



Statement Regarding Temporarily Lifting 12-hour Restriction for Students without a Pre-Test

April 29, 2020

Starting May 1, 2020, the Minnesota Department of Education's (MDE) Adult Education Office is temporarily lifting the 12-hour restriction in SiD for new students with no pre-test during the school closure period.

How Long this Exemption to the 12-Hour Restriction will Last

The Minnesota Department of Education's Adult Education Office will consider reinstating the 12-hour restriction for students without a valid pre-test when:

- In-person ABE programming and testing can resume again; and/or
- Remote testing options are approved and available for ABE programs and students.

In either situation, the Minnesota Department of Education and SiD Support Staff will give ABE programs one-month notice so ABE programs can make sure they can administer a valid pre-test to students that are enrolling and participating in ABE instruction.

Hours and ABE Funding

These students' hours will count for state ABE funding but may not count for federal ABE funding. The Minnesota Department of Education may decide to include these students in federal reporting and their contact hours may be countable for federal funding, based on future guidance given by the U.S. Department of Education.

Assessments

The MDE Adult Education Office is supporting the option of remote testing for CASAS, TABE and BEST Plus as they become available from the test publishers. Remote testing is a student taking the test at home on a computer or laptop with video proctoring and monitoring. As of April 27, only BEST Plus has a remote testing option available for local programs. CASAS and TABE are working on remote computer-based testing options.

SiD Entry

For your new students that you cannot test and do not have a valid pre-test, create a "COVID EFL Exemption" in the student's assessment tab. This option will be in the list of available assessments. When entered into the student file, this exemption will allow you to enter 12+ contact and proxy hours.

1. **Make “COVID EFL Exemption” available in the test options:** SiD users who enter test scores (not just each program but each user) must select the test so that it will be displayed in their Assessment drop down list of options. Instructions on how to do this can be found at the [SiD Help article “Select Displayed Tests Customize Your Test Menu”](https://mnabe.zendesk.com/hc/en-us/articles/225731967-Select-Displayed-Tests-Customize-Your-Test-Menu) (https://mnabe.zendesk.com/hc/en-us/articles/225731967-Select-Displayed-Tests-Customize-Your-Test-Menu). This needs to be done by each SiD user once.
2. **Select “COVID EFL Exemption” in students’ files for those that do not have a valid pre-test and that you are unable to test:** Then the “COVID EFL Exemption” can be entered in each student’s record in the assessment tab.
3. **Enter a score of 1:** The “COVID EFL Exemption” will have a score field that needs to be filled. Add a score of 1 when entering the “COVID EFL Exemption” for a student.
4. **12+ hours can now be entered for students.**

SiD Support Staff have created help article that can be found [online](https://mnabe.zendesk.com/hc/en-us/articles/360042480492--COVID-EFL-Exemption-for-Students-w-No-Valid-Pre-test) (https://mnabe.zendesk.com/hc/en-us/articles/360042480492--COVID-EFL-Exemption-for-Students-w-No-Valid-Pre-test).

Questions?

If you have questions about this memo or other ABE policies, please contact Brad Hasskamp, Adult Secondary Credential and Education Policy Specialist at the Minnesota Department of Education, at brad.hasskamp@state.mn.us.