

Guidance for Using CASAS Functional Writing Assessment

Updated September '05

Which assessments we are using:

- Use the Picture Task and Form Task
- For the Picture Task, Form 463 (Park Scene) is the Pre-test
- For the Picture Task, Form 460 (Grocery Store) is the Post-test
- For the Form Task, Form 410 is the Pre-test
- For the Form Task, Form 411 is the Post-test

Whom to test?

- Test ALL adult students who enter your program after July 1, 2005
- Test both ABE/GED and ESOL students

Accommodations

- CASAS will be allowing accommodations for students with documented disabilities.
- Please call Wendy Rose Sanchez for details, contact info below.

When to pre-test

- Pre-testing begins SEPTEMBER 1, 2005
- Only assess learners who entered your program after July 1, 2005 after September 1, 2005.
- Other adult students who enter your program after September 1 can be tested as they enter the program.
- We recommend testing adult students soon after they enter the program, so that the Pre-test reflects their writing skills as they begin program services.

When to post-test

- Post-test on both tasks should be given beginning late May 2006.
- If a student is leaving the program and your staff is aware of this, make every effort to post-test, PROVIDED the student has participated in Adult Education services for at least 4 FULL months.

Who can administer the CASAS Functional Writing Assessments

- Even Start staff or collaborators can administer the assessments PROVIDED they have read CASAS guidelines for administering the test. (These guidelines are two pages long for each task.)
- In August '05, programs received a form regarding administering the CASAS. This form asks that anyone who is administering the CASAS FWA, "sign on" that they have read the information regarding administering the tests. This form will be kept in program files.
- Please remember the CASAS FWA is a standardized assessment and should be administered as such. Keep testing materials in a secure place.

Adult students participating before July 1, 2005

- All programs will be asked to PRE-TEST in the Spring of 2006 all adult students who entered your program BEFORE July 1, 2005.

Scoring

- The CASAS FWA must be scored by two certified scorers.
- Scoring trainings will be offered in September, October, and December.
- Each Even Start program should have one scorer trained by October 2005.
- A second staff member can participate in training in December or in earlier trainings, if there is space.
- Because we are in a transition year to implement the CASAS FWA state wide, not every program will have two scorers to score the pre-tests in the fall of 2005. Therefore, programs will “team up” with a scorer from other programs so that the first set of assessments can be scored in a timely fashion.
- This “teaming up” process will be facilitated at a regional meeting after the scorers have been trained.

Steps to Implement CASAS FWA:

- Order materials. Keep them secure.
- Begin administering CASAS FWA assessment, as per guidelines.
- Designate staff member(s) who will be scoring assessment.
- Staff member(s) attend Scorers’ Training (Part A and B) and meet certification requirements.
- Follow above guidelines for pre- and post-testing, and scoring.
- Improve writing instruction for adults by having staff attend *Writing Instruction for Adults* and *Linking Assessment and Instruction* trainings.

Questions

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