

# Post Testing Protocol

## Getting an initial list:

Go to the site summary page and look at the grid that shows students eligible for testing. Click for the Excel spreadsheet and Open it in Excel. Delete the first three rows. Choose the Data menu and click on Sort. Choose to sort by Message A to Z; click OK. Scroll down to where there are no messages and delete those rows.

Begin by looking at the **students with a minimum hours and no post test**. Look each of these students up in MABLE to determine if you want to post test them. Some of the things you want to look at are:

1. If the student has post tested in the current year. If they have tested during the program year (July 1-June 30) and made a gain, you do not need to test them again and can delete that row.
2. How many hours of instruction they have had since they last tested. Although they are eligible to post test, you want to make sure they have had enough hours since the previous test to show a gain.
3. Double check that it has been at least 6 months since the student last took the level and form of the test you administer.
4. Look to see when the student's pretests are set to expire. If they are set to expire in the next 6-8 weeks and the student is likely to stay around, you might wait until the student is in the 30 day window so you only have to give that test once since you can re-enter it as a pretest if it is given within 30 days of when the pretests expire.

Next look at your **students in a 30 day window**. These students have pretests that will be expiring in 30 days. They will need to pretest in reading, math and language, but you also want to pay attention to when they are eligible for a post test. You will need to look each of these students up in MABLE. Here is what you are looking for:

1. Have they post tested this year and made a gain? If they have, don't worry about the timing of the new pretests, except that you need to give them within 12 hours of when the tests expire.
2. If they have not post tested, look to see how close they are to being eligible for a post test (at least 30 hours for ASE Low, at least 40 hours for ABE levels 1-4, and 60 hours (50 with exception) for ESL). If the student is close to achieving those hours, wait to administer the pretest until they have reached the hour requirement. You can go up to 12 hours into the new instructional year and then the pretest will count as a post test.

3. If they have previously post tested but they haven't made a gain, look at how close they are to the 30 day window, how many hours of instruction they have had and how many hours they are likely to have before their tests expire. These students do not have to have a certain amount of hours to test; however, these tests will count as post tests and you want to maximize the amount of instruction to increase the likelihood that the student will have a gain when they test.

Finally, look at your **students who are missing pretests**. This list includes those who are in the intake process, so first you will want to look at the number of hours of instruction that the student has had and delete the students with less than 4 hours. You will need to look each student up in MABLE. Here is what you are looking for:

1. Have they post tested this year and made a gain? If they have, don't worry about the timing of the new pretests, except that you need to give them within 12 hours of when the tests expire.
2. If they have not post tested, look to see how close they are to being eligible for a post test (at least 30 hours for ASE Low, at least 40 hours for ABE levels 1-4, and 60 hours (50 with exception) for ESL). If the students are close to achieving those hours, wait to administer the pretest until they have reached the hour requirement. You can go up to 12 hours into the new instructional year and then the pretest will count as a post test.
3. If they have previously post tested but they haven't made a gain, look at how many hours of instruction they have had and how many of those hours have been after the tests have expired. These students do not have to have a certain amount of hours to test; however, these tests will count as post tests and you want to maximize the amount of instruction to increase the likelihood that the student will have a gain when they test. You can give the student up to 12 hours of instruction with expired tests.

Last you want to look for **students who have post tested but haven't made a gain**.

1. Go into MABLE and go to reports. Choose NRS Tables and Student list and open that in Excel. Delete the first three rows. Choose the Data menu and click on Sort. Sort by separation date Oldest to newest; click OK. Delete the students who have been separated. That will leave you with a list of currently enrolled students with 12 or more hours of instruction.
2. Go back to the Data menu and click on Sort. Sort on Post tested Z to A and then add a level and sort on completed level Z to A; click OK. That will cause all the students who have post tested and made a gain to come to the top of your spreadsheet. Delete all of the students who have a yes in both of those columns.

3. The next group of students that will come to the top will be students who have post tested and have a yes in that column but have a no in the Completed a level column. These are the students you want to focus on.
4. Look each of these students up in MABLE to determine whether or not to administer another post test. Look at the following: when they last tested, how many hours of instruction they have had since they last tested and if they are eligible to retest at this point (You must alternate forms of the TABE. The same level and form of the TABE cannot be given more than once every 6 months.)