



Operating Procedure

Effective Date March 1, 2016	Number 601.4
Amended	Operating Level Department
Supersedes Operating Procedure 601.4 (1/1/13)	
Authority COV §53.1-10, §53.1-32.1	
ACA/PREA Standards None	
Office of Primary Responsibility Superintendent for Education	

Subject

EDUCATIONAL TESTING

Incarcerated Offender Access
Yes No

FOIA Exempt Attachments Yes No
Yes No

I. PURPOSE

This operating procedure provides guidelines for education testing of offenders in Department of Corrections facilities.

II. COMPLIANCE

This operating procedure applies to all units operated by the Department of Corrections (DOC). Practices and procedures shall comply with applicable State and Federal laws and regulations, Board of Corrections policies and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

III. DEFINITIONS

Comprehensive Adult Student Assessment Systems (CASAS) - A competency-based standardized test system used by the Division of Education to assess non-native speakers of English in adult basic reading and listening in English.

High School Equivalency (HSE) Assessments - The High School Equivalency assessments approved by the Virginia Department of Education and used to determine completion of the Adult Basic Education (ABE) program.

Official HSE Practice Test - A HSE practice test published by an approved HSE publisher as in accordance with the Virginia Department of Education

Test of Adult Basic Education (TABE) - Norm-referenced tests designed to measure student achievement levels in reading, math, and language arts; the TABE is used to uniformly assess student achievement and to determine student eligibility and/or for completion of the ABE Program, as well as eligibility for the WorkKeys Assessment for the Career Readiness Certificate.

WorkKeys Assessment - A series of tests designed to determine an individual's readiness level to enter the workforce and upon completion results in a Career Readiness Certificate (CRC)

IV. PROCEDURE

A. General Testing Guidelines

1. The following guidelines are to be followed by Division of Education employees who administer the Test of Adult Basic Education (TABE), the HSE Practice Test, the HSE Test, WorkKeys, Comprehensive Adult Student Assessment System (CASAS), and Plazas Comunitarias assessments. In addition to following the appropriate guidelines and policies related to student testing, Division of Education employees are required to follow all guidelines and procedures adopted in any manual or protocol that is required to be used by Division of Education personnel in administering the TABE, HSE Practice Test, HSE, WorkKeys, CASAS, and Plazas Comunitarias assessments.
2. The level of test security, standardized administration, and maintenance of materials and records of TABE, HSE Practice Tests, HSE Tests, WorkKeys, CASAS and Plazas Comunitarias shall be consistent with *VADOC Division of Education Testing Guidelines*. Procedures for administration of each respective test shall be closely observed.

3. Those administering any of the aforementioned assessments shall be “certified” by the Division of Education to administer the respective assessment(s) and will be expected to maintain current certification. The Division of Education will maintain a list of certified assessors and provide certification training as necessary.
4. The Assistant Superintendent for Academic Programs or designee must approve policy or procedural deviations.
5. Virginia recognizes English as the official state language; therefore, testing will be conducted in English for all TABE, WorkKeys, and CASAS testing. (See Exceptions for HSE Testing and testing for the Plazas Comunitarias).
6. No person shall have access to any standardized test without proper training to administer them and without being affiliated with the Division of Education
7. Administering any of the above referenced tests in a way inconsistent with Division of Education guidelines, policy, or respective testing manuals or protocol will be considered a procedural deviation and subject to administrative action.
8. The TABE test, HSE Practice Test, HSE, WorkKeys, and CASAS for enrolled ESOL students, should be administered at least four times annually. Individual schools may administer these more often, but may not exceed the frequency allowed by each test's standardized guidelines. For any offender, entering or re-entering the system, TABE scores should be no more than a year old on the TABE 9 or 10.
9. Calculators are allowed according to the guidelines for each testing instrument.
 - a. Division of Education students should not use calculators during formal administration of any assessment unless proficiency of use can be demonstrated.
 - b. Students taking the TABE D or A level should use calculators in the applied mathematics section as allowed.
 - c. Calculators approved for use on the HSE should be used for TABE and WorkKeys testing.
 - d. Waivers for use of calculators at the DOC Receiving Centers may be sought from the Assistant Superintendent for Academic Programs or designee.

