

CASAS FOR BASIC SKILLS ASSESSMENT

Policy Memorandum: 06-26-2014-WSP1011R2

EFFECTIVE DATE: July, 1 2014

A. PURPOSE

This policy memorandum aligns with ESD WorkSource System Policy 1001, Revision 2 . *CASAS for Basic Skills Assessment* released June 27, 2014, and communicates requirements and guidelines concerning the use of the Comprehensive Adult Student Assessment System (CASAS) for academic basic skills assessments within the WorkSource System.

CASAS ECS Series expires July 1, 2014 and is replaced with CASAS Life & Work (Reading) and Life Skills (Math). WDCs must transition to the new series in alignment with the NRS and State Board for Community & Technical Colleges (SBCTC).

Note: The release of ESD WorkSource System Policy 1001, Revision 2 . *CASAS for Basic Skills Assessment* will require an update to WorkForce Central's (WFC) policy WDC-Y-11-16-12 - *Literacy Numeracy*. This memorandum functions as policy as it pertains to the transition from the CASAS ECS Series to the CASAS Life & Work (Reading) and Life Skills (Math) Series until the release of the revised WFC Literacy Numeracy policy.

B. POLICY

CASAS is the required assessment instrument for all programs under Washington's WorkSource System when a standardized basic skills assessment is appropriate. The CASAS series used must align with the series used by the SBCTC to the extent it aligns with the NRS.

CASAS Life & Work (Reading) and Life Skills (Math) are the tests currently approved by the NRS and SBCTC to replace the ESC series that expire July 1, 2014.

C. ACTION REQUIRED

WIA service providers must discontinue the use of the ECS series and implement the Life and Work (Reading) and Life Skills (Math) Series in alignment with the NRS and SBCTC for all WIA participants, especially youth, who have not yet tested. **This transition should begin immediately as the current ECS series expires on July 1, 2014. The transition must be completed by September 1, 2014 at the latest.** ECS pre-tests should be discontinued by that date at the latest. For Out-of-school youth who have taken a pre-test or a post-test with the ECS series, they will continue to test with the ECS Series.

Please see the attached ESD WorkSource System Policy 1001, Revision 2 . *CASAS for Basic Skills Assessment* for further details and recommendations for the transition from ECS to the Life and Work (Reading) and Life Skills (Math) Series.

Free online CASAS training is available at <http://training.casas.org/>.

D. REFERENCES

- ESD WorkSource System Policy 1001, Revision 2 . *CASAS for Basic Skills Assessment*

E. ATTACHMENT

- ESD WorkSource System Policy 1001, Revision 2 . *CASAS for Basic Skills Assessment*

F. INQUIRIES

- Please email SystemPolicy@esd.wa.gov with any questions pertaining to ESD WorkSource System Policy 1001, Revision 2 . *CASAS for Basic Skills Assessment*.
- Please contact Karen Downing, WFC Performance & Compliance Monitor at (253) 254-7337 or kdowing@workforce-central.org as it pertains to this memorandum.