

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy # 1.104**

**Title: PLACEMENT IN AN EDUCATIONAL FUNCTIONING LEVEL**

Authority: Board Action

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Upon administration of an approved assessment, at intake or within the first 12 hours of attendance, local programs are to place students at an educational functioning level. The Test of Adult Basic Education (TABE) Locator test is administered prior to the full assessment. Charts provided by the National Reporting System (NRS), *Implementation Guidelines*, shall be used for determining the appropriate Educational Functioning Level (EFL) for a student. The Educational Functioning Level chart can be found on the NRS website, [http://www.nrsweb.org/foundations/related\\_documents.aspx](http://www.nrsweb.org/foundations/related_documents.aspx), *NRS Test Benchmarks for EFL*.

Growth can only be shown through the administration of an approved pre-test and post-test or by passing the General Educational Development (GED) test. A student who passes the GED may be given credit for completing the High Adult Secondary (ASE) level. This is the only method to show completion of this level.

Students who test into the NRS Educational Functioning Level of Advanced ESL (ESL 6), scores of 76 – 78, must be given another pre-test, as there is no exit criteria established by NRS for *BEST Literacy*. If this occurs, do the following:

<b>Administrative Action</b>	<b>Pre-test Option #1</b>	<b>Pre-test Option #2</b>	<b>Pre-test Option #3</b>
1. Do not enter into statewide data system.  2. Record pre-test attempt in student permanent record.	1. Use an oral screening tool to determine if student has low oral skills.  2. If so, administer <i>BEST Plus</i> .	Administer TABE 9/10 Reading <b>and/or</b> Language.  <i>TABE Math is not required unless student has a math improvement goal.</i>	Administer <i>GAIN</i> English.  <i>GAIN Math is not required unless the student has a math improvement goal.</i>

Students who pre- test into *BEST Plus* exit criteria (ESL X), (scores of 541-999), must be given another pre-test as ESL X is not an NRS Educational Functioning Level. If this occurs, do the following:

Administrative Action	Pre-test Option #1	Pre-test Option #2	Pre-test Option #3
1. Do not enter into statewide data system.  2. Record pre-test attempt in student permanent record.	1. Use a literacy screening tool to determine if student has low literacy skills.  2. If so, administer <i>BEST Literacy</i> .	Administer TABE 9/10 Reading <b>and/or</b> Language.  <i>TABE Math is not required unless student has a math improvement goal.</i>	Administer <i>GAIN</i> English.  <i>GAIN Math is not required unless the student has a math improvement goal.</i>

Project learners are student enrolled in a short-term instructional program of at least 12 hours but no more than 30 hours duration. Local programs should administer an approved assessment to Project learner students at intake or within the first 12 hours of attendance to determine an educational functioning level.