

Workforce Solutions

Testing and Assessment Toolkit

Questions and Answers

1. If you use the TABE as a pre-test, can you use something like a report card, TAKS scores or certificates from a course for the post-test score? If so, how do you record it in TWIST, and will it count toward literacy gains if you use something different?
 - No. See the Policy Memo reissued on 4/22/08: *Tracking and Measuring Literacy and Numeracy Gains*. We use only TABE scores to report educational functioning levels (EFL) under the Literacy and Numeracy Gains Board performance measure. TABE is currently the only testing tool programmed in TWIST to collect data on basic-skills deficiencies.

2. Can customers use calculators when taking the math tests?
 - Calculators are allowed for the Applied Mathematics portion of the TABE (not for the Mathematics Computation portion). Contractors must provide calculators to customers for the Applied Mathematics portion of the test, although customers may choose to use their own calculators.

3. Do we need to order any special software or equipment to implement this new policy?
 - Some of the assessment tools require special software. Check the websites for each product for details for ordering the assessment instruments including administration requirements and pricing.

4. Can we order test instruments through COIN?
 - No. Ask your management for instructions for ordering test materials through your organization.

5. How does each TABE level relate to grade levels? Can you get a resulting score of 12th grade from each level of the test – or only from the D and A levels?
 - You will only see a resulting score of 12th grade from the D and A level tests. To see the relation of each TABE test to grade levels, see the chart in

the Expanded Service S&G information resource: A.1. *Using TABE to Assess Basic Skills Proficiency.*

- L: *Literacy – Reading Only*, Grades 0–1.9
- E: *Easy* - Grades 2.0–3.9
- M: *Medium* - Grades 4.0–5.9
- D: *Difficult* - Grades 6.0–8.9
- A: *Advanced* - Grades 9.0–12.9

- Example: The Medium level test will only yield scores that are average for a group in Grade 4 or 5. A grade equivalent of 5.8 is interpreted as a score that is average for a group in the eighth month of Grade 5.

6. During the training class we talked about testing customers to meet an employer's hiring criteria – when the employer asks for job candidates who score a certain level of a specific TABE test. For example, an employer wants to see only candidates who score at the 8th grade reading level on the D Level TABE. For the TABE test scores to be valid, we must administer the Locator test first to determine the appropriate test level to administer (A, D, M or E). Do we give the customer the D Level TABE – or do we give the customer the Locator test and follow-up with the level of the test?

- We gave you incorrect information at the training. The proper procedure is to always administer the Locator first to determine the appropriate test level. Then, give the appropriate test level.
- Follow the employer requirement and only refer job candidates who score at the 8th grade Reading level on the D Level TABE. This means you will only refer customers who score at least 8.9 on the D level or A level test. If the scores on the locator instrument – require you administer the L, E, or M level tests – you will not refer these customers to the job, because these levels tests for grade levels which are below the 8th grade level.