

December 20, 2007

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 07-03
------------	---------------------------------------

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: PRH Chapter 3, Sections 3.1, 3.9, and 3.10; Appendix 301; Exhibit 5-4;
and Chapter 6, Section 6.3: Revisions Related to Tests of Adult Basic
Education

1. Purpose. To describe Phase One of Policy and Requirements Handbook (PRH) changes, effective December 21, 2007, regarding administration, training, record keeping, and security related to the delivery of the Tests of Adult Basic Education (TABE[®])¹ 9/10 in the Student Testing System (STS), and to provide advance notification of additional changes that will be implemented using a phased approach.

Phase Two of the TABE-related PRH changes, to be released by April 1, 2008, will provide new guidance to centers with regard to documentation of TABE 9/10 test accommodations in STS for students with disabilities, as well as policies to support improvements in the efficiency and security of testing.

Phase Three of the PRH changes, to be released by July 1, 2008, will address valid initial TABE tests for students with disabilities and documentation of learning gains for students who receive testing accommodations.

PRH Change Notices will be issued prior to implementation of Phase Two and Phase Three of the TABE-related PRH changes. Centers will continue to operate under existing policies in the areas covered in the last two phases until the appropriate Change Notices are issued. Those Change Notices will specify the effective dates for the covered changes.

¹ Hereinafter referred to as TABE (no trademark).

2. Background. Job Corps uses TABE to measure students' understanding and application of conventions and principles in reading and mathematics. In addition, Job Corps has established the new STS, a Web-based application designed to administer online tests and record testing information in the Center Information System (CIS). To guide the Job Corps community in implementing the online delivery of TABE 9/10, revisions to policy and requirements have been incorporated into the PRH.

3. Explanation of Changes.

a. PRH Chapter 3: Career Development Period

- (1) Revised Section 3.1, R1.c.2.(c) to require each center to document in the Career Development Services System (CDSS) Plan, through the Career Development Plan (CDP), how it will ensure that TABE will be administered. Documentation will include information on how TABE 9/10 is implemented using STS in a designated testing facility, and procedures for securing test materials, scheduling tests, and administering the tests.
- (2) Revised Section 3.1, R1.c.3.(a)(1) to specify that centers must define requirements for student completion of course materials and competencies. Centers must also describe how students' progress in training will be documented. Progress may be documented through the use of Case Notes, the Evaluation of the Student Progress (ESP) process, or other means.
- (3) Revised Section 3.9, R3, and Section 3.10, R3, to specify that centers shall ensure that all students' test results are recorded using STS and that centers must document students' academic progress as described in the center's CDSS Plan (referred to in Section 3.1, R1.c.3.(a) (1)).

b. Appendix 301: Tests of Adult Basic Education (TABE) Requirements and Instructions

- (1) *Background.* Revised and expanded the introductory paragraphs of this appendix, which are now called "Background and Purpose of Online Standardized Testing." This section provides Job Corps' rationale for transitioning to the online administration of TABE 9/10. It emphasizes the value of enabling students to become proficient in the use of computers through online testing.
- (2) *General Guidelines.* Added this section to emphasize that all Reading and Math TABE 9/10 tests used in Job Corps will now be conducted online through CIS/STS. The Puerto Rico centers will continue to administer TABE Español 7/8; however, this will also be given online using STS. This new section lists three exceptions to online testing that may be

allowed. Centers can request the use of paper and pencil tests in administering TABE and must obtain special authorization for this alternative to online testing. Paper and pencil testing may only be used: (a) to provide accommodations to students with documented disabilities that prevent them from taking TABE through STS; (b) to provide an alternative method for test administration during extended periods in which STS cannot be accessed, affecting the 21-day initial testing window; and (c) in certain cases that require special approval from the National Office of Job Corps.

Centers should contact the Job Corps Data Center (JCDC) with their request for paper and pencil version of the test at helpdesk@jobcorps.org. The email to JCDC should contain (1) justification for the request, and (2) tests booklet type and quantity. If the request is not to provide accommodations to students with disabilities or in an emergency situation, the center must receive approval from the National Office of Job Corps. See the “TABE 9/10 Student Testing System Administrators Guide” for more information.

- (3) *Responsibility*. Revised the “Responsibility” section to specify the duties of the Center Director on behalf of the center to:
- (a) designate a TABE Administrator and back-up administrator who will receive annual training and certification on all aspects of TABE policy, guidelines, and instructions, including the use of STS;
 - (b) designate a facility for TABE testing and ensure that all testing equipment, materials, access codes, and records are kept secure;
 - (c) ensure that tests are properly scheduled and administered;
 - (d) ensure that students are enrolled in CIS and their photos saved in the database prior to taking TABE for proper verification and accountability; and
 - (e) establish the procedures for issuing, signing, and filing students’ STS Testing Tickets.

Each center’s procedures for scheduling student tests and documenting completed tests will be described in the center’s CDSS Plan, and the Center Director can delegate these responsibilities, in writing, to the center’s testing administrator/coordinator or to the center’s senior education administrator.

- (4) *Requirements and Instructions.* Modified this section to specify that STS automatically scores student tests, and that test scores are accessible through STS as soon as students complete the test. In addition, STS automatically schedules students' follow-up tests in CIS/STS and generates testing rosters to assist TABE Administrators in maintaining weekly lists of students requiring follow-up tests.

Provisions for Students With Disabilities. Added a new segment to this section. The provisions of the new segment include ensuring that testing accommodations are documented as a part of students' accommodation plans. This section also describes the TABE Administrator's and center's responsibilities to provide certain accommodations if these are designated by the center's Interdisciplinary Team (IDT). These accommodations can include extending the time for test-taking, providing a designated testing area, following procedures for providing paper and pencil versions of TABE 9/10, and others.

In addition, the "Note" in Appendix 301 regarding continued instruction for students with disabilities who qualify for exemption from TABE testing has been moved from the "Follow-up Testing" section to the section on "Provisions for Students With Disabilities."

Recording TABE Test Data. Eliminated the "Re-testing" section of Appendix 301, which included tables on Validity Ranges and Calculations of Next Reading/Math Tests. Students will be assigned to the appropriate initial test levels of the Reading and Math subtests (L, E, M, or D) based on their results from the Locator test. They will not be "re-tested" if their scores on the initial tests fall outside certain validity ranges. In addition, the STS system will automatically assign students to follow-up tests based on test scores and validity ranges outlined in the "TABE 9/10 STS Administrator's Guide."

c. PRH Exhibit 5-4: Required Staff Training

This exhibit has been modified to specify annual training for TABE Administrators and back-up administrators.

d. PRH Chapter 6: Administrative Support

Section 6.3, R3.a.7 has been revised to require that the TABE STS Testing Tickets be kept in students' permanent records at separation.

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

5. Effective Date. December 21, 2007. All centers, except those that have received permission to use paper and pencil versions of the TABE 9/10 tests, will be expected to use TABE 9/10 on STS by December 21, 2007.

6. Inquiries. Inquiries should be directed to Lynne Fry at (202) 693-3101 or fry.lynne@dol.gov, or John Chowning at (202) 693-3102 or chowning.john@dol.gov.

Attachments

A – PRH Chapter 3

B – Appendix 301

C – Exhibit 5-4

D – PRH Chapter 6