staff must record information on intake and other data forms. Then, administrative staff keys the information from these forms into the program database. Consequently, the program should use

standard forms for data collection that include all the data elements and categories that are referenced in the database system. Staff should not need nor be allowed to enter their own codes or variables because this will cause data entry errors and hurt reliability and validity.

Error Checking and Quality Control Systems

Data collection is a complex activity—mistakes and missing data are inevitable. For example, staff may fail to complete forms fully because of high workload or simple oversight, or the required information may not be available when it is needed. The data collection system must have written procedures for checking data for completeness and accuracy at several points during the process. Data checking should follow a regular, prescribed schedule with clear deadlines. More than one staff person should be assigned to perform these data checking functions, and these functions should be made explicit in the staff job descriptions and throughout the program. Data checkers should review all data forms as soon as possible for completeness and accuracy and should receive error reports from the database to check immediately after data entry. To do their job, data checkers must have access to all staff—teachers, intake staff, counselors, and administrative staff—and the authority to obtain cooperation from them.

Ongoing Training on Data Collection

Staff must understand and follow data collection procedures to ensure valid and reliable data. To this end, training should be provided to staff to clarify their roles and responsibilities and to highlight the importance of data collection. The program should provide this training to all staff, and training should be offered several times during the year, if possible, to accommodate new staff and to allow existing staff to take follow-up training. Regularly scheduled staff meetings or in-service trainings on data issues also provide staff with opportunities to discuss problems and issues that arise during data collection. Addressing these issues promptly helps the program avoid more serious data problems later.

Student-level, Relational Database System

To use data for program improvement, staff must be able to look at outcomes and demographics for individual students according to such variables as the number of instructional hours received, length of time of enrollment, the teachers and classes enrolled, and the student's educational functioning level. This type of analysis requires a database that stores information by individual students and links the different pieces of data for each student in reports or other output—a system known technically as a relational database.

Clear and Timely Data Entry Procedures

The written procedures for data entry should specify at least one role to enter the information from data collection forms into the program's database. All staff members should know this person's role, and s/he should have the authority to request clarification and to resolve errors. In addition, data entry should be scheduled at frequent, regular intervals, such as weekly or monthly. Without frequent data entry, the program may have a significant backlog of information, and staff may not be aware of errors and missing data on forms until it is too late to correct them. Part of the data entry procedures should include a prompt, organized way to identify and resolve errors. For example, soon after data are entered, staff should be able to print out an error report for review. Staff should then use the error report to resolve missing data issues and correct errors as soon as possible after data entry.

Timely or Direct Access to Database

Local program staff members must have access to data for use in program improvement and management. The data management system has the capability for local program staff to access their data in useful ways.

Regular Data Reviews

The program's data collection procedures should include a regular data review by staff soon after entry into the database. Regular data reviews allow staff to identify errors, missing data, and other anomalies that don't make sense. Data reviews are also useful as a staff development opportunity to examine problems and issues in support of program improvement. Data can help staff understand issues such as the impact of instructional arrangements, learner retention, and learner progress. This will not only foster program improvement, but it may also improve data quality, as staff recognizes the importance of data collection to produce accurate and valuable information.

2.3 GUIDELINES FOR ENTERING DATA IN THE STATE APPROVED DATA MANAGEMENT SYSTEM

- All participant data must be entered by the 15th of each month for the previous month's data.
- All participant data must be **reviewed and verified** by the 22nd of each month for the previous month's data.
- All attendance and assessment scores must be dated (not necessarily entered on) the exact date of the corresponding documentation, which must be accessible and available upon request during desk audits and onsite visits/reviews.
 - Attendance must be recorded via dated sign-in sheets with the **participant's first and last names and times in and out in the participant's own signature**. (Ink is required)
 - Attendance for Distance Learning classes must be documented through Distance Learning approved methods (i.e. software records, textbook exercises, etc....)

Note: Programs are required to have written Data Entry procedures that include specific checks and balances to ensure the accuracy of data.

All data for a program year must be entered and reviewed by August 1st. No further data entry will be possible.

- **2018-19 PY- Thursday, August 1, 2019**
- **2019-20 PY- Friday, August 1, 2020**

According to Adult Education Division Assurances signed at the time of adult education grant award, all programs that receive adult education funds agree to submit participant data according to schedules set by the Adult Education Division (see #13). If programs are missing data in the state- approved data management system, or have data with errors or deviations, they will be notified by a program advisor and will be required to correct the problem within one month. The Adult Education Division may reduce funding or terminate agreements in part or whole if it has been determined that a program has failed to comply with the assurances (see #33).

