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Assessment Policy

READ Ottawa provides literacy assessments to all learners enrolled in our program. READ Ottawa currently has an ongoing collaborative agreement with Zeeland Adult Education to obtain and share literacy assessment information. If a learner has previously been tested by another educational program, the results of that testing will be used by READ Ottawa with the obtained, written consent of the learner.

The CASAS (Comprehensive Adult Student Assessment System) test is used to determine the student's literacy level. CASAS tests are a valid and reliable test for native and non-native English speakers. CASAS is used to assess reading, math, listening, speaking and writing from the lowest literacy skills to high school, as well as transition to post-secondary education and training. These tests will be used to obtain the learner's literacy level for program use.

Assessment Procedure

Incoming Students:

- The pair coordinator will have the learner fill out a release form to obtain information about assessment from another educational program, if applicable.
- If the learner has not been previously assessed by another program, the pair coordinator will contact the assessment coordinator who will begin the process of assessing the learner's literacy level.
- The assessment coordinator will contact the learner and arrange a time for testing in a public place.

The CASAS test will be used according to its procedures and guidelines, including:

- Selection and use of appropriate assessment instrument
- Appropriate learner placement into instructional level
- Diagnostic information to inform instruction
- Pre- and post-testing to monitor progress toward goals
- Appropriate test administration, scoring and reporting of test scores



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Reporting:

The assessment coordinator will write a narrative report about the testing results, including scores and skill descriptors as provided by CASAS.

A copy of the report will be sent to the pair coordinator to be kept on file, the learner's tutor, and one retained by the assessment coordinator. The learner may also request a copy.

CASAS scores obtained for READ Ottawa learners from another educational program may not include a detailed narrative report. No narrative report will be written for those shared program learners. Instead, the READ Ottawa assessment coordinators can provide tutors the same CASAS skill descriptors that relate to the scores provided from another program.

Additional Testing:

Other tests may be used if the CASAS is not appropriate for a learner. This is at the discretion of the assessment coordinator. Reporting of those test results will be the same as stated above.