

Central Alabama Community College Adult Education Program Policy

Testing Policy

1. All student pre-tests will be performed at designated pre-testing sessions using the TABE.
2. Each student's initial post-test/s must be performed using an alternate version of the TABE. All further post-tests must alternate between TABE 9 and 10. The alternating sequence of post-test forms (9/10) must be followed regardless of the level (E, M, D or A) of the TABE test used.
3. Each enrolled student must be post-tested once the student has mastered the objectives and/or skills that were listed in his or her plan of instruction for a particular test or after 60 hours of instruction, whichever comes first.
4. In order to allow your student to fully demonstrate the gain they have made, post-tests should be administered in only one area at a time at different class sessions.
5. Follow-up post-tests should be administered when:
 - a. The student has completed their plan of instruction (POI) in one or more of their lowest areas.
 - b. The student has attended class for 60 hours without a post-test.
 - c. The student is ready to take the GED test (note: if a student in EFL 5 or lower passes the GED without being post-tested, you do not get credit for that student's gain. However, if the student is in EFL 6, you will get a gain for the student without a post-test if they obtain the GED.)
6. When a student wishes to attempt the GED test, you may administer the GED practice test in order to allow them to assess their readiness, but you should always administer a TABE post-test first in order to document that student's gain.
7. Adult students who read below the 2.6 grade level are initially assessed using the CASAS test. All CASAS scores should be submitted for database entry.
8. Adult students who speak a language other than English are initially assessed using the BEST (Basic English Skills Test) Plus. All BEST Plus scores should be submitted for database entry.
9. Other assessment instruments may be used to supplement and enhance the instructional process. However, such tests may not be used in place of the required assessments.