

### **Leveling without an NRS approved Assessment**

Due to the impact of COVID-19, OCTAE is allowing states to revise their assessment policy to allow for leveling a student by assignment of an NRS Educational Functioning Level without administering an NRS-approved assessment. Please note the following:

- A student cannot make an educational functioning level gain based on an agency-determined level; it is only allowable to be used for establishing a placement EFL
- As soon as possible, agencies should assess with an NRS-approved assessment which should then be used to determine a valid placement EFL
- Students can make a Measurable Skills Gain (MSG) by attaining a secondary school diploma or recognized equivalent or enrolling in Postsecondary Education or Training with only a program-determined EFL

You can read more about the guidance at the following link:

<https://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/octae-pm-20-5-covid-faqs-final.pdf>

LACES will accommodate this change by allowing the use of a proxy assessment to determine the student's placement Educational Functioning Level. Based on the guidance provided by your state's assessment policy, you should determine the student's placement EFL. Once determined, open the student record and go to the Assessments tab. In the Assessments list, locate the option for either Provisional ABE Placement Level or Provisional ESL Placement Level. Select this as you would any other assessment.

In the resulting assessment card, enter the date in the upper left corner. Then enter the ABE or ESL Educational Functioning Level number (1-6) in the Scaled Score column.

If the student is ESL L1-L6, you would enter

ESL L1 = Scaled Score of 1

ESL L2 = Scaled Score of 2

ESL L3 = Scaled Score of 3

ESL L4 = Scaled Score of 4

ESL L5 = Scaled Score of 5

ESL L6 = Scaled Score of 6

If the student is ABE L1-L6, you would enter

ABE L1 = Scaled Score of 1

ABE L2 = Scaled Score of 2

ABE L3 = Scaled Score of 3

ABE L4 = Scaled Score of 4

ABE L5 = Scaled Score of 5

ABE L6 = Scaled Score of 6

When you enter the Scaled score and hit tab, you should see the corresponding level populate in the Level column. Click Save when you have verified that the EFL has correctly populated.

The screenshot shows a window titled "Add Assessment" with the following fields and values:

- Assessment Card: Provisional ABE Placement Level / (not applicable) / (not applicable)
- Date Completed For All:  6/8/2020
- Staff:
- Subtest Name or Measure: Provisional ABE Placement Level
- Scaled:
- Level: ABE L5
- Select Subject:
- Date Completed:  6/8/2020

At the bottom right, there are two buttons: "SAVE" and "CANCEL".

After saving, the level headers for the student will be populated with the indicated Educational Functioning Level. The Subject Area will display as Provisional ABE or Provisional ESL.

These levels will be valid for NRS purposes and the students will populate NRS Tables 1 and 4 with the indicated Educational Functioning Level as their placement EFL.

When the student is able to be given an NRS approved assessment, the NRS approved assessment should be set to over-ride the provisional assessment. You can manually override the database to track in the desired subject area of the NRS approved assessment by clicking the Move Forward icon (circle with an arrow between the Edit and Delete icons) and selecting the option to "use this subject area for the period of participation". This option will not be available until the student has established a PoP by earning 12+ hours without a 90-day gap between them, but you are able to override to select a subject even for DRC-integrated TABE assessments, if applicable.