SECTION 3. PERFORMANCE INDICATORS

One method to measure the effectiveness of instruction in adult education programs is standardized assessments. Attaining a Measurable Skill Gain (MSG) is a performance indicator measured at the program and state level.

3.1 MEASURABLE SKILL GAIN (MSG)

A MSG is attained when:

1. A participant completes or advances one or more NRS Educational Functioning Levels (EFL) with a state approved post-test in any of the subject areas.
OR
2. The participant receives a secondary school diploma or equivalent within the program year.

The **EFL is set by the first pre-test in the first Period of Participation of the program year (PY)**. The entering EFL cannot be changed within a PY.

All NRS participants are recorded on **Table 4** when s/he has 12+ contact hours and a pre-test and on **Table 4B** when s/he has 12+ contact hours, a pre-test and post-test.

Programs must post-test a minimum of **65%** of participants who have pre-tested.

Note: Post-test rates can be determined by dividing the total number of participants on Table 4 by the total number of participants on Table 4B.

Programs are required to meet each of the negotiated benchmarks related to MSGs including the average as determined by OCTAE to be considered Effective and Efficient:

Core Indicators Negotiated Benchmark	2018-19
ABE/ASE	
Level 1- Beginning Literacy	53%
Level 2- Beginning Basic Education	48%
Level 3- Low Intermediate Basic Education	47%
Level 4- High Intermediate Basic Education	48%
Level 5- Low Adult Secondary Education	52%
Level 6- High Adult Secondary Education (No Benchmark)	
ESL	
Level 1- Beginning English as a Second Language Literacy	36%
Level 2- Low Beginning English as a Second Language	43%
Level 3- High Beginning English as a Second Language	50%
Level 4- Low Intermediate English as a Second Language	52%
Level 5- High Intermediate English as a Second Language	43%
Level 6- Advanced English as a Second Language	24%
Average	47%

3.2 PERIODS OF PARTICIPATION

A Period of Participation (PoP) begins on the day of enrollment and ends when a participant has not received services from any Adult Education program for 90 days, and has no intention or plans to return or receive additional services. A MSG, or lack of, is reported for each Period of Participation, and at least once per program year on the federal tables. *The **exit date** is not determined until 90 days after the last date of services. A participant is not separated in the data management system until 90 days have elapsed and the **participant has no scheduled services.***

A second (or third) PoP begins when a participant returns to any program after 90 days of receiving no services and completes another 12 hours of attendance.

A “roll over” participant whose PoP crosses program years does not need to re-qualify to be considered a participant in the new PY. The participant’s last assessment may be rolled over into the new PY.

Example 1: Participant A attends a program, achieves an EFL gain and separates after receiving no services for 90+ days.

EFL Name	Total Number Enrolled	Total Attendance Hours	Number who achieved at least one educational functioning level gain	Number who attained a secondary school diploma or equivalent	Number Separated Before Achieving Measurable Skill Gains	Number Remaining in Program without Measurable Skill Gains	Percentage Achieving Measurable Skill Gains	Total number of Periods of Participation	Total number of Periods of Participation with Measurable Skill Gains	Percentage of Periods of Participation with Measurable Skill Gains
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
Level 3	1	45	1	0	0	0	100%	1	1	100%

Example 2: Participant A returns to the same program after 90 days and begins a 2nd PoP and achieves a GED. *Note: Table 4 will only reflect one MSG per participant; therefore, a participant may appear in Column D after making an EFL gain and then shift to Column E after attaining a secondary diploma. Column H reflects the 1st PoP only.*

EFL Name	Total Number Enrolled	Total Attendance Hours	Number who achieved at least one educational functioning level gain	Number who attained a secondary school diploma or equivalent	Number Separated Before Achieving Measurable Skill Gains	Number Remaining in Program without Measurable Skill Gains	Percentage Achieving Measurable Skill Gains	Total number of Periods of Participation	Total number of Periods of Participation with Measurable Skill Gains	Percentage of Periods of Participation with Measurable Skill Gains
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
Level 3	1	45	0	1	0	0	100%	2	2	100%

Example 3: Participant B attends a program, does not achieve an EFL gain and separates after receiving no services for 90+ days; Participant B returns after 90 days and begins a 2nd PoP and achieves a EFL gain. *Note: Columns I, J and K reflect all Periods of Participation.*

EFL Name	Total Number Enrolled	Total Attendance Hours	Number who achieved at least one educational functioning level gain	Number who attained a secondary school diploma or equivalent	Number Separated Before Achieving Measurable Skill Gains	Number Remaining in Program without Measurable Skill Gains	Percentage Achieving Measurable Skill Gains	Total number of Periods of Participation	Total number of Periods of Participation with Measurable Skill Gains	Percentage of Periods of Participation with Measurable Skill Gains
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
Level 3	1	50	0	0	1	0	0%	2	1	50%