B. Test of Adult Basic Education (TABE)

1. Trained Division of Education personnel shall administer the TABE test in accordance with the TABE testing guidelines.
2. The appropriate level of the TABE 9 or 10 (L, E, M, D or A) to be administered is determined by the entry TABE score. If there are no available test scores, the *TABE Locator* test must be given.
 - a. In cases where the scores overlap two levels, or previous tests indicate testing problems, the teacher administering the test has the discretion to determine the most appropriate level to use.
 - i. **L Level** - used for students with TABE scores in the 0.0-1.9 range on the reading test; the L Level TABE is to be administered one-on-one to the person taking the test. The test is not to be administered during class instruction time. Time shall be made available to do such testing.
 - ii. **E Level** - used for students with TABE scores in the 2.0-3.9 range on the three test areas (reading, language arts, and math) on the battery average
 - iii. **M Level** - used for students with TABE scores in the 4.0-5.9 range on the battery average
 - iv. **D Level** - used for students with TABE scores in the 6.0-8.9 range on the battery average
 - v. **A Level** - used for students with TABE scores in the 9.0-12.9 range on the battery average
 - b. The first test forms administered are alternated between Form 9 and 10.
 - c. Receiving Centers and Community Corrections facilities use the TABE Locator and Survey tests for placement information and guide to subsequent testing. The full TABE battery is to be given at all institutions after enrollment and to measure academic achievement.
 - d. Since the L Level TABE must be administered one-on-one; receiving centers will not be expected

to administer the L Level TABE.

- i. Receiving centers must document, in the appropriate “notes” section of VACORIS, that the “L” Level was indicated by the TABE locator.
- ii. It is not sufficient to simply indicate that a student is a “low-level learner.”

e. Selection of the proper level

- i. Once a student has progressed to the next level of TABE testing they cannot be tested again on a lower level TABE test (e.g., after testing on a level D a student cannot be tested at a later date on a Level M) unless irregularities are believed to have occurred.
- ii. If the score on the higher level test drops, the student will remain at that level until they progress to the next level.
- iii. If a student’s test scores on the next highest level are substantially lower (indicative of the wrong test being administered earlier), the teacher, after conferring with the principal, may retest on a lower level test. Documentation should be made as to why the student is being retested on a lower level test.
- iv. The TABE test should be given sequentially without skipping any level as the student progresses.

3. TABE Accommodations

- a. For offenders with a current Individual Education Plan (IEP), the following procedures will be observed for accommodated TABE testing:
 - i. Prior to requesting permission to use assessment accommodations for the TABE 7 & 8, the instructor must ensure that such accommodations identified on the IEP have been used as a routine practice in the classroom.
 - ii. The offender’s instructor should first administer the TABE 7 & 8, using the assessment accommodations identified on the IEP, to determine if the results support the need for the identified accommodations.
 - iii. The instructor shall document those results and provide that information to the facility’s IEP team.
 - iv. The facility’s IEP team will determine whether or not the results of the TABE 7 & 8 testing justify an accommodated administration of the TABE 9 & 10 and will document, in writing, their decision.
 - v. With the written recommendation of the IEP team, the instructor will schedule an appropriately accommodated administration of the TABE 9 & 10 and will follow the special protocol for entering results in VACORIS.
- b. For offenders formally identified for Special Education services and Presumptive 504, the IEP team at each facility, in consultation with the Special Education (SPED) staff at Central Office, may determine the eligibility of offenders to receive accommodated testing on the TABE on a case-by-case basis.
- c. For offenders requesting ADA accommodations, reasonable accommodations are available for educational testing and instruction on the basis of a properly executed ADA request initiated by, or on behalf of, the offender and documented by a licensed medical professional from within the facility or by an outside licensed medical professional.
 - i. The Division of Education will assist the offenders in identifying resources for accommodated educational testing or assessment and/or for appropriate instruction. It will be the responsibility of the offender to request services from an appropriate third-party provider and to seek approval from DOC for materials to enter the institution. The offender may be required to pay for or purchase instructional materials that are solely for their benefit.
 - ii. There are no provisions for accommodated or alternative assessments at Receiving Centers. The offender will be assessed by Division of Education staff at the respective school to determine appropriate accommodations for placement testing with the TABE based on the ADA request. In cases where accommodations are not available for the TABE, an alternative assessment will be sought, in cooperation with the offender, based on their specific ADA

