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QR CODES FOR QUICK ACCESS TO THE GOOD-TO-KNOW ASSESSMENT GUIDES
Introduction to the Adult Basic Education Good-to-Know Assessment Guides

The purpose of the Good-to-Know Assessment Guides (hereafter referred to as the Guides) for the ABE NRS assessments is to facilitate conversations between teachers, administrators, and students about standardized assessment so that students:

1. Gain a greater understanding of the purposes and procedures of these assessments
2. Have a meaningful assessment experience.

The Guides were developed by the Center for Educational Assessment at UMass Amherst (UMass CEA) and the Adult and Community Learning Services Office at the Massachusetts Department of Elementary and Secondary Education, using an iterative feedback process with the adult education practitioners.

The Guides are intended to:

- Provide basic information on each of the ABE NRS tests used in Massachusetts adult education for pre- and post-testing purposes (e.g., what is on the test, how long each test takes, why students are asked to take a particular test)
- Focus on making the testing experience transparent for students and teachers
- Situate the NRS testing experience within a comfortable and relatable context for learners at various levels of academic skills
- Be student-centered and user-friendly.

Although the Guides were designed for learners at various ABE levels, ACLS and UMass CEA recommended that teachers and/or test administrators further scaffold the information as needed.

The ABE Good-to-Know Assessment Guides and the Massachusetts Professional Standards for Teachers of Adult Basic Education

The target audience of the Guides is adult ABE/ASE learners, but the Guides are also a tool teachers can use to apply the indicators of knowledge described in Indicators P2.1 (Assessment Methods), P2.2 (Modifying Instruction), and P2.3 (Student Progress) of the Massachusetts Professional Standards For Teachers of Adult Basic Education and Indicators of Proficiency Rubric (hereafter referred to as the ABE Professional Standards).

The section below details:

- Connections between the ABE Professional Standards and the Guides

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1 The ABE NRS assessments used in Massachusetts are the MAPT-CCR for Mathematics, the MAPT-CCR for Reading, the TABE 11/12 E/M/D/A, and the TABE Literacy.
Assessment resources that can be used by ABE/ASE practitioners to support implementation of ABE Professional Standards-Indicators P2.1, P2.2, and P2.3.

Connection between the ABE Professional Standards and the ABE Good-to-Know Assessment Guides

Indicator P2.1 (Assessment Methods) of the ABE Professional Standards states that the effective adult education teacher “Uses a variety of methods to equitably assess a broad range of skills, accommodate diverse needs, and motivate students. Designs and administers a variety of formative and summative assessments to inform instruction, identify learning needs, and monitor students’ progress toward achieving both personal goals and state standards. Understands and shares with students the importance of performing well on NRS-approved assessments” (p. 5). The Guides can help teachers and learners see standardized assessments as an opportunity to receive feedback and enhance learning.

Indicator P2.2 (Modifying Instruction) notes that the effective adult education teacher “Analyzes results from a variety of assessments and other data (e.g., attendance, engagement) to measure student learning, inform instruction, and determine differentiated interventions. Evaluates the effectiveness of instruction and modifies it based on formative assessment results and feedback from students and colleagues” (p.5). The Guides can be used to engage teachers with information about the assessments and how results can be used to inform instructional decision-making.

In Indicator P2.3 (Student Progress), the effective adult education teacher “Shares assessment results with students to acknowledge progress, identify gaps, and determine next steps. Seeks and implements feedback from students and colleagues to improve learning. Understands and shares with learners the role and importance of formative, summative, and NRS assessments as tools that allow students to demonstrate their learning. Encourages students to do their best on all assessments and helps students use results.” Teachers can leverage the Guides to engage learners in conversations about standardized assessments in general and their own results in particular, monitor their own progress, and identify possible gaps in their knowledge.

The Guides provide learners with background information about ABE NRS assessments and encourage them to ask about and discuss their test results. Most program staff should be familiar with the assessments their students are required to take, even if they aren’t administering the assessments, as described in the ABE Professional Standards: “Teachers regularly evaluate student progress to measure the effectiveness of their instruction and to ensure they are meeting the professional standards and the learning needs of their students. They interpret and use student data to assess progress, diagnose barriers to learning, and challenge students to improve their performance” (p. 5).

One of the ways to promote assessments as a source of information about learning is to have an authentic discussion with learners about the dual purposes of assessment. Such discussions remind learners that standardized assessments provide an opportunity for them to show how
much they know while helping their teacher identify other content areas and/or skills they can work on so that students can reach their academic goals.

