

## Schedule and Session Descriptions

### CDE/AEFLA Regional Assessment Trainings 2011

(last edited 5-6-11)

**Program Directors and Participants:** The daily schedule below shows the agenda for the CDE/AEFLA regional assessment trainings. Complete descriptions of each session with training content, site information, important policy notes, and trainer names follow the schedule. **Please read the session descriptions carefully, as some trainings are new and the content of previously-offered trainings may have changed from prior years.**

**Online Registration:** Registration for the 2011 Regional Assessment Trainings will be done online. Program directors may register their participants or ask participants to register themselves. Each of the five trainings has its own separate online registration form. Please see the document *Sites, Dates and Registration Information* for links to the online registration forms.

<http://www.cde.state.co.us/cdeadult/download/RAT/FY12/2011-12RATsitesDatesRegistration.pdf>

**Individuals with Disabilities:** Participants with disabilities should contact the local registrar to request accommodations at least two weeks prior to the training date. Requests for training materials in alternative formats must be made prior to the training.

**NOTE:** Participants must complete the entire training to be certified (or recertified) as a tester by CDE/AEFL and the assessment publisher.

<b>DAY 1</b>	
9:00 – 9:30	Registration and Coffee
9:30 am – 4:30 pm	Concurrent trainings begin (choose one): (Offered at all five training sites - See <i>Assessment Trainings at a Glance</i> chart at the end of this document)
12:30 – 1:15 On-site lunch provided	<ol style="list-style-type: none"> <li>1. <b>CASAS Implementation Training for ESL/ABE/ASE</b></li> <li>2. <b>CASAS Refresher/Recertification for ESL/ABE/ASE</b></li> <li>3. <b>TABE Implementation Training</b></li> <li>4. <b>BEST Plus Administrator Training</b></li> <li>5. <b>BEST Plus Scoring Refresher Training</b></li> <li>6. <b>CASAS Functional Writing Assessment for ESL &amp; ABE</b></li> </ol>

<b>DAY 2</b>	
9:00 -9:30 a.m.	Registration and Coffee
9:30 am – 3:30 pm  12:30 – 1:15 On-site lunch provided	<p><b><i>How Do I Know They Got It? Assessing My Learners Informally</i></b> <b>*NEW*</b>  (Offered at all five sites - See <i>Assessment Trainings at a Glance</i> chart at the end of this document)</p> <p><b><i>2 concurrent sessions - choose one:</i></b></p> <p><b><i>Section 1: ESL</i></b>  <b><i>Section 2: ABE/ASE/GED</i></b></p>

# SESSION DESCRIPTIONS

## CDE/AEFLA REGIONAL ASSESSMENT TRAININGS 2011

### **DAY 1:**

9:00 – 9:30 Registration and Morning Refreshments

9:30 – 4:30 Concurrent Trainings - Choose one

12:30 – 1:15 on-site lunch provided

#### **1. CASAS Implementation Training for ESL/ABE/ASE**

**Locations:** *Colorado Springs, Montrose, Glenwood Springs, Lakewood (Metro Denver), Longmont*

**Registration limits: Minimum: 6 Maximum: 24**

After attending the IT, you'll be certified as a local facilitator qualified to administer any of the CASAS multiple choice assessments and to train test administrators at your instructional site.

#### **Session objectives:**

- ◆ Identify CASAS components and elements of Competency Based Education in relation to adult learning theory.
- ◆ Identify key elements of effective intake.
- ◆ Follow standardized testing procedures and test security measures.
- ◆ Use assessment instruments to place learners into Colorado performance levels and to measure progress after appropriate instruction.
- ◆ Identify curriculum resources and ways to link assessment to instruction.

#### **Important policy notes:**

CDE/AEFL requires that minimally one person from each program using the CASAS system successfully complete CASAS Implementation Training (IT). CDE/AEFL requires at minimum that at least one trained local facilitator attends CASAS Refresher/Recertification or the CASAS Implementation Training (IT) every two years. Certification counts toward the required competency, "administer at least 2 standardized assessments" for the CDE Literacy Instruction Authorization course work and/or portfolio.

**Professional Development Hours earned:** 10 PD Hours

#### **Trainers:**

Ardith Loustalet, Connie Davis, Kathy Santopietro Weddel -  
Northern Colorado Professional Development Center, Longmont  
Nita Bratt - Learning Source for Adults and Families, Lakewood  
Denise Abate - Colorado Mountain College, Vail/Eagle Valley

## **2. CASAS Refresher/Recertification for ESL/ABE/ASE (Formerly Beyond Implementation Training)**

**Locations:** *Colorado Springs, Montrose, Glenwood Springs, Lakewood (metro Denver), Longmont*

**Registration limits: Minimum: 6 Maximum: 24**

This interactive session is for those who have experience using CASAS assessments or who have previously attended an Implementation Training.

