



CASAS for Basic Skills Assessment

Effective Date: July 1, 2010

Reference: State Policy #1011 and Local One Stop Guidance 10-03

PURPOSE: To ensure that any customer assessed for basic academic skills are assessed using CASAS Comprehensive Adult Student Assessment System as the instrument and the CASAS Employability Competency Series (ECS) Appraisal Test 130 is used as the first step in determining Basic Skills Deficiency.

PROCEDURES:

- All customers attending initial SkillSource workshops (ACE for adults and ACT for youth) are administered the ECS Appraisal and Diagnostic Etest 130R (Reading) and 130M (Math).
- Customers scoring 235 or below on the Reading and/or Math assessments are determined basic skills deficient.

TRAINING:

SkillSource staff administering assessment for basic academic skills for initial workshops will be trained on procedures by managers and/or supervisors using the following:

- State Policy #1011
- Local One Stop Guidance 10-03
- CASAS test training materials and guidance provided by CASAS

Managers and /or supervisors will document staff trainings with meeting agenda and minutes indicating staff members present at training.