

1 **TEXAS WORKFORCE COMMISSION**  
2 **Adult Education and Literacy Letter**

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|-------------------|--------------------------------|
| <b>ID/No:</b>     | AEL 03-20,<br>Change 1         |
| <b>Date:</b>      | January 25, 2021               |
| <b>Keyword:</b>   | AEL; Natural<br>Disaster; WIOA |
| <b>Effective:</b> | Immediately                    |

3 **To:** Adult Education and Literacy Grant Recipients  
4 Adult Education and Literacy Special Project Grantees  
5 Local Workforce Development Board Executive Directors  
6 Commission Executive Offices  
7 Integrated Service Area Managers

8 

9 **From:** Courtney Arbour, Director, Workforce Development Division

10  
11 **Subject:** Remote Testing, Waivers, and Performance in Adult Education and Literacy for  
12 Program Year 2020–2021

13  
14 **PURPOSE:**

15 The purpose of this AEL Letter is to provide Adult Education and Literacy (AEL)  
16 grantees<sup>1</sup> with information and guidance on waivers during Program Year 2020–2021  
17 (PY’20–21) and remote testing options during the global COVID-19 pandemic  
18 (pandemic), including the remote administration and use of:

- 19
- 20 • National Reporting System (NRS)–approved tests allowed for federal AEL  
performance accountability; and
  - 21 • Non-NRS–approved tests that are approved for performance accountability, such as  
22 the Texas Success Initiative Assessment (TSIA), GED Ready<sup>®</sup>, HiSET<sup>®</sup> Interactive  
23 Practice Tests, and tests included in commercial learning software programs.

24 **RESCISSIONS:**

25 AEL Letter 03-20

26 **BACKGROUND:**

27 Governor Greg Abbott declared Texas a disaster site on March 13, 2020, in response to  
28 the pandemic. The declaration spurred the closure of most educational and workforce  
29 development institutions across the state. AEL grantees and their providers responded by

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<sup>1</sup> For the purposes of this AEL Letter, AEL grantees are entities that receive AEL funds through the Texas Workforce Commission (TWC).

1 transitioning service delivery from on-site locations to distance and remote delivery  
2 platforms. This required a change to most aspects of service delivery, including education  
3 and training services and testing for performance accountability measures and follow-up  
4 services, all of which almost exclusively rely on on-site, in-person activity.

### 5 **Performance Accountability**

6 TWC and the US Department of Education<sup>2</sup> understand that performance results for  
7 many AEL performance measures will be impacted by pandemic-related service delivery  
8 disruptions, which immediately closed most educational and workforce physical facilities  
9 and ended on-site services, thus halting or slowing enrollments, and pausing all on-site  
10 performance testing on NRS-approved tests as well as high school equivalency testing  
11 center operations. TWC anticipates that the volume of AEL services among existing  
12 participants will continue to be impacted and altered as programs transition to remote and  
13 distance learning options and also understands that not all students have access to  
14 participate in remote instruction.

15 The immediate closures of on-site services directly impact the Workforce Innovation and  
16 Opportunity Act (WIOA) Measurable Skill Gains (MSGs) and credential attainment  
17 measures, which almost exclusively rely on on-site proctored testing. TWC also  
18 recognizes that there will be delayed data entry during the pandemic period; this delay  
19 may continue as a result of institutional closures and the accumulation of unentered data.

20 Although the pandemic has disrupted AEL services and participant access to these  
21 services, TWC anticipates demand for AEL services to increase as a result of rising  
22 unemployment in the state.

23 For agency performance accountability across all TWC programs, TWC is operating  
24 under the following general principles during this period:

- 25 • TWC recognizes that performance on many measures will likely be impacted by the  
26 pandemic.
- 27 • It is too early to know what the full impact of the pandemic will be.
- 28 • TWC will monitor the situation to determine the appropriate recommendations to  
29 agency leadership, the Texas Legislative Budget Board, and federal partners.
- 30 • Those recommendations will be informed by what the data shows.
- 31 • Grantees should not fail performance solely as a result of the pandemic.