Objectives:

- ◆ Recognize AEFL and CASAS Assessment Policies
- ◆ Review key components of Implementation Training
- ◆ Identify elements of effective intake
- ◆ Identify new CASAS assessments
- ◆ Identify links between curriculum/instruction and assessment
- ◆ Provide local program training follow-up and application of training objectives

One important purpose of the CASAS Refresher/Recertification is to collectively evaluate CASAS implementation among Colorado AEFL programs and allow experienced instructors, intake specialists, and program managers the opportunity to exchange ideas and concerns about standardized assessment.

**Important policy notes:** This session is open to those who have attended a CASAS IT or who have previous experience using CASAS assessments. CDE/AEFL requires at minimum that at least one trained CASAS local facilitator attend CASAS Refresher/Recertification Training or the CASAS Implementation Training (IT) every two years.

**Professional Development Hours earned:** 10 PD Hours

**Trainers:**

Kathy Santopietro Weddel, Connie Davis -  
Northern Colorado Professional Development Center, Longmont

## **3. TABE Implementation Training**

**Locations:** *Colorado Springs, Montrose, Glenwood Springs, Lakewood (metro Denver), Longmont*

**Registration limits: Minimum: 6 Maximum: 24**

Designed for new and experienced teachers, program administrators and intake specialists who will administer TABE 9 & 10. Training emphasizes best practices for assessment administration including, the use of the Locator Test, standard testing procedures and material handling. Participants will process individual test scores, understand TABE reports and be able to explain the foundations of TABE to

stakeholders. Additionally, participants will explore options for linking TABE results to readily available ABE/ASE/GED curricular materials for instruction.

***Important policy notes:*** CDE/AEFL requires that minimally one person from each program using TABE successfully complete TABE Implementation Training every two years. Completion of the training counts toward the required competency, “identifies, administers and reports data on at least one standardized assessment” for the CDE Literacy Instruction Authorization coursework and/or portfolio.

***Professional Development Hours earned:*** 10 PD Hours

***Trainers:***

Elizabeth Shupe – Colorado Dept. of Education, Adult Education and Family Literacy, Denver

Gail Carpenter - CTB McGraw-Hill

***4. BEST Plus Administrator Training***

***Locations:*** *Colorado Springs, Montrose, Lakewood (Metro Denver), Longmont*

***Registration limits: Minimum: 6 Maximum: 18***

This full-day training is designed for new and experienced teachers, administrators and intake specialists who plan to administer BEST Plus for ESL learners. Participants must complete the full 6-hour administrator training to be certified as local BEST Plus testers. The agenda includes the background of the test, test content, administration techniques, practice scoring authentic student responses shown on video, and hands-on test administration in a computer lab. Participants completing the full training receive for their program a Test Administrator Guide, the scoring rubric, and a CD with the Test Administration and Score Management Software.

In order to select the best possible candidates to attend this training, note the following characteristics for a BEST Plus test administrator.

1. Good hearing, speech and vision.
2. Native or near-native command of English. Meets or approximates a native speaker’s fluency and ability to convey own ideas precisely. Speaks English without effort. Excellent control of English grammar with no apparent patterns of weakness. Able to read and understand all training materials, deliver test prompts effortlessly, and understand and score examinees’ responses accurately using the BEST Plus scoring rubric.
3. Basic familiarity with computers or willingness to learn for administering the computer-adaptive test.

**Important policy notes:** All potential test administrators are required to successfully complete the BEST Plus Administrator Training before they may begin testing. Completion counts toward the required competency, "administer at least 2 standardized assessments" for the CDE Literacy Instruction Authorization coursework and/or portfolio.

**Professional Development Hours earned:** 10 PD Hours

**Trainer:**

Jane C. Miller, Colorado Dept. of Education, Adult Education and Family Literacy, Denver

**5. BEST Plus Scoring Refresher Training**

**Locations:** *Colorado Springs, Lakewood (Metro Denver), Longmont*

**Registration limits: Minimum: 6 Maximum: 15**

This full-day training is designed for all BEST Plus testers who have previously completed the BEST Plus Administrator Training. Completion of the Scoring Refresher Training helps all participants improve their scoring accuracy, consistency, and confidence. The agenda includes an enhanced review of the three-part BEST Plus scoring rubric using numerous video benchmark samples, discussion and video scoring practice. Participants complete a 35-item BEST Plus scoring activity to assess their scoring accuracy. Participants discover the area(s) in which their scoring inaccuracies tend to occur and are given suggestions for remediation, as necessary.

**Important policy notes:** Participation is open only to those who have previously completed the BEST Plus Administrator Training. CDE/AEFL requires at minimum that BEST Plus testers attend the BEST Plus Scoring Refresher Training offered by CDE/AEFL every two years to renew their certification. (Active BEST Plus testers who were initially trained between 2008-2009 and who have not completed the Scoring Refresher Training must do so in 2011.) Completion counts toward the required competency, "administer at least 2 standardized assessments" for the CDE Literacy Instruction Authorization coursework and/or portfolio.