Conversations with students that focus on reframing standardized assessments as a source of information about their learning can:

- help learners understand their academic strengths as well as areas for improvement
- support learners to overcome test anxiety².

Assessment Resources for Implementation of ABE Professional Standards-Assessment Indicators

While talking about assessments with learners is the first step to reduce test anxiety, another beneficial action is to equip learners with test-taking strategies as they prepare for the test. Table 1 below contains a non-exhaustive list of resources for test-taking strategies, while Figure 1 presents some tips that might be helpful to work on with learners as they relate to specific NRS assessments.

Table 1. Additional Resources for Test-Taking Strategies

<table>
<thead>
<tr>
<th>Resource</th>
<th>Link</th>
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</thead>
<tbody>
<tr>
<td>Top 5 Test Prep Tips for Adult Learners</td>
<td><a href="https://blog.edmentum.com/top-5-test-prep-tips-adult-learners">https://blog.edmentum.com/top-5-test-prep-tips-adult-learners</a></td>
</tr>
<tr>
<td>7 Test-Taking Tips for Adult Students</td>
<td><a href="https://study.com/articles/7_Test-Taking_Tips_for_Adult_Students.html">https://study.com/articles/7_Test-Taking_Tips_for_Adult_Students.html</a></td>
</tr>
</tbody>
</table>

² Use this link for more suggestions for talking with learners about assessment results.
Figure 1. Strategies to Support Students Before and During the Test
(partially adapted from Hambleton & Jirka, 2004).

BEFORE THE TEST REMIND LEARNERS TO:

☑ Prepare for the test by reading and doing math as much as you can. Practice, practice, practice.

☑ Relax - It’s normal to be nervous before taking a test. Help learners practice taking deep breaths to calm their mind.

☑ Be positive about tests -- thinking positively can help learners perform at their best. The NRS assessments are not “pass or fail” assessments. Remind learners that the assessment will show their learning and nothing bad will happen to them because of a test score.

☑ Practice strategies for answering multiple-choice questions -- Give your learners the opportunity to practice answering multiple-choice questions. This will help them do their best on any test with multiple-choice questions (i.e., driving test, certification or licensure test, MAPT-CCR, TABE 11/12).

DURING THE TEST REMIND LEARNERS TO:

☑ Be positive about tests -- Positive thoughts can help learners perform their best on test day. The NRS assessments are not “pass or fail” assessments. Remind learners that the assessment will show their learning and nothing bad will happen to them because of their test score.

☑ Read the instructions carefully -- Be sure your learners read and understand the instructions. If they have any questions, remind them to ask the test administrator.

☑ Understand the question before answering -- Help learners understand that they don’t need to rush. Remind them that they might miss an important word if they read the question too fast.

☑ Use their strategies for answering multiple-choice questions
  o If a learner feels confident about an answer, it is probably the best one.
  o Changes should be made to their first answer ONLY if the learner is certain that the first answer is wrong.
  o If a learner is unsure of an answer, one strategy is to eliminate choices that seem wrong before guessing.

Specific reminders for learners taking the MAPT-CCR:

☑ Work at your own pace -- The test is not timed. Learners don’t need to rush through their answers. Remind them that they cannot go back once they have submitted an answer.

Specific reminders for learners taking the TABE 11/12:

☑ Write their answers on the answer sheet -- If the learner is going to use a separate answer sheet to write their answers, remind them to make sure they write them clearly and in the right place.
Three particular indicators of the ABE Professional Standards provide teachers with indicators of knowledge and sample applications. Table 2 below presents each sample application connected to at least one resource for teachers to explore to meet the benchmarks described in the ABE Professional Standards.

<table>
<thead>
<tr>
<th>P2.1 Assessment Methods</th>
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<tbody>
<tr>
<td>Uses a variety of methods to equitably assess a broad range of skills, accommodate diverse needs, and motivate students. Designs and administers a variety of formative and summative assessments to inform instruction, identify learning needs, and monitor students’ progress toward achieving both personal goals and state standards. Understands and shares with students the importance of performing well on NRS-approved assessments.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>P2.2 Modifying Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyzes results from a variety of assessments and other data (e.g., attendance, engagement) to measure student learning, inform instruction, and determine differentiated interventions. Evaluates the effectiveness of instruction and modifies it based on formative assessment results and feedback from students and colleagues.</td>
</tr>
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<table>
<thead>
<tr>
<th>P2.3 Student Progress</th>
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<tbody>
<tr>
<td>Shares assessment results with students to acknowledge progress, identify gaps, and determine next steps. Seeks and implements feedback from students and colleagues to improve learning. Understands and shares with learners the role and importance of formative, summative, and NRS assessments as tools that allow students to demonstrate their learning. Encourages students to do their best on all assessments and helps students use results.</td>
</tr>
</tbody>
</table>
### Table 2. Assessment Resources to Support Implementation of the ABE Professional Standards-Assessment Indicators

