

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM  
Policy # 1.104

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**Title: Placement in an Educational Functioning Level**

**Authority:** Board Action

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- A. 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), *Technical Assistance Guide for Performance Accountability under the Workforce Innovation and Opportunity Act*, 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, <https://www.nrsweb.org/training-ta/ta-tools/assessment#Tools&Tips> NRS Test Benchmarks for EFL.
- B. Growth can only be shown through the administration of an approved pre-test and post-test, by receiving the state-approved high school equivalency (HSE) or by exiting Adult Education and enrolling in a post-secondary training program.
- C. 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:

<u>Administrative Action</u>	<u>Pre-test Option #1</u>	<u>Pre-test Option #2</u>	<u>Pre-test Option #3</u>
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 11/12 Reading <b>and/or</b> Language.  <i>TABE Math is not required unless student has a math improvement goal.</i>	Administer CASAS Reading GOALS  <i>CASAS Math GOALS Math is not required unless the student has a math improvement goal.</i>

- D. Students who pre- test into *BEST Plus 2.0* exit criteria (ESL Completed Advanced ESL), (scores of 565 or higher), must be given another pre-test as ESL Completed Advanced ESL, is not an NRS Educational Functioning Level. If this occurs, do the following:

<b><u>Administrative Action</u></b>	<b><u>Pre-test Option #1</u></b>	<b><u>Pre-test Option #2</u></b>	<b><u>Pre-test Option #3</u></b>
<p>1. Do not enter into statewide data system.</p> <p>2. Record pre-test attempt in student permanent record.</p>	<p>1. Use a literacy screening tool to determine if student has low literacy skills.</p> <p>2. If so, administer <i>BEST Literacy</i>.</p>	<p>Administer TABE 11/12 Reading <b>and/or</b> Language.</p> <p><i>TABE Math is not required unless student has a math improvement goal.</i></p>	<p>Administer CASAS Reading GOALS</p> <p><i>CASAS Math GOALS Math is not required unless the student has a math improvement goal.</i></p>