



Operating Procedure

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Office of Primary Responsibility Superintendent for Education	

Subject EDUCATIONAL TESTING	
Incarcerated Offender Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Attachments Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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, all applicable Virginia Department of Education requirements, ACA standards, PREA standards, and DOC directives and operating procedures.

III. DEFINITIONS

Adult Basic Education (ABE) - A program that provides educational skills necessary to function independently in society including, but not limited to: reading comprehension, writing, and arithmetic computation, and culminates with the completion of the High School Equivalency (HSE). Eligible offenders are those who do not have a verifiable high school diploma or HSE.

Applied Studies Diploma - Diploma option available to students identified as having a disability who complete the requirements of their individualized education programs (IEPs) and meet certain requirements prescribed by the Board of Education pursuant to regulations, but do not meet the requirements for any named diploma

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

English Language Acquisition (ELA) - A program of instruction designed to help eligible individuals who are English language learners achieve competence in reading, writing, speaking, and comprehension of the English language; and that leads to attainment of the secondary school diploma or its recognized equivalent; and transition to postsecondary education and training; or employment.

English Language Learner (ELL) - Adult or out of school youth who has limited ability in speaking, reading, writing, or understanding of the English language, and whose native language is a language other than English; or who lives in a family or community environment where a language other than English is the dominant language

High School Equivalency (HSE) - Instruction for students with 9.0 and above grade level TABE test scores; successful completion of this level of instruction requires that the offender pass a Virginia Department of Education approved HSE test and results in the awarding of a HSE certificate.

Official HSE Practice Test - A HSE practice test published by a Virginia Department of Education approved HSE publisher

Plaza Comunitarias Program - A Spanish literacy program for Latino offenders with active detainee status sponsored by the Mexican Government's [Instituto Nacional para la Educación de los Adultos \(INEA\)](#) in cooperation with the Mexican Consulate through an accord with the Department of Corrections

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 (CRC).

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

IV. PROCEDURE

A. General Testing Guidelines

1. The following guidelines are to be followed by Correctional Education staff who administer Test of Adult Basic Education (TABE), Official HSE Practice Tests, High School Equivalency (HSE) Tests, WorkKeys, Comprehensive Adult Student Assessment Systems (CASAS), and Plazas Comunitarias assessments. In addition to following the appropriate guidelines and policies related to student testing, Correctional Education employees are required to follow all guidelines and procedures adopted in any manual or protocol that is required to be used by Correctional 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 *Correctional Education Testing Guidelines and Security Protocols Manual*. Procedures for administration of each respective test shall be closely observed.
3. Only certified Correctional Education staff can administer assessments. Staff is expected to maintain current certification. Correctional Education will maintain a list of certified assessors and provide certification training
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 and Plaza Comunitarias Testing)
6. No person shall have access to any standardized test without proper training to administer them and without being affiliated with Correctional Education
7. Administering any of the above referenced tests in a way inconsistent with Correctional Education guidelines, policy, or respective testing manuals or protocol will be considered a procedural deviation and subject to administrative action.
8. For enrolled ABE students, the TABE should be administered quarterly. All other tests may be administered more often based on students' needs. For any offender entering or re-entering the DOC system, TABE scores should be no more than a year old.
9. Calculators are allowed according to the guidelines for each testing instrument.
 - a. Correctional 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 Correctional Education personnel shall administer the TABE test in accordance with publisher recommendations and the *Correctional Education Testing Guidelines and Security Protocols Manual*.

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. **For levels E, M, D, and A** use Grade Equivalent and Total Battery scores in Reading, Math Computation, Applied Math and Language.
 - iii. **E Level** - used for students with TABE scores in the 2.0-3.9 range
 - iv. **M Level** - used for students with TABE scores in the 4.0-5.9 range
 - v. **D Level** - used for students with TABE scores in the 6.0-8.9 range
 - vi. **A Level** - used for students with TABE scores in the 9.0-12.9 range
 - 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 to measure academic achievement unless alternative approval has been granted in writing by the Assistant Superintendent of Academic Programs or designee.
 - 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 tested 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 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. Correctional 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 Correctional 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 may be waived by the Assistant Superintendent of 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, Correctional Education, and any third-party service provider. This should be made part of the initial educational plan and reflected in 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 any other sections of 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 verification cannot be obtained before the offender is scheduled to test, the Receiving Center Correctional Education staff should note that verification is pending and provide the proper documentation of efforts to verify HSE/high school completion in VACORIS.
 - ii. Offenders with an unverified High School Diploma (HSD) or HSE should be classified as ABE "eligible" in VACORIS. VACORIS should be updated to reflect "not eligible" on the date that

verification of a HSD or HSE is received. Foreign diplomas or foreign language HSEs may be accepted as means of exemption from ABE on a case by case basis approved by the Assistant Superintendent of Academic Programs.

