

COMMONWEALTH OF PUERTO RICO
SOUTHWEST LOCAL WORKFORCE DEVELOPMENT BOARD, INC.

PUBLIC POLICY FOR THE ADMINISTRATION OF THE TABE TEST
FOR IN-SCHOOL AND OUT-OF-SCHOOL YOUTH

Section 1. The Southwest Local Workforce Development Board, Inc. based on Public Law 113-128, which creates the Workforce Innovation and Opportunity Act (WIOA), to establish Public Policy for the Administration of In-School and Out-of-School Youth Testing.

Section 2. Legal Reference

Section 3(5) Basic Skills Deficient and Sections 129 (B) and 129 (C) of WIOA.

Section 3. Specific Definitions of Concepts and Definitions of Law

1. **Basic Skills** - Basic education skills that include reading comprehension, mathematics, writing, reasoning and problem solving.
2. **Basic Skills Deficient** - is defined as a youth who has an eighth grade level or below in English reading, or math computation skills as determined by a standardized test accepted by DOLETA or youth who cannot compute or solve math problems, read, write or speak English at a level necessary to function in employment, with his or her own family or in society.
3. **Out-of-School Youth**
 - An individual who is not attending any school; not younger than 16 years of age, not older than 24 years of age and possesses one or more of the following characteristics:
 - A dropout
 - A youth who is of compulsory school age, but has not attended at least the last quarter of the school year.
 - A youth who has received his or her high school diploma or recognized equivalent, is low-income, but is deficient in basic skills.
4. **In-School Youth**
 - A youth who is currently in school, between the ages of 14 to 21 years old and economically disadvantaged.
5. **Functional Level** - Refers to the classification or degree of basic skills in which a participant is categorized according to the test results.
6. **Day of Participation** - The first day after the eligibility determination, where the individual begins receiving Title I funded services.

Section 4. Methodology

The Basic Skills Test is an assessment instrument required by the Employment and Training Administration (ETA) of the Federal Department of Labor (DOL) to measure basic skills deficiencies of youth. This test will be administered to any youth classified as an Out-of-School Youth who has been enrolled on or after July 1, 2006.

This youth will be assessed with the selected instrument at least twice in a period not to exceed one year from the date of first service. In addition, any in-school participant who is classified as basic skills deficient will be tested. The test selected for this purpose will be the Test for Adult Basic Education (TABE). This standardized test of school performance is aimed at classifying the young person in a pre-established functional level in the subjects of mathematics, reading and language.

Section 5. Operational Parameters

A. Administration and Execution Calculation

Year 1

The pre-test may be administered 60 days prior to the first Youth Program service. If the participant has received a test (as long as it is one of those set forth in TEG 17-05 or through one of the mandated partners) in the last 6 months prior to the date of the first Youth Program service, it may be used to measure the youth's increase in functional levels. The post-test will be administered at the end of the activity prior to exit. If a functional level does not increase, the Case Manager has the duty to provide other activities that will lead to meeting the established goals.

Definition: Functional Level Increase

Participants who improve one or more of the educational functional levels.

Section 6. Test Administration

The test will be administered through Title I of the One Stop Center in the Program Area. The tests will be administered electronically. If any situation arises related to any electrical system failure or technology problems, the test will be offered manually. Therefore, it is the responsibility of the Local Area to have both tests available.

The initial part of the TABE Test is to give a placement test that will help determine the level in which the student will be placed. The levels are E, M, D and A. The locator has 5 sections and takes between 5 and 12 minutes each. It is possible for a student to have different levels of administration. Once the locator is completed, the young person will begin the seven-part test.

The parts of the tests are as follows: math comprehension and math applications; in the area of English: language, reading comprehension, spelling, language mechanics and vocabulary. The test is timed for each part. The Pre-Test usually takes 3 to 4 hours to complete and the Post-Test can be completed in fewer hours because the pager portion is waived. All questions on the exam are multiple choice.