- request, to determine enrollment, placement on a waiting list, and program placement.
- iii. The offender should be placed on the appropriate waiting list based on length of sentence and assessment (either TABE or an individually approved alternative assessment).
 - iv. An offender on a waiting list who becomes eligible for enrollment can be enrolled, with reasonable accommodations, on the basis of a properly executed ADA request.
 - v. Instructional Assessment with ADA Accommodations
 - (a) TABE testing and/or testing on the HSE Practice Test (OPT) may be waived by the Assistant Director for Academic Programs, or designee, in such cases where the required accommodation is not available with those respective instruments.
 - (b) In cases where TABE and/or OPT cannot be used to assess ongoing instructional needs, educational gains, or readiness for the HSE, subsequent testing for instructional purposes will be based on alternative assessment appropriate to the ADA accommodation and must be agreed upon, in writing, by the student, Division of Education, and any third-party service provider. This should be made part of the initial educational plan and reflected in regular, at least quarterly, updates to the plan.
 - (c) The offender is not exempted from the requirement to maintain reasonable progress to remain enrolled. Documentation of progress and recommendation of the instructor will determine the readiness of the offender to be HSE tested.
4. Teachers may administer the TABE form 7 & 8 in an untimed setting for diagnostic purposes. Those results may be entered into VACORIS only as “notes.” No TABE 7 & 8 scores are to be entered into VACORIS.
 5. Offenders with a verified high school diploma should be advised that eligibility for the Career Readiness Certificate requires TABE testing unless they have successfully completed and verified at least one college-level course with a grade of "C" or better.
 6. Exceptions to TABE testing
 - a. Students are exempted from taking the TABE if they have a verified high school diploma or HSE and their status is “not eligible” for ABE.
 - i. If a Virginia approved HSE or high school diploma of an offender cannot be verified within 30 days at the Receiving Center, the offender is to be tested in the usual manner.
 - ii. If it is determined that the offender needs to be tested earlier than the 30 days, the Receiving Center Division of Education staff should note that verification is pending and provide the proper documentation of efforts to verify HSE/high school completion in VACORIS.
 - iii. If the offender tests ABE eligible and subsequently verifies that they have a high school diploma or HSE, the offender’s status becomes “not eligible” for ABE at the point of verification.
 - iv. Foreign diplomas or foreign language HSEs may be accepted as means of exemption from ABE on a case by case basis.
 - v. Exceptions to this policy may be sought from the Director for Academic Programs or designee.
 - b. Students with a verified special education diploma are not required to be TABE tested at receiving and are not required to participate in the ABE program. Offenders claiming an exemption based on a special education diploma should be advised that TABE testing will be required prior to enrollment in Division of Educations programs and prior to testing for the Career Readiness Certificate.
 - i. If their status is based upon the "inability to progress" exemption, these students are not to be noted in VACORIS as having a high school diploma. Instead, the SPED information under the “Literacy” tab in VACORIS should be completed.
 - ii. The SPED diploma students should be enrolled in ABE if space is available.
 - iii. Students with a certificate of attendance are not exempt from testing or the ABE Program.
 - c. ESL students will be exempted “not eligible” from the ABE program, but should be screened at

reception using CASAS to determine their eligibility for ESOL programs.