- iii. Exceptions to this policy may be sought from the Assistant Superintendent of Academic Programs or designee.
 - b. Students with a verified Applied Studies 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 Correctional Education 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 Special Education information under the "Literacy" tab in VACORIS should be completed.
 - ii. Applied Studies 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. English Language Learner (ELL) students are not exempted nor marked "not eligible" from the ABE program, but should be screened at reception using CASAS to determine their eligibility for English Language Acquisition (ELA) and ABE 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 HSE tests.
 - i. These students will be eligible to be enrolled in ABE classes and should be evaluated for expedited retesting on the tests needed to complete the HSE.
 - ii. This only applies to those who have taken the 2014 GED. Offenders who tested under a previous GED test release must retest on all subjects.
7. Refusal to Test
- a. Offenders who refuse to take the TABE HSE Practice Test, and/or HSE 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 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 DOC 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 test at the next regularly scheduled 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 test administrator 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 Correctional 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, scoring and recording TABE is expressly prohibited.
 - i. No offender tutors shall be allowed in the classroom during TABE administration.
 - ii. Offender tutors shall not be allowed access to any TABE testing materials at any time.
 - iii. Offender tutors may review the students' TABE Test Reports 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. TABE testing irregularities must be reported to the Assistant Superintendent of Academic Programs and the Assistant Superintendent of Education Operations before close of business on the day they occur.

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 Official HSE Tests 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 HSE Tests, i.e. ABE, GED and other adult secondary education cannot be appointed as examiners, proctors, or otherwise have access to any HSE testing materials.
3. Correctional 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 10-to-1 for DOC. This is the exception to any HSE publisher policies and procedures.
5. Official Practice Test Guidelines:
 - a. Trained Correctional Education personnel shall administer the HSE practice assessments, in accordance with guidelines and directives adopted by the Assistant Superintendent of 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 *Correctional Education Testing Guidelines and Security Protocols Manual*. Is this *Correctional Education Testing Guidelines and Security Protocols Manual*, this OP, or something else?
 - c. 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.

- d. 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 follow the steps in the Testing Guidelines.
6. HSE Expedited Testing
 - a. TABE Level A Complete Battery cut score of 560 may be used to place students into the HSE Expedited Testing Program
 - b. The Expedited Testing Program is intended to provide appropriate individualized instruction to facilitate enrolled students to qualify for and pass the HSE as soon as possible. Expedited Testing students should be tested on all sections of the HSE practice test as soon as practicable to provide a baseline for instruction.
 - c. Following initial assessment with the HSE practice test, Expedited Testing 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. HSE testing for students enrolled in Expedited Testing 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. This testing will be conducted by trained Correctional Education staff and certified by the HSE publisher.
 - 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 Director of Testing.
 - 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 HSE Practice Test, 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. Teachers will follow the appropriate protocol for students needing special testing accommodations.
 - h. Testing irregularities for the HSE Practice Test must be reported to the Assistant Superintendent of 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 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 HSE test, they must be remediated and achieve the qualifying score 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. Quarterly testing should include offenders who qualify for partial testing. Other testing sessions shall be scheduled as necessary.
 - b. Expedited testing for Expedited Testing students and those scheduled for release prior to a

scheduled test session is permitted.

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 of Academic Programs will notify the Director of Testing 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. Correctional 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 Correctional Education certified examiner the ability to prepare for a successful testing session.
 - ii. Correctional Education does not pay for or provide diagnostic testing required to document the disability for offenders not identified as Special Education. The Correctional 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 utilized.
 - 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. The Correctional 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 test publishers 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 Correctional 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. 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 Correctional 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 on TABE Math and Reading, or has earned a verifiable HSE or has successfully completed one or more college level courses with a grade of C or better; and is 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 Correctional 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 Assistant Superintendent of 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 Correctional Education Release Form, signed by the Tester/Evaluator 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 Program Support Specialist. Central Office staff will be responsible for forwarding the Certificates to the appropriate institutions.

- d. The Central Office will maintain a database of Correctional 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. Retesting
- a. At present, Correctional Education is not paying to retest 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” retesting may be provided for all or any of the three CRC assessments.
 - c. Offenders previously tested by Correctional Education may request retesting at their own expense.
8. Procedure for Retesting Offenders Previously WorkKeys Tested by Correctional 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 retesting.
 - i. It is the responsibility of the Principal to verify that the request has been made and approved before an offender is retested.
 - ii. Cash payments cannot be accepted.
 - iii. No payments for retesting should be mailed to Correctional 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 “Retest” 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 retesting 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. Retesters may be tested separately or at the same time as first-time testers. On the surveillance form, write “retest” by the name of any retester in the session.
 - i. Send a copy of the retest release for any retester along with the surveillance form for the testing.
 - ii. When to retest 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 Correctional 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 Test and will record results of the Appraisal and “suggested next test” in VACORIS. CASAS certified staff will conduct *Life and Work assessments* on a limited basis in selected locations.
- 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 ELLs, including students enrolled in an ELA program prior to participation in the Plaza 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 ABE, Mexican citizens with detainers and deportation orders will be required to enroll in the Plaza Comunitarias under the same attendance requirements as ABE where Plaza is available.
2. Spanish-speaking ELLs from other countries and those without detainers or deportation orders may participate in Plaza Comunitarias space permitting.
3. Plaza Comunitarias sites will teach curriculum provided by the INEA.
4. Trained Correctional Education personnel shall administer Plaza Comunitarias assessments in accordance with Plaza Comunitarias testing guidelines.
5. The Assistant Superintendent of Academic Programs will be responsible for assessments of enrolled students who have completed modules as well as primaria and secundaria levels.
6. The following steps must be taken to ensure the integrity of all Plaza Comunitarias 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.
7. Consideration will be given to establishing satellite Plazas at sites with a significant number of Hispanic offenders with deportation orders.

V. REFERENCES

Correctional Education Testing Guidelines and Security Protocols Manual
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 after the effective date.

Signature Copy on File

8/31/17

H. Scott Richeson, Deputy Director for Programs, Education, and Reentry Date