

July 1, 2005

DIRECTIVE: JOB CORPS PRH CHANGE NOTICE NO. 05-02
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPOR CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: PRH Chapter 3: Tests of Adult Basic Education (TABE) Requirements for Academic Programs and General Educational Development (GED) Practice Testing and Documentation; Updates to Appendix 301; and New Appendix 305.

1. Purpose. To transmit revisions to PRH Chapter 3 pertaining to TABE requirements for academic programs; General Educational Development (GED) Practice Testing and Documentation; Updates to Appendix 301; and new Appendix 305.

The attached PRH changes pertain specifically to the following academic program areas: 1) use of Tests of Adult Basic Education (TABE) for student assessment, placement in, and exit from Job Corps reading and math instruction; 2) General Educational Development (GED) practice testing and documentation; 3) TABE administration and the electronic Testing Management System (TMS); 4) TABE accommodations and exemptions for students with cognitive disabilities; and 5) waiver form and check list to be used to exempt students with documented cognitive disabilities from follow-up TABE testing.

The PRH changes regarding TABE testing will apply to students who take the initial TABE after July 1, 2005. The PRH changes regarding official GED practice tests will apply to students enrolled in GED courses after July 1, 2005.

2. Background. Job Corps has academic requirements for reading and math programming as well as crediting requirements for Center Report Cards. In addition to delineating the academic requirements, this Change Notice highlights alignments and distinctions with the crediting requirements for the Center

Outcome Measurement System (OMS) as stated in the annual revisions to PRH Chapter 5, Appendices 501 Introduction and 501a. The attached PRH changes will increase required literacy and numeracy proficiency levels for students and align Job Corps' academic policies in Chapter 3 with Chapter 5, Appendix 501 requirements for measuring and crediting literacy and numeracy gains in PY 2005.

3. Explanation of Changes. Highlights of proposed changes to the PRH are as follows:

a. Chapter 3: Career Development Period

(1) Section 3.8 Reading. R2, Placement in Reading Instruction.

Job Corps' academic policy replaces previous academic requirements with the specification that centers must provide students with reading instruction if they test below 567 on the Reading subtest of the Tests of Adult Basic Education, Version 7/8. (TABE Español score of 760 for Puerto Rico centers only). Students will not be exempt from reading instruction and TABE follow-up testing until they achieve a score of 567 (or 760 on the TABE Español). These scores will replace those previously specified in Section 3.8 for placement in reading instruction (for example, scores below 541 on the TABE Reading subtest) and the scores previously specified in Appendix 301 for exemption from follow-up TABE testing (for example, the score of 559 on the TABE Reading subtest). Exceptions to follow-up testing for students with cognitive disabilities are outlined in the revised Appendix 301 and the new Appendix 305. Centers will have the flexibility to determine: 1) appropriate TABE scores for students' placement in courses, and 2) where targeted training in reading will take place -- in separate reading courses, GED or high school programs, or applied academics skills training within vocational programs.

Note: The purpose of this policy is to raise students' required academic proficiency levels and align the academic policy for exemption from follow-up testing in TABE with the OMS crediting policy; **it does not change the OMS crediting policy regarding students in the pool for tracking literacy learning gains.** The OMS crediting policy for PY 2005, per Appendix 501, requires students who score 552 or below on the initial TABE Reading Test (751 on the TABE Español) to be in the pool for tracking learning gains as outlined in Appendix 501a. The OMS crediting policy is based on the federal Common Measures requirements for measuring literacy and numeracy gains of participants in all federal employment and training programs (Department of Labor Employment and Training Administration Training and Employment Guidance Letter 28-04.) The OMS and Common Measures policies state that for students who score 552 in Reading on their initial TABE, a minimum follow-up TABE

test score of 567 in Reading is required to attain a learning gain. Thus, setting the Job Corps academic requirement at 567 for exemption from follow-up testing (rather than 559 as in previous policy) aligns it with the OMS and Common Measures requirement for attainment of a learning gain for those students who initially score 552 “at the top of the pool” for tracking literacy learning gains.

(2) Section 3.10 Mathematics. R2, Placement in Mathematics Program.

Job Corps’ academic policy is being updated to replace the previous academic requirements with the specification that centers must provide students with math instruction if they test below 566 on the Math component of the Tests of Adult Basic Education, Version 7/8. (TABE Español score of 777 for Puerto Rico centers only). Students will not be exempt from TABE follow-up testing until they achieve a score of 566 (or 777 on the TABE Español). These scores will replace those previously specified in Section 3.10 for placement in math instruction (for example, scores below 536 on the TABE Math subtest) and the scores previously specified in Appendix 301 for exemption from follow-up TABE testing (for example, the score of 560 TABE Math subtest). Exceptions to follow-up testing for students with cognitive disabilities are outlined in the revised Appendix 301 and the new Appendix 305. Centers will have the flexibility to determine: 1) appropriate TABE scores for placement in courses and 2) where targeted training in mathematics will take place -- in separate math courses, GED or high school programs, or applied academics skills training within vocational programs.