- d. Offenders at reception who have taken HSE tests, but have not earned a HSE, will be exempted from testing at reception if they can verify that they have passed at least two of the four HSE tests.
 - i. These students will be eligible to be enrolled in ABE classes and should be evaluated for FastTrack HSE and expedited to be retested on the tests needed to complete the HSE.
 - ii. This only applies to those who have taken the GED issued in 2002. Offenders who tested under a previous GED test release must be retested on all five tests.
7. Refusal to be Tested
- a. Offenders who refuse to take the TABE test must sign a [Test Refusal Form](#) 601_F1 which becomes a part of their offender file.
 - b. Offenders refusing educational testing should be charged with Offense Code 119b in accordance with Operating Procedure 861.1, *Offender Discipline (Institutions)*.
 - c. Offenders convicted of a disciplinary offense for refusing educational testing shall be placed in Good Time Class Level IV and be ineligible to earn good time until they comply with testing requirements.
8. Recidivists
- a. When a previously incarcerated offender returns to the DOC, they are not retested if their educational test data is available and no more than one year old.
 - b. If it can be verified that the offender has completed high school or the HSE, they are "not eligible" for ABE.
 - c. All others who return to the system without educational test data should be tested in the normal procedure.
9. Newly enrolled students
- a. Newly enrolled students who have never taken the TABE will be tested at the next regularly scheduled TABE testing session.
 - b. Teachers will use other means to assess skill levels of these students, such as teacher-generated assessment tools or the ABE competency checklists, until the next testing session.
10. The TABE shall be administered at a minimum once each quarter, July 1-September 30, October 1-December 31, January 1-March 31, and April 1-June 30. Additional testing sessions shall be scheduled as necessary.
11. TABE Security Measures
- a. Administration of the TABE test shall be limited to specific testing sessions, i.e., individual students are not tested in the classroom setting.
 - b. Testing sessions shall be conducted according to test directions with appropriate supervision to ensure compliance with directions, including strict adherence to time requirements.
 - i. No teacher may leave the classroom during a TABE test administration nor shall offender aides assist in the testing procedures.
 - ii. The test administrator must be present during the testing session at all times.
 - iii. Test administrators and Division of Education personnel shall ensure that offender aides do not have access to the TABE tests or the TABE answer keys.
 - c. The use of offender aides for administering and scoring the TABE tests as well as recording the TABE tests scores is expressly prohibited.
 - i. No offender tutors shall be allowed in the classroom during TABE test administration.
 - ii. Offender tutors shall not be allowed access to any TABE testing materials at any time.
 - iii. Offender tutors may review the TABE testing profile results received after testing when assisting students with proposed learning goals.

- d. TABE test results shall be recorded in VACORIS.
- e. Answer sheets and TABE tests shall be kept in a secure location in the school office.
- f. The teacher shall maintain copies of transcripts in the offenders' files.
- g. Teachers will follow the appropriate protocol for students needing special testing accommodations.
- h. Testing irregularities for the TABE must be reported to the Director for Academic Programs and the Assistant Superintendent for Education Operations before close of business on the day the irregularity occurs.

12. TABE and Personal Learning Plans (PLPs)

- a. Every student shall have a PLP that is updated after every testing cycle.
- b. The teacher must participate in the development of the PLP and approve the PLP upon completion.