<table>
<thead>
<tr>
<th>SAMPLE APPLICATIONS What Effective ABE Teachers Do</th>
<th>Assessment Resources</th>
</tr>
</thead>
</table>
| Designs and administers a variety of formative and summative assessments to inform instruction, identify learning needs, and monitor students’ progress toward achieving both personal goals and state standards. | o Visit the UMass CEA/ACLS Test Help Blog.  
o Find online self-paced and facilitated trainings to become a certified test administrator on the SABES calendar.  
o Review the Massachusetts Adult Education Assessment Policies: Fiscal Year 2022 (ACLS, 2021).  
See resources from the test publishers:  
o For the MAPT-CCR in Math or Reading, visit https://blogs.umass.edu/aclstesthelp/mapt/.  
o For the TABE 11/12, visit https://blogs.umass.edu/aclstesthelp/tabe1112/.  
o For the TABE Level L, visit https://blogs.umass.edu/aclstesthelp/levell/ |
| Analyzes results from a variety of assessments and other data (e.g., attendance, engagement) to measure student learning, inform instruction, and determine differentiated interventions.                  | Talk with your program director and/or assessment coordinator about how to get involved in these processes.                                                                                                           |
| Understands and shares with learners the role and importance of formative, summative, and NRS assessments as tools that allow students to demonstrate their learning.                                 | Review the Good-to-Know Assessment Guides and follow up with UMass CEA staff with any questions via email at acltesthelp@umass.edu.                                                                                  |
| Encourages students to do their best on all assessments and helps students use results.                              | See Table 1 and Figure 1                                                                                                                                                                                             |
| Shares assessment results with students to acknowledge progress, identify gaps, and determine next steps.            | See the Massachusetts Adult Education Assessment Policies: Fiscal Year 2022 (ACLS, 2021) for specific criteria for student progression across levels.                                                                 |
References


QR CODES TO ACCESS GUIDES

MAPT-CCR for Math
MAPT-CCR for Reading

TABE 11/12 for Math
TABE 11/12 for Reading

TABE Level L for Math
TABE Level L for Reading
GOOD TO KNOW: Your Guide to the MAPT-CCR for Math

What is the MAPT-CCR for Math?
The MAPT-CCR for Math is a test that helps you and your teacher better understand how much math you know and can do. It also helps you and your teacher better understand what to work on next.

Is the MAPT-CCR for Math on a computer?
Yes. The MAPT-CCR for Math is a computer-based test.
- You take the MAPT-CCR for Math on the computer because it is an adaptive test.
- An adaptive test uses your answers to a question or a set of questions to select the next best questions for you.
- The MAPT-CCR for Math is designed to make sure the test you take is not too easy for too hard for you.

What happens during the MAPT-CCR for Math?
- Your teacher will help you log in to the test.
- Wait for your teacher to tell you what to do next.
- When you start the test, you will work independently to answer 40 multiple-choice questions.

Follow these steps to answer each question:
1. Read the instructions.
2. Read the question.
3. Solve the problem or answer the question.
   - You can use scrap paper for all questions.
   - You can use the formula page for all questions. The link for the formula page looks like this [Show Formula Page]
   - You can use the calculator for some questions. The link for the calculator will appear when you can use it. The link for the calculator looks like this [Show Calculator]
4. Answer the question. If you are unsure of which answer choice is right, then choose the one that you think is right.

What types of questions will I be asked?
The questions on the MAPT-CCR for Math are based on important math knowledge and skills that you should know to accomplish your education and/or career goals.
- Some questions ask you to solve basic math problems.
- Other questions ask you to solve a math problem based on some information given to you as text or images, like tables and graphs.

Can I skip questions on the MAPT-CCR for Math?
- You cannot skip questions or go back to questions because the MAPT-CCR for Math uses your answers to select the next set of questions.
- If you aren’t sure of the answer, choose the best option and move onto the next question.
What does the MAPT-CCR for Math look like?
The image below is an example of what a question on the MAPT-CCR for Math looks like.