A MSG from post-testing or HSE achievement may be achieved in a PoP based on post-testing in a subsequent PoP under the following scenarios:

1. A participant exits, has enough hours to posttest (according to assessment policy guidelines) but does not complete a posttest. The individual begins a 2nd PoP and is tested on entry. This test may be used as the pretest for the 2nd PoP and an EFL gain (if achieved) is applied to her/his 1st PoP.
2. A participant exits, does not have enough hours to post test, and is not post-tested. The participant returns and begins a 2nd PoP and is tested after receiving enough instructional hours (combined from the 1st and 2nd PoPs) to posttest and achieves an EFL gain. The test serves as the pretest for the 2nd PoP and the EFL gain may be counted for the 1st PoP. For the participant to achieve an EFL gain the 2nd PoP, s/he will require another posttest after the required number of instructional hours.
3. A participant exits and is not post-tested. The participant returns and achieves a HSE, with or without additional instructional hours. The MSG may be applied to the previous PoP.

Note: The PoPs in the above scenarios must be within the same Program Year. MSGs cannot be applied to a prior program year.

Note: Table 4 reflects unduplicated statewide data while Table 4 reflects a singular program's data. Therefore, Table 4 will reflect a participant's attendance, MSGs, and PoPs across the state, including what s/he did at other programs. Table 4 will reflect only the participant's attendance, MSGs, and PoPs within that program. A program's Table 4 is used in the funding process and performance evaluation.

3.3 FOLLOW-UP MEASURES

Note: Office of Career, Technical, and Adult Education (OCTAE) will not set benchmarks for the Follow-up measures below until 2019-20 PY; however, data will be collected and reported federally during the 2017-18 and 2018-19 PYs in order to set the benchmarks.

Data Collected during the 2018-19 Program Year will be used in calculating state funding and performance.

Follow-up Measure #1: Entered Employment

Definition: Number of participants who exited during the reporting period who are employed during the second quarter after exit. Employment is working in a paid, unsubsidized job or working 15 hours or more per week in an unpaid job on a farm or business operated by a family member or the participant. The exit quarter is the quarter when instruction ends; the learner terminates or has not received instruction for 90 days, and is not scheduled to receive further instruction. A job obtained while the participant is enrolled can be counted for entered employment and is reported if the participant is still employed in the second quarter after exit from the program.

Applicable Population: All participants who exit during the program year. Exclusions to this follow-up measure are outlined in OCTAE Memorandum 17-2 Tables A and C (see page 23 for a full description).

Federal Reporting: States report the total number of *participants* who enter employment and exit during the program year and the total number of *participants* who exit during the program year. Entered employment rate is computed by dividing these numbers.

Follow-up Measure #2: Entered Employment

Definition: Number of participants who exited during the reporting period who are employed during the fourth quarter after exit. Employment is working in a paid, unsubsidized job or working 15 hours or more per week in an unpaid job on a farm or business operated by a family member or the participant. The exit quarter is the quarter when instruction ends; the learner terminates or has not received instruction for 90 days, and is not scheduled to receive further instruction. A job obtained while the participant is enrolled can be counted for entered employment and is reported if the participant is still employed in the fourth quarter after exit from the program.

Applicable Population: All participants who exit during the program year. Exclusions to this follow-up measure are outlined in OCTAE Memorandum 17-2 Tables A and C (see page 23 for a full description).

Federal Reporting: States report the total number of *participants* who enter employment and exit during the program year and the total number of *participants* who exit during the program year. Entered employment rate is computed by dividing these numbers.

Follow-up Measure #3: Median Earnings

Definition: Median Earnings of participants who are employed in the second quarter after exit and who exited during the reporting period. Median earnings are the midpoint of wages between lowest and highest wage in the second quarter.

Applicable Population: All participants who exit during the program year and are employed the second quarter after exit. Exclusions to this follow-up measure are outlined in OCTAE Memorandum 17-2 Tables A and C (see page 23 for a full description).

Federal Reporting: States report median earnings of participants employed in the second quarter after exit.

Follow-up Measure #4: Credential Attainment

Attained a Secondary School Diploma/Recognized Equivalent AND Enrolled Postsecondary Education or Training OR Gain Employment

Definition: Participants who obtain a secondary school diploma, or recognized equivalent, and enroll in postsecondary education or training OR employment within one year of exit.

Applicable Population: All participants who exit during the program year and who were in a secondary program upon entry or during (assessed at ABE Level 5 or 6 upon entry or while a participant), as measured with an approved NRS assessment. Exclusions to this follow-up measure are outlined in OCTAE Memorandum 17-2 Tables A and C (see page 23 for a full description).