C. High School Equivalency(ies)

- 1. Certified examiners shall administer the Official HSE Test in accordance with guidelines and directives adopted by the Assistant Superintendent for Academics in accordance with the publisher of the administered HSE assessment. Certified examiners must hold at least a Bachelors' degree from an accredited college or university and must have experience in teaching, training, counseling, or testing.
- 2. Persons instructing potential candidates for the HSE Test, i.e. teachers in Adult Basic Education (ABE), HSE, or other adult secondary education program, cannot be appointed as examiners, proctors, or otherwise have access to any HSE testing materials.
- 3. Division of Education employees who do not follow testing instructions issued by the Assistant Superintendent of Academic Programs or do not follow instructions issued by the agency in any policy, procedure, or directive shall be disciplined accordingly.
- 4. The ratio of examinees to examiner shall not exceed 1-to-10 for DOC. This is the exception to any HSE publisher policies and procedures.
- 5. Official Practice Test Guidelines:
 - a. Trained Division of Education personnel shall administer the HSE practice assessments, in accordance with guidelines and directives adopted by the Assistant Superintendent for Academic Programs to comply with the respective publisher.
 - b. Practice tests are used to determine readiness for the HSE test. Eligibility to take any HSE practice test is determined by the student's score on the appropriate level and form of the TABE.
 - c. An A level shall be required to qualify for the OPT, with Exception 1 noted below. The requirement for OPT eligibility is a minimum battery scale score of 550 on an A level of TABE Form 9 or 10.
 - d. Once the TABE score qualifies a student for HSE preparation, an HSE practice test should be administered in all four content areas as soon as practicable. This serves as a baseline for instruction and preparation for the HSE test.
 - e. If a student achieves a minimum required score as determined by the Testing Guidelines on any section of the HSE practice test, they are eligible to take that portion of the HSE at the next available administration of the HSE test.
 - f. After the initial HSE testing, and for one year from that date, a student will be retested only on those portions of the HSE where the minimum score, or better, is not achieved.
 - g. If the student does not pass the HSE test within that year, the student must be re-evaluated in all five content areas to determine areas for further remediation and areas of strength which could contribute to the required score to pass the HSE.
 - h. Either the TABE or the HSE practice test may be used for this purpose, whichever seems most

appropriate based on the respective test diagnostics and the student's needs.

- i. If a student qualifies with a minimum score as determined by the Testing Guidelines on an HSE subtest but does not achieve a passing score on the HSE, they must re-qualify on another HSE practice test to re-take that subtest during a subsequent HSE testing session.
 - j. Exception 1 - A student who has scored a minimum battery scale score of 561 on the M level TABE and is within 1 year of release, may be considered for expedited preparation and HSE testing at the discretion of the site administrator in consultation with the assigned instructor and Assistant Superintendent of Academic Programs.
 - k. Exception 2 - If an offender is within one year of release and has scored less than the required minimum on any or all sections of the HSE practice test, at the discretion of the site administrator and assigned instructor and in consultation with the Assistant Superintendent for Academic Programs, the offender may be permitted to take the HSE. Written documentation of the HSE practice test score(s) and the rationale for the decision must be kept for review by the Assistant Superintendent for Academic Programs.
 - l. Offenders on the waiting list must meet the same testing requirements as those enrolled in class.
6. HSE Fast Track
- a. A cut score of 567 on Reading and a 543 on Math of the TABE-D or TABE-A level may be used to place students into the HSE FastTrack Program.
 - b. The FastTrack program is intended to provide appropriate individualized instruction to facilitate enrolled students to qualify for and pass the HSE within 90 days.
 - c. Those identified as FastTrack should be tested on all sections of the HSE practice test as soon as practicable to provide a baseline for instruction.
 - d. Following initial assessment with the HSE practice test, FastTrack students are expected to meet the required minimum score as determined by the Testing Guidelines on any section of the HSE practice test, they are eligible to take that portion of the HSE at the next available administration of the HSE test.
 - e. HSE testing for students enrolled in FastTrack should be expedited.
7. HSE Practice Test Security Measures
- a. Administration of the HSE practice test shall be limited to specific testing sessions; students are not to be tested during their regular class.
 - i. Testing sessions shall be conducted according to test directions with appropriate supervision to ensure compliance with directions, including strict adherence to time requirements.
 - ii. The test administrator must be present at all times during the testing session.
 - a. The practice test shall be administered by a staff member designated by the Testing Director.
 - b. No student shall be allowed to take the same form of the test on consecutive test administrations.
 - c. The practice test shall be timed as per the instructions.
 - d. Test administrators shall ensure that offender aides do not have access to the HSE practice test or the HSE practice test answer keys.
 - e. Use of offender aides for administering or scoring the OPT, as well as assisting during the testing session or recording HSE practice test scores is expressly prohibited.
 - f. HSE practice test results shall be recorded in VACORIS.
 - g. HSE practice tests and answer sheets shall be kept in a secure location in the school office.
 - h. Teachers will follow the appropriate protocol for students needing special testing accommodations.
 - i. Expired versions of the written GED Official Practice Test shall be used as an instructional tool; it must not be used for HSE testing. Official testing shall be done with alternative HSE practice materials as determined by the Testing Guidelines.