The first test is reading comprehension, includes 50 questions and has 50 minutes to complete. This includes comprehension of fiction, non-fiction, drama and poetry, as well as interpretation of maps, diagrams, among others. The second part is math comprehension with 40 questions and has 25 minutes to complete. This test will evaluate the student's ability in all mathematical operations, fractions, percentages, whole numbers and the use of decimals.

All problems are computational and the calculator should not be used. The third part is applications of mathematics and includes graphs, tables and problem solving questions.

This section has 50 questions and the student has 50 minutes to complete it. The fourth test is the language test with 55 questions and the student has 55 minutes to complete the questions. This test includes grammar, sentence structure and understanding some basic writing concepts. The fifth part is the mechanics of language focusing on the correct use of punctuation, sentence structure, subject and verb, use of pronouns and adjectives, plus the use of phrases and clauses in sentences. There will be some editing and proofreading questions. There are 20 questions to be completed in 14 minutes. The sixth part is vocabulary and measures the student's ability to identify the meaning of words and select the correct meaning of words and multiple meanings. The student will have 15 minutes to complete the 20 questions. The last part is spelling and deals with choosing the correct spelling word. The student will have 10 minutes to answer 20 questions. Once the student has completed the test, the test administrator will print the results and provide the score obtained.

TABE 9 and 10 Test Levels

<u>Test Levels</u>	<u>Grade Range</u>	<u>Description</u>
E	2.0 – 3.9	Easy
M	4.0 – 5.9	Medium
D	6.0 – 8.9	Difficult
A	9.0 – 12.9	Advanced

Section 7. Interpretation of TABE Test Results

The report of the results will be given to the Case Manager who will be the person in charge of interpreting the test.

Definitions:

- A. Subtests – are the parts of the tests taken by the young man.
- B. L/F – test level given by the locator.
- C. SS – score obtained in each part of the test.
- D. GE – equivalent grade according to the test level.
- E. NP – scoring scale stipulated by the National Information System.
- F. NCE – is a standardized curve that calculates the same test compared to all those who have taken the test.

The scoring scale (SS) will be used to determine whether the educational functional level increased or decreased.

Section 8. Table for Calculating Functional Levels

This table shows the scales in the areas of reading, language and mathematics. The scale will show the literacy level of the participant. The form "ATTACHMENT A: REVISED Educational Functioning Level (EEF) Descriptors Levels" shows the definition of the youth's literacy level scores.

Interpretation of the Parts of the Exhibit

- A. Objectives – shows the seven parts of the test and the area in which they were evaluated.
- B. Pre % Age – percent obtained in the evaluated area.
- C. Post % Age – percent obtained in the evaluated area.
- D. Gain/Loss – the difference of increase or loss in the functional level.
- E. Score – amount obtained from the exercises offered.
- F. MST – P = Partial Mastery - = Not Mastered + = Mastered.

Section 9. TABE Test Results

Once the Case Manager completes the interpretation of the results, he/she will proceed to discuss them with the participant, enter the score obtained in the SIAC System and proceed to place it in the participant's file.

Reference Documents:

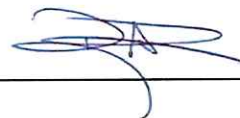
- A. Table for calculating Functional Levels
- B. "ATTACHMENT A: REVISED Educational Functioning Level (EEF) Descriptors Levels"

Section 10. Incentive Award

As an incentive for taking the Test for Adults Basic Education/TABE, the Local Area offers an eight dollar (\$8.00) lunch voucher to be used at a fast food restaurant upon completion of the test. These tests last approximately 2.5 to 3 hours depending on the student. This voucher will also be given to the driver who transports the students and the authorized official who travels with them.

Section 11. This public policy shall become effective immediately upon approval by the Local Board.

In San Germán, Puerto Rico, this 9th day of July, 2019.



Roque Abad Ramírez Palermo, WDB Local Board Chairman