Federal Reporting: All participants who exit during the program year and who obtained a secondary diploma and enrolled in postsecondary education or a training program.

Attained a Post-Secondary Credential

Definition: Participants attained a state-recognized postsecondary credential while enrolled or within one year of exiting the reportable program year.

Applicable Population: All participants who exit during the program year and who were dually enrolled in a post-secondary or training program, such as an Integrated Education and Training (IET) program. Exclusions to this follow-up measure are outlined in OCTAE Memorandum 17-2 Tables A and C (see page 23 for a full description).

Federal Reporting: All participants who exit during the program year and who dually enrolled a postsecondary or training program leading to a postsecondary credential.

Follow-up Measure #5: Indicators of Effectiveness in Serving Employers

Definition: The total number of establishments, as defined by the Bureau of Labor Statistics (BLS) Quarterly Census of Earnings and Waged program (QCEW), that received a service, if it is ongoing an activity, are continuing to receive a service or other assistance during the reporting period.

Applicable Population: The total number of establishments, as defined by BLS QCEW, located within the state during the reporting period.

Federal Reporting: Retention with the same employer and employer penetration rate are the two approaches being piloted in Arkansas for 2018-19 PY. Based on information received, Department of Labor and Department of Education a single approach will be determined for the 2019-20 PY.

3.4 COLLECTION FOR FOLLOW-UP MEASURES

The entered employment measure must be collected from participants who leave the program by the end of the second and fourth quarter after they exit. A job obtained while the participant is enrolled can be counted for the entered employment measure, but it is still measured and reported in the second and fourth quarter after the participant exits. The Post-Secondary follow-up measures may include participants who enter postsecondary education/training up to the end of the *next* Program Year (June 30).

Core Outcome Measures, Participant Population and Collection Times as reflected on Table 5

Core Outcome Measure	Participant Population to Include	Time Period to Collect Measures
Entered employment	All participants who exit during the program year.	Second quarter after exit quarter*
Entered employment	All participants who exit during the program year.	Fourth quarter after exit quarter*
Median Earnings	All participants who exited during the program year and were employed in the second quarter	Second quarter after exit quarter*
Attained a Secondary School Diploma/Recognized Equivalent <u>and</u> Enrolled in Post-Secondary Education or Training OR Employed within one year of exit	All participants who exited during the program year who were enrolled in secondary program at the ninth-grade equivalent or higher.	Within one year of program exit*
Attained a Post- Secondary Credential	All participants who exited during the program year and who were dually enrolled in a post-secondary program (i.e. IET program).	While enrolled or within one year of program exit*
Indicators of Effectiveness of Serving Employers	The total number of establishments located within the state during reporting period.	1. Retention with the Same Employer. 2. Employer Penetration Rate

**For all measures, exit quarter is the quarter when the learner completes instruction or has not received instruction for 90 days and has no instruction scheduled. The exit date will reflect the date the participant last attended or received services. A job obtained while the participant is enrolled can be counted but must be reported and measured during the first quarter after exiting the program if the participant remains employed in that quarter.

Quarterly Periods for Collecting and Eligibility for Employment 2nd Quarter and 4th Quarter after Exit

Exit Quarter	Collect Entered Employment by the End of:
First Quarter (July 1–September 30)	Third Quarter and First Quarter, Next Program Year
Second Quarter (October 1–December 31)	Fourth Quarter and Second Quarter, Next Program Year
Third Quarter (January 1–March 31)	First Quarter, Next Program Year and Third Quarter, Next Program Year
Fourth Quarter (April 1–June 30)	Second Quarter, Next Program Year and Fourth Quarter, Next Program Year

Exclusions

Participants are **excluded** from Accountability Measures if

- the participant exits the program because he or she has become incarcerated in a correctional institution or has become a resident of an institution or facility providing 24-hour support such as a hospital or treatment center during the course of receiving services as a participant;
- the participant exits the program because of medical treatment and that treatment is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program;
- the participant is deceased;
- the participant exits the program because the participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days; or,
- a Title II AEFLA participant, who is a criminal offender in a correctional institution, receives services under sec.225 of WIOA. When these participants remain incarcerated after exit from the program, they are **excluded** from the calculation of the following WIOA indicators of performance only:
 - Employment rate – 2nd quarter after exit; Employment rate – 4th quarter after exit; Median earnings – 2nd quarter after exit; and Credential Attainment
 - *All sec. 225 participants are **included** in the Measurable Skill Gains indicator. (Table 4)*

SECTION 4. DISTANCE EDUCATION POLICY

This policy defines distance education for adult education programs in Arkansas and provides guidelines by which programs can report adult learners' distance education hours to the National Reporting System (NRS). The goal of this policy is to describe the types of activities and the distance-learning platform the state has mandated for distance education and outline the requirements and procedures for reporting distance education activities to NRS.