- j. Testing irregularities for the HSE Practice Test must be reported to the Assistant Superintendent for Academic Programs and the Director of Testing before close of business on the day the irregularity occurs.
8. Eligibility for the HSE Test
- a. A student shall be eligible for HSE testing on any section of the HSE with a qualifying score as determined by the Testing Guidelines on the respective HSE practice test..
 - b. The qualifying score as determined by the Testing Guidelines, on an HSE practice test is valid for one year.
 - c. If the examinee falls below the qualifying score required on the actual HSE test, they must be remediated in that subject area(s) for 90 days, and achieve the qualifying score, as determined by Testing Guidelines.
9. HSE Testing Schedule
- a. HSE testing shall be conducted a minimum of once quarterly at each site; this includes all regional and affiliated sites, following the respective HSE publisher policy in regards to the use of varied forms throughout the year per candidate per year. Quarterly testing should include offenders who qualify for partial testing and BOOK Program students. Other testing sessions shall be scheduled as necessary.
 - b. The annual testing schedule should be forwarded to the Assistant Superintendent for Academic Programs by the 15th of January each year.
 - c. Expedited testing for FastTrack students and those scheduled for release prior to a scheduled test session shall take place.
10. Exception to English-Version Testing on the HSE
- a. Offenders requiring an HSE assessment in Spanish will be accommodated provided that the instructor in conjunction with facility administrator can show student readiness as determined by a comprehensive Spanish HSE practice test.
 - b. The Assistant Superintendent for Assistant Superintendent for Academic Programs will notify the Testing Director and/or Certified Examiner at the appropriate regional testing center that such a request has been made before testing is conducted.
 - c. Decisions regarding the use of the Spanish-version HSE will be made on a case-by-case basis.
11. HSE Testing Accommodations
- a. An offender may, at any time, apply for an accommodation for HSE testing following the appropriate process.
 - i. Division of Education facilitates the request process for accommodations on the HSE test, but does not approve accommodations. Submitting the request for accommodations well in advance of the testing session will give the Division of Education examiner the ability to prepare for a successful testing session.
 - ii. The Division of Education does not pay for or provide diagnostic testing required to document the disability for offenders not identified as Special Education. The Division of Education School Psychologist can review assessment documentation for that disability and complete a summary as the diagnosing professional.
 - iii. The offender should spend some time in an ABE/HSE instructional setting to allow appropriate accommodations to be identified and their use practiced.
 - iv. Accommodations are approved by the publisher of the respective HSE assessment administered.
 - v. Once the accommodations are approved, the offender may be scheduled for testing. If accommodations are approved, the Division of Education examiner must be notified well in advance to prepare for a successful testing session.
 - vi. Each HSE publisher has an appeal process in place and decides all appeals.
 - vii. In appealed cases, the decision of HSE publisher is final.

- b. The normal process of applying for accommodations for HSE testing has been standardized to include completion of one of several forms describing a specific class of disabilities (i.e., Physical/Chronic Health disabilities, Attention Deficit/Hyperactivity Disorder, Emotional/Mental Health Disabilities, Learning and Other Cognitive Disabilities).
 - i. An offender must apply for accommodations based upon their major disability even if other disabilities co-exist.
 - ii. In selecting the proper application, the history of the student's learning experiences and the success of the intervention(s) made, as well as the required IQ and Achievement testing, will give the Division of Education examiner the knowledge to prepare for a successful testing session.
- c. Approval of the application is based upon a discrepancy model, which must show a significant difference between ability and achievement, and upon a history of interventions that were successful.
 - i. Without a discrepancy between ability and achievement, there is no disability to address.
 - ii. Likewise, HSE publishers do not approve accommodations with which the examinee is not thoroughly experienced.
 - iii. It is advisable that the examinee spend some time in an ABE/HSE preparation class, so that the proper accommodations can be tested and defined. Once the accommodations are approved, the candidate may be tested.