32 The immediate service delivery disruptions caused by the onset of the pandemic in March  
33 2020 will result in disruptions as institutions begin to reopen for on-site services and after  
34 Texas communities begin to transition out of social distancing measures.

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<sup>2</sup> US Department of Education Program Memorandum OCTAE 20-3 regarding Adult Education and Family Literacy Act and COVID-19—Frequently Asked Questions, published on March 27, 2020, describes initial allowances made to states due to the pandemic.

<https://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/octae-program-memo-20-3.pdf>

1           **Remote Testing**

2           Testing is a major function of AEL services. Remote testing will provide AEL grantees  
3           with an option to determine both the skill needs and placement of students, as well as  
4           support performance reporting under the NRS.

5           The US Department of Education’s Office of Career, Technical, and Adult Education  
6           (OCTAE) released Program Memoranda OCTAE 20-3, 20-4, and 20-5, which provide  
7           guidance on service continuity to the Adult Education and Family Literacy Act program  
8           during the pandemic, including clarifications on performance accountability and remote  
9           testing under the NRS. This guidance provides the federal basis for this AEL Letter.

10          Remote testing requires changes to most aspects of test delivery and an increased need  
11          for test security and protection of personally identifiable information (PII). Although  
12          remote testing provides access for grantees to report performance, considerable delays  
13          and constraints are initially expected as test publishers release guidance, providers  
14          develop standard operating procedures (SOPs), certified test proctors are trained on  
15          remote testing procedures, and technological equipment and related supplies necessary  
16          for testing compliance are purchased and put in place. Even though remote testing will  
17          become available, some AEL participants will not have access to or be comfortable with  
18          remote testing and thus will not be able to test until on-site testing resumes.

19          As test publishers issue guidance on remote testing and local providers find innovative  
20          ways to implement such policies, TWC anticipates remote testing guidance to evolve  
21          over the coming months.

22           **PY’20–’21 Waivers**

23           The Texas AEL Assessment Guide references this AEL Letter for guidance on PY’20–  
24           ’21 waivers as it relates to testing requirements. Enhancements made to the data  
25           management system, Texas Educating Adults Management System (TEAMS), have  
26           allowed more flexibility to grantees by using existing test scores that are less than 365  
27           calendar days old for a participant as a way to measure the participant’s performance  
28           gains. These waivers are found in the Assessment Guide Program Waivers for PY’20–’21  
29           section.

30  
31           **PROCEDURES:**

32           **No Local Flexibility (NLF):** This rating indicates that AEL entities must comply with  
33           the federal and state laws, rules, policies, and required procedures set forth in this AEL  
34           Letter and have no local flexibility in determining whether and/or how to comply. All  
35           information with an NLF rating is indicated by “must” or “shall.”

36           **Local Flexibility (LF):** This rating indicates that AEL entities have local flexibility in  
37           determining whether and/or how to implement guidance or recommended practices set  
38           forth in this AEL Letter. All information with an LF rating is indicated by “may” or  
39           “recommend.”

40           **NLF:** AEL grantees must be aware of the following definitions:

1 **New Student Served at a Distance** (new student) is an individual who accesses AEL  
2 services remotely and is unable to complete an NRS-approved test. Providers serving  
3 new students remotely must do the following for those students:

- 4 • Complete the enrollment form, including the required Participant Individual Record  
5 Layout (PIRL) elements
- 6 • Complete a release-of-information form
- 7 • Enter into TEAMS a participant record and profile
- 8 • Enter the student into the Pandemic Affected Staff-Determined Eligible Students  
9 (PASES) Tracker once placed into class

10 Providers may deliver a non-NRS–approved test for staff-determined eligibility, class  
11 placement, and instructional support.

