July 26, 2004

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| DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 04-04 |
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
                ALL JOB CORPS REGIONAL DIRECTORS
                ALL JOB CORPS CENTER DIRECTORS
                ALL JOB CORPS CENTER OPERATORS
                ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
                ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

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

SUBJECT: The New Center Information System's Testing Management
                System Module, and Phase-Out of Computer Managed Instruction
                Test Functions

1.   Purpose.   To advise centers of the new Testing Management System (TMS)
module in the Computer Information System (CIS).   TMS will be used for scoring,
recording, and reporting Tests of Adult Basic Education (TABE) and General
Educational Development (GED) practice test results. It will also replace the testing
functions of the Computer Managed Instruction (CMI) system. All centers should be
using the TMS by September 30, 2004.

2.   Background. To enable centers to use CIS to score, record, and report students'
TABE results and GED Practice Test results, Job Corps will begin using a new CIS
module, the Testing Management System (TMS). This will replace the existing CMI test
functions. In light of the revised Policy and Requirements Handbook (PRH)
requirements for measuring students' learning gains, it is essential that all centers have
a consistent system to record TABE results directly in CIS. Additionally, in response to
centers' interest in continuing to use the CMI for other classroom instructional
applications, these applications will continue to be available.

       A description of all TMS functions and instructions can be found in Attachment A,
and   is   available   for   download   at   the   TMS   training   Web   site
(http://training.jobcorps.org/cis/tms.htm).   Attachment A also includes a comparison
between CMI and the new TMS module, as well as the equipment and supplies needed
to implement the module.

Pilot testing of the TMS is currently in progress. The system will be available for deployment on July 26, 2004, and will be phased in according to the regional schedule below, and centers' readiness. Centers will use the system once they are prepared with the appropriate materials and training.

To prepare centers to use the TMS module, a TMS Users' Manual is attached to this Information Notice (Attachment B). The manual covers the use of each major function in the TMS module. Also attached are sample TABE General Test Answer Sheets for TABE (Attachment C), and sample General Educational Development (GED) Practice Tests Answer Sheets (Attachment D).

In addition to the attached guides, spotlight training will be available for centers upon request. The requests should be sent to deployment@jcdc.jobcorps.org. Please review the training schedule on the training Web site at the following address: http://training.jobcorps.org/calendar/calendar.htm. These sessions will cover the use of each major function in the TMS module. The presenter will share the application with the training participants using the Web Office tool. Instructions for participating in the Web Office sessions are also included on the training Web site.

Listed below is the schedule for migrating centers from CMI to TMS. Training will be offered one week prior to each center's scheduled deployment date.

07/26 – 08/06/04 – Philadelphia Region (Region is beta-testing TMS and training for centers is currently underway)

08/09 – 08/20/04 – San Francisco Region

08/23 – 09/03/04 – Chicago Region

09/07 – 09/17/04 – Atlanta and Dallas Regions

09/20 – 09/30/04 – Boston Region

3.   Action. Center Directors should share this Notice with the appropriate staff and prepare for the deployment of the new system.

Centers that are ready may migrate to the CIS TMS module prior to the assigned date.   These centers should contact Janis Pearson at Pearson.Janis@jobcorps.org when they are ready to deploy TMS.

4.   Expiration Date. Until superseded.

5.   Inquiries.   Inquiries regarding TMS should be directed to Linda Estep at estepl@jcdc.jobcorps.org, and inquiries regarding TABE and GED practice test information should be directed to Lynne Fry at Fry.Lynne@dol.gov.

Attachments:

A – TMS Functions; Comparison Between CMI and TMS; Equipment and Supplies; Equipment and Supply Vendor Information

B – TMS User's Manual

C – TABE – Job Corps General Purpose Answer Sheet

D – Official GED Practice Tests General Purpose Answer Sheet