# Assessment Procedures

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| **Consortium** |  |
| **Staff Contact** |  |
| **Date of last update** |  |
| **Policy guidance** | From [Minnesota ABE Policies website](http://www.mnabe.org/abe-law-policy/mn-abe-policies) (www.mnabe.org/abe-law-policy/mn-abe-policies):   * Assessment Policy |

## Introduction

These procedures detail the local ABE consortium’s testing procedures used at all sites. These procedures describe how the consortium is complying with the Minnesota ABE Assessment Policy through outlining:

* The consortium use of **approved assessments** (CASAS, TABE and/or BEST Plus) and for which students they are used.
* When and how to conduct **pre-testing** to ensure all students have a valid pre-test within the first 12 contact hours, including how to ensure that the student does not already have a valid pre-test, and how the program handles invalid test results.
* When and how to conduct **post-testing**, including how to ensure that the student is not post-tested before 40 contact hours, how the post-tests are administered, how the program handles invalid test forms and scores, how post-testing data is entered into SiD, and how the consortium works to maintain a 60% or greater post-testing rate for all participants within the program year.
* What the **assessment training requirements** are for initial testing certification, re-certification at least every five years, other ongoing training, and for which staff.
* What **additional guidance** and procedures the ABE consortium has for local staff regarding testing and assessment.

## Assessments Used By the Consortium and For Which Students

## Pre-Test Procedures and Guidelines

## Post-Test Procedures and Guidelines

## Assessment Training Requirements and Procedures

## Additional Procedures and Guidance