**Professional Development Hours earned:** 10 PD Hours

**Trainers:**

Jane Miller, Colorado Dept. of Education, Adult Education and Family Literacy, Denver

**6. CASAS Functional Writing Assessment for ESL/ABE/ASE**

**Locations:** *Lakewood (Metro Denver), Montrose*

***Registration limits: Minimum: 6 Maximum: 24***

This full-day training is designed for new and experienced teachers, and administrators who are interested in assessing writing for life skills or academic-based instruction. The training covers test background, administration, content and scoring. Participants become familiar with the five-component FWA writing rubric that is used both for scoring and informing instruction. Participants use numerous benchmark writing samples to practice scoring actual student writing. The trainer shares ideas from over three years of state-wide use of this standardized writing assessment. Policies and procedures to be used for preparing batches of pre-and post-tests for official scoring by the National Scoring Service are presented. In addition, participants receive hands-on practice with a variety of instructional techniques focusing on strengthening student writing content, organization, word choice, sentence structure, and grammar/mechanics. The trainer shares suggestions for integrating writing with an existing core curriculum.

***Important policy notes:*** Highly recommended for ESL and ABE teachers at all levels of instruction interested in improving student writing and achieving level progress. CDE/AEFL requires that minimally one person from each program using the CASAS FWA successfully complete CASAS FWA training. CDE/AEFL requires at minimum that at least one trained test administrator from programs using CASAS FWA attends CASAS FWA Training every two years. CASAS Functional Writing Assessment can be used for progress reporting of Low Intermediate ESL 4, High Intermediate ESL 5, Advanced ESL 6 and ABE High Intermediate 6-8.9 levels.

***Professional Development Hours earned:*** 10 PD Hours

***Trainer:***

Ardith Loustalet - Northern Colorado Professional Development Center, Longmont

## **DAY 2:**

9:00 – 9:30 Registration and Morning Refreshments

9:30 – 3:30 Workshop                      12:30 – 1:15 on-site lunch provided

### ***How Do I Know They Got It? Assessing My Learners Informally*      *\*NEW\****

***Locations: Colorado Springs, Montrose, Glenwood Springs, Lakewood (Metro Denver), Longmont***

***Registration limits: Minimum: 6 Maximum: 24***

In order to meet our students' needs, check their progress or problems in learning, and make adjustments to our teaching, we need to continually monitor our students. In this interactive workshop, participants learn how to create and use learning checks for adult education instruction. This training covers strategies for checking comprehension and informal end-of-lesson assessments. Working with peers, participants practice these strategies and create end-of-lesson products, processes, and performances for the purposes of gauging students' progress and planning upcoming lessons. These types of informal assessments positively contribute to students' motivation and persistence as they see daily evidence of their progress.

Two sections of this workshop are offered; one for ESL and one for ABE/ASE/GED. Please select the appropriate section when registering.

- ***Section 1: ESL***
- ***Section 2: ABE/ASE/GED***

***Audience:*** These sessions are appropriate for novice and experienced ESL, ABE/ASE/GED teachers and volunteers. Participation in Day 1 is not required to participate in and benefit from this workshop.

***Professional Development Hours earned:*** 8 PD Hours are earned for attending the training on Day 2.

***Trainers:***

Ardith Loustalet, Connie Davis, Kathy Santopietro Weddel - Northern Colorado Professional Development Resource Center, Longmont

Elizabeth Shupe, Jane Miller - Colorado Dept. of Education, Adult Education and Family Literacy, Denver

## Assessment Trainings at a Glance

The table below indicates which sessions are planned to be offered at each of the five 2011 Regional Assessment Training sites. **Trainings may be cancelled if registrations do not reach the minimum number by the registration deadline or if trainers are unavailable.**

Day 1	Colorado Springs	Montrose	Glenwood Springs	Lakewood	Longmont
	August 11	August 15	August 18	August 26	Sept. 9
CASAS IT (ESL/ABE/ASE)	X	X	X	X	X
CASAS Refresher (ESL/ABE/ASE)	X	X	X	X	X
TABE Implementation Training (ABE/ASE)	X	X	X	X	X
BEST Plus Administrator Training (ESL)	-----	X	-----	X	-----
BEST Plus Scoring Refresher Training	X	-----	-----	-----	X
CASAS FWA (ESL/ABE/ASE)	-----	X	-----	X	-----

Day 2	Colorado Springs	Montrose	Glenwood Springs	Lakewood	Longmont
	August 12	August 16	August 19	August 27	Sept. 10
How Do I Know They Got It? Assessing My Learners Informally (choose <u>one</u> section)					
Section 1: ESL	X	X	X	X	X
Section 2: ABE/ASE/GED	X	X	X	X	X

Participants with disabilities should contact the local registrar to request accommodations at least two weeks prior to the training date. Requests for training materials in alternative formats must be made prior to the training.