

TABE CLAS-E Implementation Guidelines

These guidelines have been prepared to assist centers in implementing the TABE CLAS-E.

Step 1	Submit a customized, center-specific purchase order (provided by the National Office) to McGraw-Hill to receive the CLAS-E materials.
Step 2	Notify Job Corps eLearning Specialist Tracey Cooley, cooley.tracey@jobcorps.org , confirming receipt of materials and requesting technical assistance, as needed, and communicating the center's point of contact (POC) for CLAS-E implementation.
Step 3	The TABE CLAS-E is paper-based; therefore, centers need to ensure the security of the test booklets and answer sheets.
Step 4	Upon receipt of materials, the TABE Administrator, back-up TABE Administrator, and ESL instructors should complete the required training.
Step 5	Implement the use of the TABE CLAS-E. Students who are identified as ELL shall be administered the TABE CLAS-E assessment in addition to the TABE 9/10 STS. Ideally, the TABE CLAS-E should be administered before the initial TABE 9/10 assessment, confirming placement in the appropriate level of the TABE 9/10, although this may not be possible due to time restrictions on administering the initial TABE test. The use of CLAS-E does not impact the current policy requiring the administration of TABE 9/10 within a student's first 21 days on center. Students are still required to take the TABE 9/10.
Step 6	Reassessment should take place after 60 hours of instruction with the use of a different test form, or after 120 hours of instruction with use of the same test form.
Step 7	Centers will implement a procedure ensuring that completed TABE CLAS-E answer sheets are placed in the student's permanent record in accordance with PRH Chapter 6, Section 6.3, Subsection R3.
Step 8	ESL instructors will differentiate instruction for ELL students accordingly.
Step 9	Center POCs will participate in a telephone survey 2 months after implementation. The purpose of this call is to discuss CLAS-E implementation and receive technical assistance, as needed. After 6 months, centers will also complete a survey regarding the use and effectiveness of CLAS-E.