



LOS ANGELES COUNTY

WIA Youth DIRECTIVE

Number: WIA YD10-02

Subject: Proper Testing Procedures for Comprehensive
Adult Student Assessment System (CASAS)

Date: 3/20/10

Effective Date: Immediately

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SPECIAL ATTENTION

ARRA WIA Adult WIA Dislocated Worker WIA Youth
 Rapid Response

TO: ALL WIA YOUTH OPERATORS

BACKGROUND

The Workforce Investment Act (WIA) Title I Common Measures policy requires that youth programs document and report student performance on three Common Measures: 1) Placement in Employment or Education, 2) Attainment of a Degree or Certificate and; 3) Literacy and Numeracy Gains. The Literacy and Numeracy Gains measure pertains to out-of school youth who are basic skill deficient.

Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) 17-05 provides guidance as to which tests may be used to measure gains in literacy and numeracy. One of the approved series of tests is CASAS. This directive provides general information regarding the appropriate use of the CASAS in completing an educational functioning level for literacy and numeracy gains.

OVERVIEW FOR USE OF CASAS

There are three separate and distinct types of CASAS tests that is used to measure gains in literacy and numeracy:

CASAS Appraisal Test

The CASAS Appraisal tests are initial assessment instruments that surface potential deficiencies in basic skills for out-of-school youth.

CASAS Pre & Post-tests

Pre-test: The CASAS Pre-test should be given to the youth shortly after appraisal or as soon as is feasible upon entry into the program or before any substantial instructional intervention has occurred. The pre-test must occur within 60 days following the date of first youth program service.

Post-test: The CASAS post-test should be given to the youth after a period of instruction and/or classes designed to assist the youth in overcoming their basic skills deficiency. Programs may choose to assess students who indicate they are leaving the program before the scheduled post-test time, to maximize collection of paired test data. Agencies should establish a policy for assessing learners with disabilities, including developmental disabilities. Generally more hours of instruction are needed for these populations to show substantial learning gains.

PLEASE NOTE: The initial CASAS assessment test may not be used to also pre or post test.

For additional information, the CASAS web-site, www.casas.org, can provide agencies with detailed information regarding the appropriate use of the testing materials.

REFERENCES

- DOL Training and Employment Guidance Letter (TEGL) 17-05, *Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues.*
- *State EDD Workforce Investment Act Information Notice WSIN07-33* (February 5, 2008) – Approval of the Common Measures Waiver Request.
- *WIA Section 136* – Performance Accountability System
- *LACOD-WIAD09-02: Literacy and Numeracy Gains: Acceptable Assessment Tools.* (01/08/09)

If you have any questions, please contact Barbara Banck at (213) 351-8924 or bbanck@css.lacounty.gov. Thank you.



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Workforce Investment Board