



CASAS Basic Skills Assessment Procedure

Effective Date: November 22, 2011

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

PURPOSE: to ensure that any customer assessed for basic academic skills is 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 WIA workshops (ACE for Adults and Youth Orientation) and those enrolling in the Trade Act Program are administered the ECS Appraisal and Diagnostic Test for Reading and for Math.
- Customers scoring 235 or below on Reading and/or Math assessments are determined to be Basic Skills Deficient.

TRAINING

WorkSource staff administering assessment for basic academic skills 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
- Washington Works: Strengthening the Workforce for Washington's Future, January 2007. (<http://wtb.wa.gov/Documents/WashingtonWORKS.pdf>)

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