Note: The purpose of this policy is to raise students’ required academic proficiency levels and align the academic policy for exemption from follow-up testing in TABE with the OMS crediting policy; **it does not change the OMS crediting policy regarding students in the pool for tracking learning gains in math.** The OMS crediting policy for PY 2005, per Appendix 501 requires students who score 551 or below on the initial TABE Math Test (764 on the TABE Español) to be in the pool for tracking learning gains as outlined in Appendix 501a. The OMS crediting policy is based on the federal Common Measures requirements for measuring literacy and numeracy gains for participants in all federal employment and training programs (Department of Labor Employment and Training Administration TEGL 28-04.) For students who score 551 in Math on their initial TABE, a minimum follow-up TABE test score of 566 in Math is required to attain a learning gain. Thus, setting the Job Corps academic requirement for exemption from follow-up math testing at 566 also aligns it with the Common Measures requirement for attainment of a learning gain for those students who initially score 551 “at the top of the pool” for tracking numeracy learning gains.

(3) Section 3.11 High School Diploma and GED Certificate.

R 2b - Now includes the requirement that students enrolled in GED preparation classes shall take the Official GED Practice Tests.

R 4 - Reporting/Documentation/Record Keeping.

The GED Official Practice Test results have been added to the list of documents and data to be recorded using the automated Testing Management System (TMS) component of the Center Information System (CIS). In addition it is specified that copies of Official GED Practice Test Scores (printouts from TMS or answer sheets) will be maintained in student files in the center's academic area by centers in states where documentation of Practice Tests scores are required to take the official GED tests.

b. Appendix 301: Test of Adult Basic Education (TABE) Requirements and Instructions for TABE 7/8. Appendix 301 has been revised to:

(1) Eliminate all references to using the Computer Managed Instruction (CMI) manual and system; references to using CMI have been replaced with specifications for using the Testing Management System (TMS) in scoring, recording and reporting of TABE results;

(2) Change the current TABE requirement for Initial Testing within the first 14 days on center with the requirement that all students (residential and non-residential) must be given the initial reading and math subtests of the TABE 7/8 within the first **21 calendar** days on center. This aligns directly with the OMS crediting policy in Appendix 501.

(3) Include language regarding "Follow-up Testing" to specify conditions for early TABE testing as well as conditions for exemption from follow-up testing (attainment of a reading scale score of 567 and a math scale score of 566); or , for Puerto Rico center students, attainment of a reading scale score of 760 and a math score of 777.

(4) Include waiver conditions and accommodations for students with documented cognitive disabilities or who fail to make progress.

(5) Include protocol for waiving subsequent TABE testing for trainees with documentation of cognitive disabilities:

c. Appendix 305

This is a new Appendix to introduce two forms: the "Tests of Adult Basic Education Exemption for Students with Documented Cognitive

Disabilities Check List” and the “Sample Form for Request of a Disability Waiver from TABE Testing.”

4. Filing Instructions.

REMOVE FROM PRH	INSERT
PRH Table of Contents, dated October 1, 2002	PRH Table of Contents, dated July 1, 2005
Chapter 3, Table of Contents, dated October 1, 2002	Chapter 3, Table of Contents dated July 1, 2005
Chapter 3, Section 3.8, dated July 1, 2001	Chapter 3, Section 3.8 dated July 1, 2005
Chapter 3, Section 3.10, dated July 1, 2001	Chapter 3, Section 3.10, dated July 1, 2005
Chapter 3, Section 3.11, dated November 11, 2004	Chapter 3, Section 3.11 dated July 1, 2005
Chapter 3, Appendix 301 dated July 1, 2001	Chapter 3, Appendix 301, dated July 1, 2005
	Chapter 3, Appendix 305, dated July 1, 2005

5. Action Required. Addressees are to ensure that this PRH Change Notice is distributed to all appropriate staff.

6. Effective Date. July 1, 2005.

7. Inquiries. Inquiries should be directed to Lynne Fry (202) 693-3101, or emailed to fry.lynne@dol.gov.

Attachments

- A – Chapter 3, Table of Contents
- B – Chapter 3, Section 3.8
- C – Chapter 3, Sections 3.10 & 3.11
- D – Chapter 3, Appendix 301
- E – Chapter 3, Appendix 305