

**SOP 18-05 Change 2**  
**Workforce Innovation and Opportunity Act**  
**Educational Functioning Level Assessment Policy**  
**Standard Operating Procedures**  
**Grow Southwest Indiana Region 11**  
**Approval Date: 06/22/2018**  
**Approval Date: 01/26/2024**

**Purpose**

To describe the standard assessment procedure for WorkOne office staff regarding measurement of Educational Functioning Levels (EFLs), test administration, proctor training requirements, and acceptable testing accommodations. Although WorkOne office staff will not be required to administer EFL assessment, WorkOne office staff who choose to administer these assessments should adhere to this policy.

**Change 2 Summary**

SOP 18-05 EFL Assessment Policy Change 2 adds certain ACT WorkKeys assessment that may be administered to measure educational gain. This is required by the National Reporting System for Adult Education.

**Rescission**

DWD Policy 2017-13, Change 1 *Educational Functioning Level Assessment Policy*  
Region 11 SOP 18-05 *Educational Functioning Level Assessment*

**References**

See Attachment A.

## Content

### *Need for Assessment Testing*

Educational gain reporting is required by the National Reporting System (NRS), the federal accountability system for the Adult Education and Family Literacy Act, Title II of WIOA. The state of Indiana has chosen the Tests of Adult Basic Education (TABE) and ACT WorkKeys as the approved assessment for measuring and reporting Educational Functioning Levels. Region 11 will follow this mandate.

### *Purposes and Use of the Assessment*

EFLs are used by adult education providers to evaluate a student's academic progress through regular testing. Additionally, TABE results are used by WorkOne office staff to gauge a customer's basic skills deficiencies, readiness for training, and/or need for referral to adult education.

### *Summary and Overview of Assessment Testing*

**TABE 11 & 12** is the DWD approved assessment for all students in the state adult education program. TABE 11 and 12 measures Education Functioning Levels in three subjects: math, reading, and language. TABE consists of five test levels (literacy, easy, medium, difficult, and advanced), two test forms (11 & 12), and a locator test.

For **WorkOn/AJC**. Eligible test candidates should complete the entire test suite (reading, language, and math) as a pre-test. Testing should be completed within eight (8) consecutive calendar days.

For **Youth**, Title I eligible youth requirements mandate that programs serving WIOA Title I eligible youth should administer TABE beginning with the locator test.

- ACT WorkKeys Applied Math forms 014,015,016, and 017 are approved for all learners in the state adult education program.
- ACT WorkKeys Workplace Document Assessment forms 018, 019, 020, and 021 are approved at all learners in the state adult education program in Literacy/English language Arts at ABE levels 2-6.
- English Language Learner Assessment are to be determined and will be identified before the start of PY 2024.

Table 1 lists the valid content grade level ranges for each test level. The range for each test is approximately valid plus or minus two grade levels. Scores falling outside of the valid ranges (invalid scores) are not reliable. Students only need to be retested in the subject(s) for which they received an invalid score within thirty (30) calendar days from the original test date, retesting with a more appropriate level.

**Table 1 – TABE 11&12 Test Levels**

<b>Test Level</b>	<b>Content Grade Level Range</b>	<b>Grade Level Range for Valid Scores</b>
<b>Level L (Literacy)</b>	<b>0-1.9</b>	<b>0-3.9</b>
<b>Level E (Easy)</b>	<b>2.0-3.9</b>	<b>0-5.9</b>
<b>Level M (Medium)</b>	<b>4.0-5.9</b>	<b>2.0-7.9</b>
<b>Level D (Difficult)</b>	<b>6.0-8.9</b>	<b>4.0-10.9</b>
<b>Level A (Advanced)</b>	<b>9.0-12.9</b>	<b>7.0-12.9</b>

Source: <https://nrsweb.org/training-ta/ta-tools/assessment>

### ***General Assessment Requirements***

TABE should be administered to all adult education students by the time of official enrollment, defined by National Reporting System as twelve (12) hours of attendance.

Before administering TABE, providers should administer the locator test to determine which level of TABE is appropriate. The “locator test” only applies to TABE.

#### **For WorkOne:**

- The test suite (reading, language, and math) or ACT WorkKeys should be completed within eight (8) consecutive calendar days. Customers who have not made contact for more than ninety (90) consecutive calendar days will be administered a new pre-test. However, if regular contact is maintained with WorkOne, the TABE pre-test or ACT WorkKeys pre-test results can be used by WorkOne office staff for six (6) months to gauge readiness for training.
- Youth requirements mandate that programs serving WIOA Title I eligible youth should administer ACT WorkKeys or TABE at the beginning with the locator test.

