



**Policy & Procedure No. 1.104
Nunez Community College**

Title: Placement in an Educational Functioning Level
Effective Date: 11-21-2019
Last Revision Date:
Cancellation:
**Department/Office: Continuing Education
Work Ready U**

Placement in an Educational Functioning Level

PURPOSE

- A. Upon administration of an approved assessment, at intake or within the first 12 hours of attendance, local programs are to place students at an educational functioning level. The Test of Adult Basic Education (TABE) Locator test is administered prior to the full assessment. Charts provided by the National Reporting System (NRS), Technical Assistance Guide for Performance Accountability under the Workforce Innovation and Opportunity Act, shall be used for determining the appropriate Educational Functioning Level (EFL) for a student. The Educational Functioning Level chart can be found on the NRS website, <https://www.nrsweb.org/training-ta/ta-tools/assessment#Tools&Tips> NRS Test Benchmarks for EFL.

- B. Growth can only be shown through the administration of an approved pre-test and posttest, by receiving the state-approved high school equivalency (HSE) or by exiting Adult Education and enrolling in a post-secondary training program.

- C. Students who test into the NRS Educational Functioning Level of Advanced ESL (ESL 6), scores of 76 – 78, must be given another pre-test, as there is no exit criteria established by NRS for BEST Literacy. If this occurs, do the following:

Administrative Action	Pre-test Option #1	Pre-test Option #2	Pre-test Option #3
1. Do not enter into statewide data system. 2. Record pre-test attempt in student permanent record.	1. Use an oral screening tool to determine if student has low oral skills. 2. If so, administer BEST Plus.	Administer TABE 11/12 Reading and/or Language. TABE Math is not required unless student has a math improvement goal.	Administer CASAS Reading GOALS CASAS Math GOALS Math is not required unless the student has a math improvement goal.



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B. Students who pre- test into BEST Plus 2.0 exit criteria (ESL Completed Advanced ESL), (scores of 565 or higher), must be given another pre-test as ESL Completed Advanced ESL, is not an NRS Educational Functioning Level. If this occurs, do the following:

Administrative Action	Pre-test Option #1	Pre-test Option #2	Pre-test Option #3
1. Do not enter into statewide data system. 2. Record pre-test attempt in student permanent record.	1. Use a literacy screening tool to determine if student has low literacy skills. 2. If so, administer BEST Literacy.	Administer TABE 11/12 Reading and/or Language. TABE Math is not required unless student has a math improvement goal.	Administer CASAS Reading GOALS CASAS Math GOALS Math is not required unless the student has a math improvement goal.

SCOPE

This policy applies to all students in local adult education programs.

X	Reviewing Council/Entity	Review Date	Effective Date
X	Continuing Education	10-08-2019	11-21-2019
X	College Compliance Committee	10-08-2019	11-21-2019
X	Chancellor’s Council	11-21-2019	11-21-2019

Policy Referenced: LCTCS Policy # 1.104

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Chancellor’s Signature/Approval

SIGNATURE: 

DATE: 11-21-2019

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Chancellor