4.1 ADMINISTERING DISTANCE EDUCATION CLASSES

Adult education programs must follow the steps and processes outlined below to teach, design coursework, and report distance education classes and related participant attendance in the state approved data management system.

Definition of Distance Education

The federal Office of Career, Technical, and Adult Education (OCTAE) defines distance education for adult education programs as follows:

Distance education is a formal learning activity where participants and instructors are separated by geography, time, or both for the majority of the instructional period.* Distance learning materials are delivered through a variety of media including, but not limited to, print, audio recording, videotape, television broadcasts, computer software, web-based interaction, and other online technologies. Teachers support distance learners through communication via mail, telephone, e-mail, or other web-based technologies or software.

Distance education, especially delivered through networked computer technologies or other high-tech delivery methods, can provide adults with a convenient and effective way to increase their language, reading, writing, and math skills, and helps them develop the skills needed to fully participate in the 21st Century workplace. While access to networked computer technology has been a significant barrier for adults interested in distance education, it is less of a factor today due to the increased accessibility of smartphones, tablets, and computers that have broadband Internet connections in their home.

Increasingly, employers expect, even require, employees to have the ability to use common computer technologies and productivity software, as well as to possess the skills to use these tools to communicate, collaborate, and solve problems. By participating in distance education, adults have the opportunity to develop skills using these tools, making them better prepared to enter into or advance within the modern workforce.

Another benefit of offering distance education is the opportunity to reduce or reallocate program costs, especially during times of fiscal limits and reduced budgets. By providing motivated and prepared adult learners opportunities to participate in distance education, often independently and at their own pace, programs may be able to devote more resources to participants who need classroom or individualized support.

4.2 INSTRUCTION

Resources for Technical Assistance and Professional Development

For the local programs selected to run distance education services, directors and instructors will be required to receive training. New distance educators will be required to complete the initial certification process facilitated by state staff that will include both face-to-face trainings as well as an independent assignment for certification. This training will focus on the designated competencies expected for overseeing and/or delivering distance education programs. The Arkansas Department of Career Education's Adult Education Division will provide information to local programs about required training to be certified to conduct distance education classes. Additional training, including yearly recertification

trainings for existing distance educators, may be required and will be communicated to all participating programs at the beginning of the fiscal year.

Integrating distance education opportunities into a program's services requires thorough planning and professional development. Teaching in a distance education format requires different skills and competencies than those required in an exclusively face-to-face, classroom-based program. Program staff may request further technical assistance and training from either the Arkansas Department of Career Education's Adult Education Division or the Arkansas Adult Learning Resource Center.

A detailed description of each resource is listed at <http://www.arcareereducation.org/about/adult-education> under the *Policies* tab. However, when designing the course, any resources available to the public may be used to enhance the learning process.

Note

For the 2018-2019 program year, the requirements for teachers to be Distance Learning (DL) certified will be as follows:

1. Successful completion of a Canvas training
2. Successful completion of the DL 100 training
3. Successful completion of the DL 101 training and the submission of a DL course created on Canvas to be approved by the Distance Learning specialist.

Teachers that did not complete the above trainings in the 2017-2018 program year will not be DL certified until they have completed all three trainings. Teachers that did complete the above trainings during the 2017-2018 program year will be required to attend a DL 102 training during the 2018-2019 program year to maintain their certification.

Best Practices

In both roles, those designated to design and develop the course and those who will only be teaching are required to use best practices for course designers and online instructors. Best practices for design and development include:

1. Maintaining consistency throughout course (Pages should mirror each other)
2. The use of media used should help support the learning process and not distract
3. Incorporating the following pages:
 - a. Home page (Includes a picture of the instructor, description of the course and expectations)
 - b. Syllabus – Assignment weeks or days, a brief description of each assignment, and due dates
 - c. Discussions (An introduction discussion as the first assignment in the course)
 - d. Modules for each week the course is in session
4. Include photograph of the instructor and invite participants to do the same.
5. Citing of sources.

Best practices for online instruction best practices include:

1. Being present and involved with participants at all times.
2. Creating a supportive online course community
3. Sharing a set of very clear expectations for your participants and for yourself as to (1) how you will communicate and (2) how much time participants should be working on the course each week
4. Asking for informal feedback on "How is the course going?" and "Do you have any suggestions?"
5. Preparing Discussion Posts that Invite Questions, Discussions, Reflections and Responses
6. Focusing on content resources, applications and links to current events and examples that are easily accessed from learner's computers
7. Planning a good closing and wrap activity for the course

4.3 DISTANCE LEARNERS

Definition of Adult Education Learners

Each adult basic education participant will be identified in our reportable educational system as one of two types of learners:

Traditional learners: Traditional learners are participants who receive a majority or 51% of their instruction through traditional, face-to-face instruction.

