



WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

PRE-POST TABE TESTING IN JUVENILE INSTITUTIONS	Section	Programs and Services
	Number	4.18a
	Effective Date	04-25-16
	Revision Date	06-25-16
	Revision No.	1
	Approval:	<i>Jack C. Green</i>

1.0 **PURPOSE:**

To provide a framework for administering a pre and post testing program for juvenile facilities throughout the WV Schools of Diversion and Transition (WVSDT) to demonstrate and measure educational achievement as required by the Every Student Succeeds Act (ESSA). The student data is used for continuous systemic program improvement.

2.0 **APPLICABILITY:**

Procedures apply to all juvenile facilities located within WVSDT.

3.0 **POLICY STATEMENT:**

The consistent implementation and maintenance of the pre and post testing program is essential to meet the standardized data collection and reporting requirements of the ESSA.

4.0 **DEFINITIONS:**

- 4.1 TABE - Test of Adult Basic Education.
- 4.2 Intake – enrollment into WVSDT.
- 4.3 Exit - students discharged from WVSDT.
- 4.4 Transfer - a student moves from one WVSDT facility to another.
- 4.5 Exiting Without Prior Notice - students who leave WVSDT facilities prior to sufficient notice to administer TABE post-testing.
- 4.6 Testing Window – predetermined times when TABE Survey will be administered to students; July, October, January and April. The WVSDT will determine the testing window and notify the facilities.

5.0 **PROCEDURES FOR ODTP JUVENILE FACILITIES (WVDHHR):**

- 5.0.1 WVSDT Juvenile facilities will administer the Practice Exercise and Locator Test prior to every TABE Survey. This will be done to ensure students are tested at the correct level unless pre-TABE testing has occurred within the last 20 days at another WVSDT facility, at which time those results will be shared with the entering WVSDT school to serve and consider for pre-TABE scores and course placement.
- 5.0.2 WVSDT Juvenile facilities will administer the pre-TABE Survey (Test 1 – Test 7) to students within twenty (20) school days after intake.
- 5.0.3 Students transferring from one WVSDT facility to another shall receive a TABE post-test at the facility in which the student resides during the next scheduled testing window or prior to the student exiting the facility.

- 5.0.4 If a student exits a WVSDT facility prior to the established testing window, the previous TABE will serve as a TABE post-test for the students (student must have completed at least two test administrations). Facilities will make every effort to ensure TABE post-test data is collected.
- 5.0.5 Principals will submit a TABE Testing Irregularity Form (Form 5.0.6) for students not administered TABE post-testing due to exiting without prior notice or other reasons beyond the control of the WVSDT facility.
- 5.0.6 Initial intake TABE Survey results will serve as the starting point for measuring the maintenance and improvement of educational achievement.
- 5.0.7 All students identified as Limited English Proficient (LEP) shall participate in the pre-post TABE testing as determined by the LEP committee. Using the LEP Inclusion Documentation Form, the committee will determine the appropriate accommodations and/or with modifications, if any (Policy 2417).
- 5.0.8 TABE test booklets will be used only in conjunction with the Pre-Post Achievement Testing Program. Use of TABE test booklets, copies of the booklets or excerpts from the test booklets, apart from the scheduled test administration to students, is inappropriate and unethical. Practice tests, alternate forms, test improvement programs and technology may be used to prepare students to take the test.
- 5.0.9 ONLINE TABE PASSWORDS and test booklets will be stored in a secure, central location by the TABE test coordinator consistent with procedures outlined in the WV Measures of Academic Programs Testing Code of Ethics.
- 5.0.10 School staff will use the TABE test results for individuals and groups of students for purposes of instructional planning.
- 5.0.11 The principal/lead teacher will ensure that staff complies with all applicable regulations regarding the Pre-Post Achievement Testing in Juvenile Institutions and Short Term Juvenile Centers.