### ***Guidelines for Administering the Assessment***

TABE is to be taken online or, as a last resort, in paper-and-pencil format. Level L is only available as paper-based.

Working as partners with adult education, WorkOne office staff will measure and report Educational Functioning Levels in the DWD case management system.

Table 2 lists the approximate alignment between TABE scale scores and National Reporting System Educational Functioning Levels.

**Table 2 – TABE 11 and TABE 12 Scale Score Conversions to NRS levels**

<b>NRS ABE/ASE Level</b>	<b>Grade Level Equivalent</b>	<b>Reading</b>	<b>Math</b>	<b>Language</b>
<b>ABE Beginning Literacy</b>	<b>0-1.9</b>	<b>300-441</b>	<b>300-448</b>	<b>300-457</b>
<b>ABE Beginning Basic</b>	<b>2.0-3.9</b>	<b>442-500</b>	<b>449-495</b>	<b>458-510</b>
<b>ABE Intermediate Low</b>	<b>4.0-5.9</b>	<b>501-535</b>	<b>496-536</b>	<b>511-546</b>
<b>ABE Intermediate High</b>	<b>6.0-8.9</b>	<b>536-575</b>	<b>537-595</b>	<b>547-583</b>
<b>ASE Low</b>	<b>9.0-10.9</b>	<b>576-616</b>	<b>596-656</b>	<b>584-630</b>
<b>ASE High</b>	<b>11-12.9</b>	<b>617-800</b>	<b>657-800</b>	<b>631-800</b>

Source: <https://nrsweb.org/training-ta/ta-tools/assessment>

Scores falling outside of the valid ranges (invalid scores) may not be reliable. Retesting with a more appropriate level is required within thirty (30) calendar days from the original test date. Students only need to be retested in the subject(s) for which they received an invalid score.

**ACT WorkKeys Applied Math**

Applied Math assessment measures critical thinking, mathematical reasoning, and problem-solving techniques for situations that occur in the workplace.

**ACT WorkKeys Workplace Documents**

Workplace Documents measures skills that individuals use when they read real workplace documents and use that information to make job-related decisions and solve problems.

The table below provides WorkKeys assessment scale scores (benchmarks) for each NRS EFL:

<b>Education Functioning Levels</b>	<b>Workplace Documents Scale Scores on Workplace Document Forms 018, 019, 020, and 021</b>	<b>Applied Math Scale Scores on Applied Math Forms 014, 015, 016, and 017</b>
Level 1 Beginning ABE Literacy	N/A	71-73
Level 2 Beginning Basic Education	73-74	74-78
Level 3 Low Intermediate Basic Education	75-77	79-82
Level 4 High Intermediate Basic Education	78-80	83-85
Level 5 Low Adult Secondary Education	81-82	86-87

Level 6 Adult Secondary Education	83-90	88-90
---	-------	-------

***Proctor Training Requirements***

WorkOne staff who administer or score assessments are responsible for participating in TABE and WorkKeys assessment training at least annually and per DWD issued guidance.

WorkOne staff will annually review all training materials available on DWD’s website as well as attend locally provided training prior to administering any educational functioning level assessment.

***Accommodations***

Fulfilling learner requests for reasonable accommodations, at no cost to the individuals, is the responsibility of the provider delivering the assessment. To determine eligibility for accommodations, the provider will follow the test publisher’s (Data Recognition Corporation) guidance. Individual customers with disabilities are responsible for providing information and documentation for their disability. Provider staff should review documentation, consider needed accommodations, offer counseling to the student, and establish accommodations, when eligible. Accommodations include extended time, no time limits, pausing, and other reasonable accommodations suggested by a medical professional. These accommodations apply to TABE 11 & 12 and TABE CLAS-E.

The Rehabilitation Act of 1973 Section 504, the Individuals with Disabilities Education Act of 1997, and the Americans with Disabilities Act of 1990 have provisions related to reasonable testing accommodations for learners with disabilities. Additionally, programs may contact the DRC for full accommodation guidelines.

**Action**

DWD Policy 2017-13 Change 2 Educational Functioning Level Assessment Policy will be implemented in Region 11 as SOP 18-05 Change 2. Staff using TABE and or ACT Workkeys to assess educational functioning levels will follow the contents of this policy.

**Effective Date**

Immediately

**Ending Date**

Upon rescission