Can I take a practice test before I take the MAPT-CCR for Math?
Yes. There are four MAPT-CCR for Math practice tests that you can take.
- The practice tests are online, and you will need help from your teacher to access them.
- Each practice test has 20 questions.
- You will get a score after you answer the 20 questions. This score will give you a general idea of how much you know, but it is not the same score you will get on the actual test.

When do I take the MAPT-CCR for Math?
You take the MAPT-CCR for Math two or three times a year.
- You take a pre-test when you start class.
- You take a post-test before you are done with class.

What happens after the test?
- You will see your score as soon as you finish the test.
- Your teacher can get more information about how you did on the test in a score report. The score report will help you better understand what your score means.
- Ask your teacher to see your score report.
- After you and your teacher look at your score report together, you can ask your teacher what you should work on next.

What does my score mean?
Your score describes how much math you know and can do based on the math knowledge and skills that are important for you to have to accomplish different education and/or career goals.
- The score report can help you better understand the math knowledge and skills that you know and can do and the math knowledge and skills that you still need to work on.
What is the MAPT-CCR for Reading?
The MAPT-CCR for Reading is a test that helps you and your teacher better understand your reading skills.

Is the MAPT-CCR for Reading on a computer?
Yes. The MAPT-CCR for Reading is a computer-based test.
- You take the MAPT-CCR for Reading on the computer because it is an adaptive test.
- An adaptive test uses your answers to a question or a set of questions to select the next best questions for you.
- The MAPT-CCR for Reading is designed to make sure the test you take is the best test for you.

What happens during the MAPT-CCR for Reading?
- Your teacher will help you log in to the test.
- Wait for your teacher to tell you what to do next.
- When you start the test, you work independently to answer 40 multiple-choice questions.

Follow these steps to answer each question:
1. Read the instructions and the text or other information that will help you answer the question.
2. Read the question.
3. Solve the problem or answer the question. You can use scrap paper for all questions.
4. Answer the question. If you are unsure of which answer choice is right, then choose the one that you think is right.

What types of questions will I be asked?
The MAPT-CCR for Reading has multiple-choice questions that focus on reading skills from the College and Career Readiness Standards for Adult Education. Some questions include information or stories that help you answer the questions.

Can I skip questions on the MAPT-CCR for Reading?
- You cannot skip questions because the MAPT-CCR for Reading uses your answers to select the next set of questions.
- If you aren’t sure of the answer, choose the best option and move onto the next question.
- You cannot go back to questions on the MAPT-CCR.

A test is something you do to show how much you know or how much you can do. You can also call it an evaluation or a measurement. You take a test to get a driver’s license. That test measures your level of driving skill. It is a way to make sure you are a safe driver.
What does the MAPT-CCR for Reading look like?
The image below is an example of what a question on the MAPT-CCR for Reading looks like.

Can I take a practice test before I take the MAPT-CCR for Reading?
Yes. There are four MAPT-CCR for Reading practice tests that you can take.
- The practice tests are online, and you will need help from your teacher to access them.
- Each practice test has 20 questions.
- You will get a score after you answer the 20 questions. This score will give you a general idea of how much you know, but it is not the same score you will get on the actual test.

When do I take the MAPT-CCR for Reading?
You take the MAPT-CCR for Reading two or three times a year.
- You take a pre-test when you start class
- You take a post-test before you are done with class

What happens after the test?
- You will see your score as soon as you finish the test.
- Your teacher can also get more information about how you did on the test after you finish your test. This information is available in a score report. You can ask your teacher to see your score report.
- After you and your teacher look at your score report together, you can ask your teacher what you should work on next.

What does my score mean?
Your score describes your reading ability based on the reading skills that are important for you to have to accomplish different education and/or career goals.
- The score report can help you better understand the reading skills that you have and the reading skills that you still need to work on.
GOOD TO KNOW: Your Guide to the TABE 11/12 Math

What is the TABE 11/12 Math?
The TABE 11/12 Math is a test for adults learning how to do math. It helps you and your teacher better understand how much math you know and can do. It also helps you and your teacher better understand what to work on next.

What happens during the TABE 11/12 Math?
• During the test, the teacher reads the directions to you.
• You have 65 minutes to answer the multiple-choice questions.
• There are three types of questions:
  o Some questions in this test will have only one correct answer and you choose the right answer from the options.
  o Some questions will have more than one correct answer and you choose all the right answers from the options.
  o Some questions may have two parts. You will be asked to identify all the correct answers in both parts.

Follow these steps to answer each multiple-choice question:
1. Read and follow the directions.
2. Read the question.
3. Read all the answer choices carefully.
4. Choose the correct answer.
   • If you are unsure of which answer choice is right, then choose the one that you think is right.