D. WorkKeys/Career Readiness Certificate (CRC)

1. Trained Division of Education personnel shall administer the WorkKeys test in accordance with the WorkKeys testing guidelines.
2. WorkKeys Guidelines - General:
 - a. The WorkKeys assessment for the Career Readiness Certificate consists of three tests: Reading for Information, Applied Mathematics, and Locating Information.
 - b. These tests shall be administered in a manner consistent with the administration manual. Every assessor will be provided an administration manual.
 - c. Each test is timed at 45 minutes. Approximately three and a half hours should be reserved to complete the demographic information and the testing.
 - d. All offenders participating in the WorkKeys Assessment will be required to sign a permission form allowing them to become a part of the Virginia database. Failure to sign such a form will render them ineligible to participate in the Assessment.
 - e. No offender tutors shall be allowed in the classroom during WorkKeys test administration.
 - f. Offender tutors shall not be allowed access to any WorkKeys testing materials at any time.
 - g. Offender tutors may review the WorkKeys testing profile results received after testing when assisting students with development of learning or career goals.
3. Eligibility to participate in the WorkKeys assessment - Any offender that has a minimum of an 8th grade equivalency in both math and reading as recorded by the TABE test, or has earned a verifiable HSE or has successfully completed one or more college level courses with a grade of C or better; and, are within one year of release.
4. WorkKeys Assessments should be administered as frequently as possible. A cohort of five or more eligible students should constitute a testing session.
5. WorkKeys Assessment Tests Security Measures
 - a. Administration of the WorkKeys assessment tests shall be limited to specific testing sessions, i.e., individual students are not tested in the classroom setting.
 - b. Testing sessions shall be conducted according to test directions with appropriate supervision, including strict adherence to time requirements.
 - i. No assessor may leave the classroom during a WorkKeys test administration nor shall

- offender aides assist in the testing procedures.
 - ii. The test administrator must be present during the testing session at all times.
 - iii. Test administrators and Division of Education personnel shall ensure that offender aides do not have access to the WorkKeys tests or answer keys.
 - c. Answer sheets and WorkKeys tests shall be kept in a secure location in the school office.
 - d. Test results shall be recorded in VACORIS.
 - e. The teacher shall maintain copies of transcripts in the offenders' files.
6. Completion of WorkKeys Assessment Tests
- a. Upon completion of Work Keys Assessment Tests, the certified CRC assessors will be responsible for collecting the following and forwarding them to the Director for Academic Programs or designee:
 - i. The original testing surveillance form for the testing session
 - ii. Completed answer documents (checked for signed release)
 - iii. Originals of Division of Education Release Form, signed by the assessor or principal
 - b. Instruction staff in Central Office will check and log materials and forward them to the Coordinator at the Southside Virginia Community College for scoring and issuance of the Career Readiness Certificates for eligible offenders.
 - c. All Career Readiness Certificates will be forwarded from Southside Virginia Community College to the Academic Programs Specialist. Central Office staff will be responsible for forwarding the Certificates to the appropriate institutions.
 - d. The Central Office will maintain a database of Division of Education WorkKeys testing for all participating institutions and programs.
 - e. Copies of the surveillance form and inventory documents are to be maintained by the Principal or designee at each participating site.
7. Re-testing
- a. At present, Division of Education is not paying to re-test offenders previously tested within the DOC system.
 - b. For offenders entering facilities, particularly from local and regional jails, who have been WorkKeys assessed prior to incarceration in a DOC facility and have not achieved a gold-level certificate, a "one-time only" re-testing may be provided for all or any of the three CRC assessments.
 - c. Offenders previously tested by Division of Education may request re-testing at their own expense.
8. Procedure for Re-Testing Offenders Previously WorkKeys Tested by Division of Education
- a. The offender must request payment from their offender account made payable to SVCC (Southside Virginia Community College), at the rate of \$10.00 per assessment, prior to being retested.
 - i. It is the responsibility of the Principal to verify that the request has been made and approved before an offender is re-tested.
 - ii. Cash payments cannot be accepted.
 - iii. No payments for re-testing should be mailed to the Division of Education.
 - b. The offender must sign a new release. The form for this purpose differs from the original release in two ways 1) it says "Re-Test" in parentheses in the form title and 2) it should be copied on colored paper, not white, so that it can be easily distinguished from a first-time release.
 - c. The answer document, original of the re-testing release, and payment should be sent directly to:
Dennis Smith
Workforce Development Coordinator
SVCC
John H. Daniel Campus

