



## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

*Peter Hans, President*

### MEMORANDUM

**TO:** Basic Skills Directors, LEIS Coordinators

**FROM:** Dr. Marlena S. Everett, Director of Performance and Partners, CCR

**DATE:** May 13, 2020

**SUBJECT:** New EdReady Diagnostic Tool for Assigning an EFL  
Career READY/RISE Participating Colleges

Due to the COVID-19 crisis, the CCR Career READY Core Committee has developed a new EdReady diagnostic tool to assist programs in placing new students in an appropriate Educational Functioning Level (EFL). This diagnostic tool has been developed to assist Career READY/RISE participating providers. This diagnostic tool is only approved for use via the web-based platform EdReady. Any provider who uses this tool for entry EFL placement, will have to manually enter the assigned EFL into Colleague on XLEPT to avoid receiving errors generated by the flat file submission process. For scores that correlate to the correct EFL placement, providers should refer to the reference document entitled "Process for Implementation of the EdReady Alternative Assessment." Instructions for staff are detailed below.

The diagnostic tool is **not** intended to be used as a pre- or post- test. It is simply a tool for providers, who are unable to use NRS approved tests, to use as a guide for determining the level of instruction that is required to facilitate learning for students served.

The information detailed in this memo is a temporary workflow developed to be used during the COVID-19 crisis. This temporary workflow has also been put in place to help providers to avoid error reports generated during the submission of the LEIS monthly flat file.

Providers who can use NRS approved virtual assessments to evaluate students, are to continue entering NRS test scores into Colleague. Providers who can use NRS approved virtual assessments will **not** need to use the new diagnostic tool. This diagnostic tool is only approved for use via paper and pencil for students without access to technology.

#### **Instructions for Staff Entering an EFL Placement in Colleague After Using the New Diagnostic Tool**

1. The student must have attendance entered into the system to generate a POP. When the POP has been generated, the staff will drill down beside the POP to XLEPT. Once on XLEPT, the college can assign the EFL.

**NOTE:** When a student does not have an initial placement, a user can assign an EFL and enter it in this field. If the student later takes a test and an initial test is found, this field will be cleared.

If a student's Initial EFL displays as **NIP**, the final LEIS file will not be accepted by the System Office. Users should enter an **Assigned EFL** on **XLEPT** for the student.

This information can be found in the **Literacy Education Information System (LEIS) for College and Career Readiness (CCR) Manual, dated May 2018, on page 15**. The LEIS Manual can be found on the CCR Moodle site under 2019-2020 LEIS Training section under the Resources section. If colleges have any questions, please submit an incident ticket through Service Now.

Many thanks to the Career READY Core Committee Members: Susan Huneycutt, Davidson County Community College, Laurie Weston, Pitt Community College, Dustin Walston, Lenoir Community College, and Nicole Worley, Sandhills Community College.

**C:** Dr. Kimberly Gold, Senior Vice President, Chief Academic Officer  
Gilda Rubio-Festa, Associate Vice President of College and Career Readiness  
Nancye Gaj, Assistant State Director of College and Career Readiness