5.1 PROCEDURES FOR JUVENILE CENTERS (WVDJS):

- 5.1.1 WVSDT Juvenile Centers will administer the pre-TABE Survey (Test 1 – Test 7) to students enrolled 55 calendar days unless pre-TABE testing has occurred within the last 20 days at another WVSDT facility, at which time those results will be shared with the entering WVSDT school to serve and consider for pre-TABE scores and course placement.
- 5.1.2 Students transferring from one WVSDT facility to another shall receive a TABE post-test at the facility in which the student resides during the next scheduled testing window or prior to the student exiting the facility.
- 5.1.3 If a student exits a WVSDT facility prior to the established testing window, the previous TABE will serve as a TABE post-test for the students (student must have completed at least two test administrations). Facilities will make every effort to ensure TABE post-test data is collected.
- 5.1.4 Principals will submit a Testing Irregularity Form (Form 5.0.6) for students not administered TABE post-testing due to exiting without prior notice or other reasons beyond the control of the WVSDT facility.
- 5.1.5 Initial intake TABE Survey results will serve as the starting point for measuring the maintenance and improvement of educational achievement.
- 5.1.6 All students identified as Limited English Proficient (LEP) shall participate in the pre-post TABE testing as determined by the LEP committee. Using the LEP Inclusion Documentation Form, the committee will determine the appropriate accommodations and/or with modifications, if any (Policy 2417).

- 5.1.7 TABE test booklets will be used only in conjunction with the Pre-Post Achievement Testing Program. Use of TABE test booklets, copies of the booklets or excerpts from the test booklets, apart from the scheduled test administration to students, is inappropriate and unethical. Practice tests, alternate forms, test improvement programs and technology may be used to prepare students to take the test.
- 5.1.8 Online TABE passwords and test booklets will be stored in a secure, central location by the TABE test coordinator consistent with procedures outlined in the WV Measures of Academic Programs Testing Code of Ethics.
- 5.1.9 School staff will use the TABE test results for individuals and groups of students for purposes of instructional planning.
- 5.1.10 The principal will ensure that staff complies with all applicable regulations regarding the pre-Post Achievement Testing in WVSOT Juvenile Centers.

5.2 PROCEDURES FOR DIAGNOSTIC CENTERS:

- 5.2.1 WVSOT Juvenile Centers will administer the pre-TABE Survey (Test 1 – Test 7) to students enrolled 55 calendar days unless pre-TABE testing has occurred within the last 20 days at another WVSOT facility, at which time those results will be shared with the entering WVSOT school to serve and consider for pre-TABE scores and course placement.
- 5.2.2 Students transferring from one WVSOT facility to another shall receive a TABE post-test at the facility in which the student resides during the next scheduled testing window or prior to the student exiting the facility.
- 5.2.3 If a student exits a WVSOT facility prior to the established testing window, the previous TABE will serve as a TABE post-test for the students. Facilities will make every effort to ensure TABE post-test data is collected.
- 5.2.4 Principals will submit a TABE Testing Irregularity Form (Form 5.0.6) for students not administered TABE post-testing due to exiting without prior notice or other reasons beyond the control of the WVSOT facility.
- 5.2.5 Initial intake TABE Survey results will serve as the starting point for measuring the maintenance and improvement of educational achievement.
- 5.2.6 All students identified as Limited English Proficient (LEP) shall participate in the pre-post TABE testing as determined by the LEP committee. Using the LEP Inclusion Documentation Form, the committee will determine the appropriate accommodations and/or with modifications, if any (Policy 2417).
- 5.2.7 TABE test booklets will be used only in conjunction with the Pre-Post Achievement Testing Program. Use of TABE test booklets, copies of the booklets or excerpts from the test booklets, apart from the scheduled test administration to students, is inappropriate and unethical. Practice tests, alternate forms, test improvement programs and technology may be used to prepare students to take the test.
- 5.2.8 Online TABE passwords and test booklets will be stored in a secure, central location by the TABE test coordinator consistent with procedures outlined in the WV Measures of Academic Programs Testing Code of Ethics.
- 5.2.9 School staff will use the TABE test results for individuals and groups of students for purposes of instructional planning.
- 5.2.10 The principal will ensure that staff complies with all applicable regulations regarding the pre-Post Achievement Testing in WVSOT Juvenile Centers.

6.0 AUTHORITY

- 6.1 State Board of Education Policy 1471: *Regulations for Adult Diversion and Transition Programs, Section 4, Goals*
- 6.2 Every Student Succeeds Act