200 Daniel Road
Keysville, VA 23947

- d. Re-testers may be tested separately or at the same time as first-time testers. On the surveillance form, write “re-test” by the name of any re-tester in the session.
 - i. Send a copy of the re-test release for any re-tester along with the surveillance form for the testing.
 - ii. When to re-test and whether to test at the same time as first-time testers is at the discretion of each CRC assessor.

E. CASAS Testing

1. Trained Division of Education personnel shall administer the CASAS assessments in accordance with the CASAS testing guidelines.
2. CASAS testing should be conducted at receiving for offenders who:
 - a. Do not have a Detainer Order and have limited English proficiency
 - b. Have a Detainer Order, but are not Spanish speakers, and have limited English proficiency
3. Receiving center assessors will conduct the *CASAS Appraisal Form 20* and will record results of the Appraisal and “suggested next test” in VACORIS. CASAS assessments by instructional staff, using the *LifeSkills assessments for Reading and Listening*, will be instituted on a limited basis in selected locations subsequent to certification training for those instructors and implementation of ESOL instruction.
4. Hispanic offenders who can verify completion of *secundaria* in their birth country or who complete the *secundaria* through a Plaza program may choose to pursue a HSE space permitting. Those entering an ABE/HSE program and who have limited English proficiency, including those who were enrolled in an ESOL program prior to participation in Plazas program, should be assessed with CASAS.
5. The following steps must be taken to ensure the integrity of all CASAS assessments:
 - a. Administration of the test shall be limited to specific testing sessions, i.e., individual students or groups shall not be tested in a classroom session.
 - b. The tests and answer keys shall be scored and maintained in a secure location in the school office
 - c. Test results shall be recorded in VACORIS.
 - d. Profile sheets shall be kept in the student's educational record which shall be maintained in the school office.

F. Testing for Plazas Comunitarias

1. In lieu of participation in the Adult Basic Education (ABE) program, Hispanic offenders with Detainer Orders will be required to enroll in the Plaza Comunitaria Program under the same attendance requirements as the ABE Program where Plaza programs are available.
2. The Plazas Comunitarias sites will conduct specialized classes for Hispanic offenders that are to be deported upon release.
3. Trained Division of Education personnel shall administer the Plaza Comunitaria assessments in accordance with the Plaza Comunitaria testing guidelines.
4. The Director of Academic Programs will be responsible for assessments of enrolled students who have completed modules as well as completion of either primaria or secundaria levels.
5. The following steps must be taken to ensure the integrity of all Plaza Comunitaria assessments:
 - a. Administration of the test shall be limited to specific testing sessions, i.e., individual students or groups shall not be tested in a classroom session.
 - b. The tests and answer keys shall be scored and maintained in a secure location in the school office
 - c. Test results shall be recorded in VACORIS.

- d. Profile sheets shall be kept in the student's educational record which shall be maintained in the school office.
- 6. Consideration will be given to establishing satellite Plazas at sites with a significant number of Hispanic offenders with deportation orders.

V. REFERENCES

Operating Procedure 861.1, *Offender Discipline (Institutions)*

VI. FORM CITATIONS

[Test Refusal Form](#) 601_F1

VII. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than three years from the effective date.

Signature Copy on File

2/1/16

Christopher S. Colville, Superintendent for Education

Date