Distance learners: Distance learners are participants who receive a majority or 51% of their instruction through approved distance education services.

Note: For NRS reporting purposes, a participant will only appear on Table 4C if 51% of attendance hours are entered under distance learning classes.

Identify Each Participant as a Traditional or Distance Learner

A participant is classified as a distance learner if the majority of the participant's hours earned in a program year are derived by his or her participation in distance learning activities. However, a participant's hours in both distance and classroom activities must be reported into the state- approved data management system.

Qualifications to enroll in Distance Learning Coursework

Distance education will not be the right approach for every adult education learner. There are certain competencies that are required prior to any participant enrolling in distance education. For adults to be successful using distance education, they require the appropriate language, reading, mathematics, and writing skills that will enable them to follow written directions, work independently, and communicate effectively. The selected distance education curricula must also be appropriate for the targeted learner population both in content and level of technical complexity. In order for a participant to be approved for distance education, they must successfully pass the *distance learning survey and complete a distance learning agreement* prior to being admitted into distance learning classes. Additional evaluation to determine the participant's computer skills and ability to work independently on online coursework through the state-supported Learning Management System (LMS), may also be included to evaluate a participant's suitability for Distance Learning.

The following personal competencies should be considered when evaluating the appropriateness of distance education for adult learners. While these competencies are not as easily measured as reading, math, and language skills, they may be ascertained through a thorough and comprehensive intake/interview process.

*A level of academic maturity

*Motivation

*Self-direction

*Time management and organizational skills

*Network of support

*Telephone and Internet access

*High comfort level working with computer software

Requirements to enroll in Distance Learning Coursework

Grade level minimums: There is no set minimum grade level for participants to participate in Distance Education Classes; however, the curriculum chosen for that participant should be appropriate for the participant's educational function level.

Hours to maintain: 12 hours monthly

Contact to maintain: weekly

Note: Participants who are 16/17 years old may participate in Distance Learning Classes as long as they are meeting the requirements outlined in the current Arkansas Adult Education Program Policies. Their Distance Learning Hours will not be counted towards the minimum 20 hours of weekly attendance for 16/17 year-olds, or the minimum 10 hours for 16/17 year olds employed for 30 or more hours each week. *Exceptions to the minimum 20 hours a week attendance policy for 16/17 year olds will be made on a case-by-case basis and will need to be approved by the state office in advance and include supporting documentation. (See 3.5 Special Populations on page 17).*

Required Technological Knowledge

The following technological knowledge should be considered when evaluating the appropriateness of distance education activities mediated by technology.

- Demonstrated ability with basic technology use, such as sending and replying to e-mail, using a Web browser, downloading, opening, and saving electronic files, and filling out Web-based fields and forms
- Regular access to computer technology with Internet access through the use of a personal or publicly available computer
- Active E-mail account that is checked regularly

4.4 ASSESSMENT OF DISTANCE EDUCATION LEARNERS

All potential distance education participants must be given an approved assessment and meet all of the policy guidelines as identified in the Arkansas Assessment Policy & Distance Education Guidelines.

All assessments must be administered in a proctored, face-to-face setting. Pre-tests must be administered within the *first twelve hours of instruction*. Post-tests must be administered according to the testing specifications of the assessment as identified by the test publisher.

4.5 APPROVED DISTANCE EDUCATION HOURS

There are two types of participant contact hours that may be counted for reporting purposes: face-to-face hours and proxy hours.

Contact Hours

Contact hours are defined as time spent interacting with the learner. Contact hours for distance education participants can be a combination of actual face-to-face contact and contact by telephone, video, teleconference, or other online communication where participant and program staff are able to interact and through which learner identity is verifiable. A distance learner may be reported in the NRS data system once six (6) face-to-face hours have been completed.

1. FACE-TO-FACE

Face-to-face interaction includes participant intake & orientation, assessment, goal setting, counseling, and classroom-based skills training.

2. PROXY HOURS

Proxy hours are defined as the time distance education participants spend engaged in approved distance education activities as part of the coursework required in their Canvas classroom. The hours for each approved activity are calculated using one of three models:

Clock-time: This model assigns contact hours based on the elapsed time that a learner is connected to or engaged in an online or standalone software program that tracks time.

