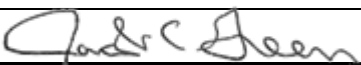




## WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

<b>STUDENT ACADEMIC ACHIEVEMENT TESTING IN ADULT FACILITIES</b>	<b>Section</b>	Programs and Services
	<b>Number</b>	4.18
	<b>Effective Date</b>	05-01-16
	<b>Revision Date</b>	07-01-16
	<b>Revision No.</b>	1
	<b>Approval:</b>	

**1.0 PURPOSE:**

To uniformly assess student achievement and to determine student eligibility for completion of the High School Equivalency Diploma (HSED) or West Virginia High School Diploma.

**2.0 APPLICABILITY:**

Procedures apply to all Diversion and Transition Programs located in the state correctional institutions and regional jails.

**3.0 POLICY STATEMENT:**

The application of procedures for academic achievement testing in facilities ensures that all students receive appropriate and uniform academic placement and that they are given opportunity to earn HSED or West Virginia High School Diploma.

**4.0 DEFINITIONS:**

- 4.1 "TABE" means Test of Adult Basic Education
- 4.2 "HSED" means High School Equivalency Diploma

**5.0 PROCEDURES:**

- 5.1 Educational programs under the WV Schools of Diversion and Transition (WVSDT) shall assess student academic progress. Testing instruments may include TABE, High School Equivalency Exam, AZTEC/Essential Education, Computerized Testing, vendor standardized tests, and teacher made tests.
- 5.2 Procedures for TABE are as follows:
  - a. The TABE will be used to (1) determine student placement and progress in reading, math, and language arts over a period of time; and (2) can be used to determine readiness for High School Equivalency assessment.
  - b. Adult inmates are first administered the TABE upon enrollment in school if the intake testing is older than twelve months.
  - c. The appropriate level(s) of the TABE to be administered is determined by the TABE Locator Test.
  - d. The TABE will be administered according to test directions with appropriate level of supervision to ensure compliance with directions and no compromising of the test.
  - e. The tests and answer keys will be stored and maintained under lock and key.
  - f. The use of inmate aides for administering the scoring of the test as well as recording test results is prohibited.
  - g. TABE tests must be scanned to the DRC Portal.

- h. Test results will be recorded on the adult education transcript and maintained in the school office.
- i. Answer sheets will be kept in the student's classroom file.
- j. Alternate forms of the TABE (11 and 12) will be used when the student takes the test more than one time.

**5.3** Procedures for the official High School Equivalency (HSE) assessment are as follows:

- a. The official paper/pencil HSE Readiness Assessment or the official Computerized HSE Readiness Assessment will be used to determine readiness for the HSED Test.
- b. The HSE Readiness Assessment practice test will be administered in conjunction with scheduled HSED testing. Practice scores are valid for two HSED testing cycles.
- c. The readiness assessment will be administered by the AE/HSED instructor or a staff member designated by the principal.
- d. Official HSE Readiness Assessment forms will be alternated for each student who takes the test more than one time.
- e. The Readiness Assessment will be timed as per test instructions and administered under the following conditions: (1) Testing sessions are conducted according to the test directions with appropriate levels of supervision to ensure compliance with directions and to not compromise the test, and (2) inmate aides are not to have access to the test or answer keys.
- f. The test and answer key will be stored under lock and key.
- g. The results will be recorded on the adult education transcript and maintained in the school office.
- h. Test results will be recorded on the adult education student profile and maintained in the school office.

**5.4** Procedures for the HSED Tests are as follows:

- a. The Official HSED tests will be used to determine Adult Education (AE) program completion.
- b. The Official HSED tests will be administered to each student who scores a passing score on the HSE Readiness Assessment. Passing scores are determined by the publisher and WVDE.
- c. The HSED test is administered a minimum of four times per year at each institution.
- d. The HSED test will be administered by a West Virginia State Department of Education HSE certified Coordinator and/or Examiner.
- e. The HSED testing sessions are conducted according to test directions with appropriate levels of supervision to ensure compliance with directions and no compromising of the test.
- f. Unofficial HSED test results are maintained in the Examiner's file, student master file and classroom file.
- g. The principal will ensure that the test administrator complies with all state and federal regulations.
- h. The principal will ensure students with self-disclosed and teacher identified physical or learning disabilities are given proper tests to determine if HSED accommodations can be requested.
- i. Students retesting in HSED areas must meet minimum test requirements as established by WVDE.

**6.0** **AUTHORITY:**

**6.1** WVSDT Employee Handbook

**6.2** State Board of Education Policy 2444.4: Issuance of the State of West Virginia

High School Equivalency Diploma and Option Pathway.