What does the TABE 11/12 Math test look like?
• For the paper test: You get a test booklet and an answer sheet.
• For the computer test: You see the questions on the computer screen, and you select your answer using the computer mouse.

When do I take the TABE 11/12 Math?
You take the TABE 11/12 Math two or three times a year.
• You take a pre-test when you start class.
• You take a post-test before you are done with class.

What does my score mean?
You can’t pass or fail the TABE 11/12 Math test. Your score describes how much math you can do based on your answers to the questions. You and your teacher can talk about your test score after the test.
What is the TABE 11/12 Reading?
The TABE 11/12 Reading is a test for adults learning how to read. It helps you and your teacher better understand your reading skills. It also helps you and your teacher better understand what to work on next.

What happens during the TABE 11/12 Reading?
- During the test, the teacher reads the directions to you.
- You have 100 minutes to answer the multiple-choice questions.
- There are three types of questions:
  - Some questions in this test will have only one correct answer and you choose the right answer from the options.
  - Some questions will have more than one correct answer and you choose all the right answers from the options.
  - Some questions may have two parts. You will be asked to identify all the correct answers in both parts.

Follow these steps to answer each multiple-choice question:
1. Read and follow the directions.
2. Read the question.
3. Read all the answer choices carefully.
4. Choose the correct answer.
   - If you are unsure of which answer choice is right, then choose the one that you think is right.

What does the TABE 11/12 Reading test look like?
- For the paper test: You get a test booklet and an answer sheet.
- For the computer test: You see the questions on the computer screen, and you select your answer using the computer mouse.

When do I take the TABE 11/12 Reading?
You take the TABE 11/12 Reading two or three times a year.
- You take a pre-test when you start class.
- You take a post-test before you are done with class.

What does my score mean?
You can’t pass or fail the TABE 11/12 Reading test. Your score describes your reading skills based on your answers to the questions. You and your teacher can talk about your test score after the test.
GOOD TO KNOW: Your Guide to the TABE Level L Math

What is the TABE Level L Math?
The TABE Level L Math is a test for adults learning how to do math. It helps you and your teacher better understand your math skills. It also helps you and your teacher better understand what you should work on next.

What happens during the TABE Level L Math?
- During the test, the teacher reads the directions to you.
- There are two parts to the test.
  - For part 1, your teacher will ask you to read a list of words. You have as much time as you need to read the words.
  - For part 2, you have 75 minutes to answer the multiple-choice questions.

Follow these steps to answer each multiple-choice question:
1. Read and follow the directions.
2. Read the question.
3. Read the three answer choices carefully.
4. Choose the correct answer.
   - If you are unsure of which answer choice is right, then choose the one that you think is right.

What does the TABE Level L Math test look like?
- For the paper test: You get a test booklet and an answer sheet.
- For the computer test: You see the questions on the computer screen, and you select your answer using the computer mouse.

When do I take the TABE Level L Math?
You take the TABE Level L Math two or three times a year.
- You take a pre-test when you start class.
- You take a post-test before you are done with class.

What does my score mean?
You can’t pass or fail the TABE Level L Math test. Your score describes how much math you can do based on your answers to the questions. You and your teacher can talk about your test score after the test.
GOOD TO KNOW: Your Guide to the TABE Level L Reading

What is the TABE Level L Reading?
The TABE Level L Reading is a test for adults learning how to read. It helps you and your teacher better understand your reading skills. It also helps you and your teacher better understand what you should work on next.

What happens during the TABE Level L Reading?
• During the test, the teacher reads the directions to you.
• There are two parts to the test.
  o For part 1, your teacher will ask you to read a list of words. You have as much time as you need to read the words.
  o For part 2, you have 100 minutes to answer the multiple-choice questions.

Follow these steps to answer each multiple-choice question:
1. Read and follow the directions.
2. Read the question.
3. Read the three answer choices carefully.
4. Choose the correct answer.
   • If you are unsure of which answer choice is right, then choose the one that you think is right.

What does the TABE Level L Reading test look like?
• For the paper test: You get a test booklet and an answer sheet.
• For the computer test: You see the questions on the computer screen, and you select your answer using the computer mouse.

When do I take the TABE 11/12 Level L Reading?
You take the TABE Level L Reading two or three times a year.
• You take a pre-test when you start class.
• You take a post-test before you are done with class.

What does my score mean?
You can’t pass or fail the TABE Level L Reading test. Your score describes your reading skills based on your answers to the questions. You and your teacher can talk about your test score after the test.