Teacher Verification: This model assigns a fixed number of hours of credit for each assignment based on the teacher’s determination of the extent to which a learner engaged in, or completed, the assignment.

Learner Mastery: This model assigns a fixed number of hours of credit based on the learner’s demonstrated mastery of the content of a lesson. This model requires previous engagement by the participant on curriculum and materials related to the test. A high percentage of correct responses on the mastery test earn the credit hours attached to the material.

4.6 ACCOMMODATING LEARNERS WITH DISABILITIES OR OTHER SPECIAL NEEDS

Learners with professionally certified documentation, issued prior to program registration, who self-disclose a given physical, mental, or emotional disability must be provided appropriate accommodations for participating in a distance education program.

If a learner self-identifies a disability, it is the responsibility of the distance education program to provide reasonable accommodations. Programs may not deny or prevent access to services based on a learner’s disability. Under certain conditions, the program may be required to absorb the costs related to the accommodation(s). By not providing appropriate accommodations for individuals with documented disabilities programs, could be in violation of federal law.

***NOTE:** Arkansas Rehabilitation Services Division is available to assist with some costs related to accommodations.*

When designing coursework, the designer must attempt to use videos that are closed captioned enabled. In addition, any audio file should have a transcript provided as well.

4.7 APPROVED DISTANCE EDUCATION REPORTING

Report All Distance Learner NRS Required Data in State-Approved Data Management System

A participant is classified as a distance learner if the majority of contact hours earned in a program year are derived from proxy hours. Non-proxy and proxy contact hours will be recorded in separate fields in the NRS Web-based data system. The decision about the participant’s status as a classroom or distance learner will be made at the end of the year when a participant’s proxy and non-proxy hours are compared. If a learner has 51% of the instructional hours reported as proxy, he or she will be identified as a distance learner. The participant’s hours in both distance and classroom programs will be included in the NRS reports.

With the reporting of distance education activities, two NRS tables are available. Both of these tables will be generated demonstrating the program’s performance each fiscal year specific to distance education activities. Descriptions of these tables follow.

Table 4C reports educational gains for distance learners. This table is identical to Table 4 with the exception that only participants identified as distance education learners (i.e., those who have a majority of hours as proxy hours) will be reported. No traditional participants will be reported on this table.

Table 5A reports follow-up outcomes for distance learners. This table is identical to Table 5 with the exception that only participants identified as distance education learners will be reported. No traditional participants will be reported on this table.

Distance Education Auditing Requirements

For auditing purposes, programs must keep documentation proving a participant’s distance learning achievements and proxy hours claimed. Some acceptable measures of documentation include:

- Printed participant screen shots;

- Printed software-generated reporting tables; and
- Teacher-signed participant logs.

The documentation must:

- List the specific module(s) the participant completed or mastered;
- Show that a participant completed and/or mastered the module according to standards; and
- Include a date of completion.

In the case of an audit, if a program cannot provide the distance learning documentation for proxy hours entered, the program may be required to pay back state and federal money earned through the undocumented proxy hours.

Arkansas Department of Career Education

Adult Education Division

Telephone: (501) 682-1970 Fax: (501) 682-1706

Web site: <http://arcareereducation.org/>

Arkansas Adult Learning Resource Center (AALRC)

Telephone: (501) 907-2490 Fax: (501) 907-2492

Web site: <http://www.aalrc.org/>

Appendix A: Assessment Charts

National Reporting System for Adult Education Educational Functioning Level Score Ranges

Adult Basic Education (ABE) and Adult Secondary Education (ASE) Levels		
<p>Level 1/ Beginning Literacy Grade Range: K -1.9</p> <p>TABE 11/12 scale scores*</p> <p>Reading: 300-441 Total Math: 300-448 Language: 300-457</p>	<p>Level 2/Beginning Basic Grade Range: 2-3.9</p> <p>TABE 11/12 scale scores</p> <p>Reading 442-500 Total Math: 449-495 Language: 458-510</p>	<p>Level 3/ Low Intermediate Grade Range: 4-5.9</p> <p>TABE 11/12 scale scores</p> <p>Reading: 501-535 Total Math: 496-536 Language: 511-546</p>
<p>Level 4/ High Intermediate Grade Range: 6-8.9</p> <p>TABE 11/12 scale scores:</p> <p>Reading: 536-575 Total Math: 537-595 Language: 547-583</p>	<p>Level 5/ Low Adult Secondary Grade Range: 9-10.9</p> <p>TABE 11/12 scale scores:</p> <p>Reading: 576-616 Total Math: 596-656 Language: 584-630</p>	<p>Level 6/High Adult Secondary Grade Range: 11-12.9</p> <p>TABE 11/12 scale scores:</p> <p>Reading: 617-800 Total Math: 657-800 Language: 631-800</p>

