



Office of Adult Education Memorandum 3.29.21

DATE: March 29, 2021

TO: Adult Education Program Administrators

FROM: Dr. Cayanna Good, Assistant Commissioner of Adult Education

RE: Fiscal Year 2022 Assessment Policy Implementation Guidance for TABE CLAS-E

Effective July 1, 2021, the Office of Adult Education (OAE) has revised the Adult Learner Assessment Policies and Procedures Manual regarding the minimum instructional hours required before post-testing for the Tests of Adult Basic Education Complete Language Assessment System – English (TABE CLAS-E) assessment. Beginning in fiscal year (FY) 2022, the minimum number of instructional hours before post-testing a student using TABE CLAS-E is 40 hours. This is a change from a minimum of 60 hours in prior fiscal years. The revised Adult Learner Assessment Policies and Procedures Manual for FY22 is available on [OAE's website](#).

Programs choosing to convert to or adopt TABE CLAS-E as an assessment instrument for English Language Acquisition (ELA) students may do so at any time for **new students**. For students who have been assessed using BEST Plus 2.0 or BEST Literacy, both of which are still NRS- and OAE-approved assessments, programs must maintain those assessments until the assessments expire or the students exit the program. As a reminder, assessments are valid for 270 days.

There are no changes to the required minimum instructional hours before post-testing for BEST Plus 2.0 or BEST Literacy, which remains a minimum of 60 hours before post-testing. Please note that the number of instructional hours should not be the only determining factor when deciding to post-test, since not all students will be ready to post-test even after meeting the minimum threshold. Programs should use informal assessments to determine when a student is ready to post-test.

The FY22 Adult Learner Assessment Policies and Procedures Manual also included revisions to the Distance Education and Proxy Contact Hours Policy. OAE added additional approved distance education curricula for the Clock Time Model and provided further clarification on the Teacher Verification Model. Revisions to the FY22 Adult Learner Assessment Policies and Procedures Manual will go into effect July 1, 2021.

Action Required: By **April 15, 2021**, all programs must complete a [TABE CLAS-E Interest Form](#) available at this URL: <https://forms.office.com/r/A2Yy8ZaWRU>. The purpose of the interest form is to provide OAE with an estimate of the projected use of TABE CLAS-E in FY22 across the state.

Please direct questions related to the Adult Learner Assessment Policies and Procedures Manual to Director of Research and Impact, Rosaline Tio, at rtio@tcsge.edu.