

## AE CLASS AUDIT

### ***Public awareness/ Recruiting***

1. Is there a "FREE GED CLASS" sign or other signage placed in a visible location? Y/N
2. Does a community survey reveal awareness of the AE class? Y/N
3. Is the class generally well attended? Y/N
4. Does a newspaper announcement for the class run regularly? Y/N
5. Are class flyers distributed regularly? Y/N
6. Are AE posters displayed in the community? Y/N
7. Are radio/TV spots placed regularly? Y/N
8. Are AE promotional items distributed? Y/N
9. Do churches and other community organizations promote the AE class? Y/N

### ***Class Location***

1. Is the class located in an area that the community considers to be "safe"? Y/N
2. Is adequate parking available near the class entrance? Y/N
3. Is the parking lot adequately lighted and secure? Y/N
4. Are groups or individuals allowed to loiter outside the building? Y/N
5. Is the entrance door generally locked? Y/N
6. Are other community activities taking place in the building? Y/N

### ***Classroom***

1. Is the room clean and well organized? Y/N
2. Is the room adequately lighted, quiet and comfortable in temperature? Y/N
3. Is a clean restroom available? Y/N
4. Are the chairs comfortable for adults? Y/N
5. Are tables rather than desks available? Y/N
6. Does each learner have adequate learning space? Y/N
7. Is a break room available? Y/N

### ***Instruction/Assessment***

1. Is an AE orientation provided for each learner? Y/N
2. Is each learner assessed properly? Y/N
3. Is an instructional plan properly prepared for each learner? Y/N
4. Is each learner provided instruction at the appropriate level? Y/N
5. Does the teacher maintain an adequate inventory of materials and supplies? Y/N
6. Is individualized instruction provided to each learner? Y/N
7. Is group instruction provided? Y/N
8. Is computer-assisted instruction provided? Y/N
9. Is adequate instructional equipment available? Y/N
10. Are post-assessments performed at proper intervals? Y/N

### ***Retention***

1. Is regular attendance emphasized at orientation? Y/N
2. Does each learner sign an attendance agreement? Y/N
3. Are attendance incentives awarded to learners? Y/N
4. Are absent learners contacted and encouraged to attend? Y/N
5. Are the names and photos of successful GED completers displayed? Y/N
6. Are GED/motivational posters displayed? Y/N

### ***Teacher Training***

1. Does the teacher regularly attend local AE in-service meetings? Y/N
2. Does the teacher attend state-wide AE training meetings? Y/N
3. Does the teacher maintain a peer mentor relationship? Y/N
4. Does the teacher regularly review the AE website? Y/N