*Refer to publisher guidelines for more accurate score ranges determined by Form (11/12) and Version (L, E, M, D, A)

TABE or TABE Online = Test of Adult Basic Education (Standard or Online format)

Note: Grade Ranges are approximate and for reference purposes only

English as a Second Language (ESL) Levels					
Level 1/ Beginning ESL Literacy (SPL 0-1)		Level 2/ Low Beginning ESL (SPL 2)		Level 3/ High Beginning ESL (SPL 3)	
BEST* Literacy	0-20	BEST Literacy	21-52	BEST Literacy	53-63
BEST Plus 2.0	361<	BEST Plus 2.0	362-427	BEST Plus 2.0	428-452
CASAS**	Listening & Reading 180<	CASAS	Listening 181-189 Reading 181-190	CASAS	Listening 190-199 Reading 191-200
TABE CLAS-E***	Reading: 250-392 Writing: 200- 396 Listening: 230- 389 Speaking: 231- 425	TABE CLAS-E	Reading: 393- 436 Writing: 397- 445 Listening: 390- 437 Speaking: 426- 460	TABE CLAS-E	Reading: 437- 476 Writing: 446- 488 Listening: 438- 468 Speaking: 461-501
Level 4/ Low Intermediate ESL (SPL 4)		Level 5/ High Intermediate ESL (SPL 5-6)		Level 6/ Advanced ESL (SPL 6)	
BEST Literacy	64-67	BEST Literacy	68-75	BEST Literacy	76+ Exit Criteria: none
BEST Plus 2.0	453-484	BEST Plus 2.0	485-524	BEST Plus 2.0	525-564 Exit Criteria: 565+
CASAS*	Listening 200-209 Reading 201-210	CASAS	Listening 210-218 Reading 211-220	CASAS	Listening 219-227 Reading 221-235 Exit Criteria: 228+ & 236+
TABE CLAS-E	Reading: 477- 508 Writing: 489- 520 Listening: 469- 514 Speaking: 502- 536	TABE CLAS-E	Reading: 509- 557 Writing: 521- 555 Listening: 515- 549 Speaking: 537-567	TABE CLAS-E	Reading: 558-588 Exit Criteria: 589+ Writing: 556 -612 Exit Criteria: 613+ Listening: 550-607 Exit Criteria: 608+ Speaking: 568-594 Exit Criteria: 595+

SPL = Participant Performance Level in Reading, Speaking, and Writing

*BEST = Basic English Skills Test

**CASAS = Comprehensive Adult Participant Assessment System – approved assessments for Listening and Reading: *Employability Competency Skill (ECS) (Listening, Reading, and Math); Life & Work (Listening and Reading); Life Skills (Listening, Reading, and Math); Citizenship; eTest*

***TABE CLAS-E = Test of Adult Basic Education Complete Language Assessment – English.

Refer to the publisher’s scoring materials for individual subject area score ranges for SPL.

Appendix B:

2018-19 Early Post-Testing Waiver

Early Post-Testing Waiver

Submit this waiver to request post-testing before the required hours have been met. If the request is for a class, such as a workplace class, the request must be submitted *before the class begins*.

Date:

Adult Education Program:

Director:

Requested by:

Position:

Participant's Name/Class Name:

Assessment:

Current Attendance Hours:

Expected Attendance Hours at Post-Test:

Why does the participant(s) need to be early post-tested?

Has the the intensity and duration of instruction been sufficient and may lead to a gain or improvement? Please explain.

By signing or initialing below, the Adult Education Director has approved this request and understands the requirements and limitations of the early-post-testing waiver.

Director's Signature/Initials: _____

Submit to Adulted@arkansas.gov

Office Use Only

The Deputy Director, Associate Director, and/or Program Coordinator will review your request, and provide notification of approval or disapproval in a timely manner.

Approved ____ **Not Approved** ____

Signature: _____

Note: No more than 8% of a program's students may be early post-tested. Programs that exceed this limit or do not receive prior approval for early post-testing may be penalized.

REFERENCES

1. PROGRAM MEMORANDUM OCTAE 17-2 Johan E. Uvin /s/ Deputy Assistant Secretary, Delegated the Duties of the Assistant Secretary. December 19, 2016
2. NRS IMPLEMENTATION GUIDE. December 2017.
http://www.nrsweb.org/foundations/implementation_guidelines.aspx
3. Department of Education. Federal Register/Notices. Pages 89920- 89922. Vol. 81 No. 239. Tuesday, December 13, 2016.
4. NRS State Assessment Policy Guidance (508). Updated July 20, 2016.