12 **Non-NRS–Approved Test** is a test that is not approved for performance accountability  
13 under the NRS, such as the Test of Adult Basic Education (TABE) Placement Locator,  
14 TSIA, GED Ready<sup>®</sup>, HiSET<sup>®</sup> Interactive Practice Tests, and tests included in commercial  
15 learning software programs. Grantees and providers may administer these tests to  
16 individuals enrolling in the AEL program during the pandemic period as part of staff-  
17 determined eligibility, class placement, and instructional support.

18 **NRS-Approved Test** is a test that is approved for AEL performance accountability  
19 purposes in Texas, as outlined in the [Texas AEL Assessment Guide](#). Current tests  
20 allowed for use in the Texas AEL program are the BEST Plus 2.0, BEST Literacy,  
21 TABE<sup>®</sup> 11&12, TABE CLAS-E, CASAS Reading GOALS, CASAS Math Goals, and  
22 the CASAS Life and Work Listening and Reading series.

23 **On-Site Testing** is testing that is administered at a physical location, where the test  
24 administrator and the test taker are together, and the test administrator can observe the  
25 testing process in person in a formal testing environment.

26 **Pandemic-Affected Staff-Determined Eligible Students (PASES) Tracker** is the  
27 Microsoft Excel reporting tool that providers use to track students who enter the AEL  
28 program remotely and do not have a usable NRS-approved pretest.

29 **Remote Testing**, also referred to as virtual testing, is testing in which the test  
30 administrator is in a separate location from the test taker. This separation means that the  
31 test administrator cannot observe the testing process in person and that the test taker may  
32 not be in a formal testing environment.

33 **Staff-Determined Eligibility** is eligibility that is not determined using a placement score  
34 on an NRS-approved test, but staff is still required to determine whether the individual  
35 requesting services:

- 36 • is basic skills deficient;
- 37 • lacks a secondary school diploma or its recognized equivalent and has not achieved  
38 an equivalent level of education; or

- 1 • is an English language learner, defined as someone who:
  - 2 ➤ has limited ability in reading, writing, speaking, or comprehending the
  - 3 English language; and
    - 4 ▪ whose native language is a language other than English; or
    - 5 ▪ who lives in a family or community environment where a language
    - 6 other than English is the dominant language.

7 Additional guidance on staff-determined eligibility can be found at  
8 <https://tcall.tamu.edu/docs/ServingNewStudentsAtADistance.pdf>.

### 9 **Performance Accountability**

10 **NLF: Service First:** AEL grantees must focus efforts on delivering educational and workforce  
11 services to current or returning participants and new students as a first priority over  
12 performance accountability concerns during the pandemic period and as Texas  
13 communities transition out of social distancing measures.

14 **NLF: Hold Harmless:** AEL grantees must be aware that a grantee will not fail performance  
15 solely as a result of the impacts of the pandemic. TWC staff is aware that grantee  
16 performance will be negatively affected due to enrollment, testing, and other performance  
17 accountability constraints and inconsistencies.

18 **LF: Staff-Determined Eligibility:** AEL grantees may use a staff-determined eligibility  
19 process to determine whether an individual is eligible for Adult Education and Family  
20 Literacy Act services. Once eligibility is established, the grantee may enroll an individual  
21 as a participant once he or she has accumulated 12 contact hours. All participants must be  
22 reported under AEL performance accountability, regardless of whether an NRS-approved  
23 pretest is administered.

24 **NLF: Non-NRS–Approved Tests:** AEL grantees must be aware that providers may administer  
25 non-NRS–approved tests to individuals enrolling in the AEL program during the  
26 pandemic period as part of staff-determined eligibility, class placement, and instructional  
27 support. Non-NRS–approved tests cannot be used toward AEL performance measures.

28 **NLF: Placement:** AEL grantees must be aware that they may use other assessment methods to  
29 provisionally assign an educational functioning level (EFL) for the purpose of placing  
30 students into a provisional NRS educational functioning level when an NRS-approved  
31 test cannot be administered. Local programs must adjust the initial provisionally assigned  
32 EFL placement based on the pretest score once an NRS-approved pretest is administered.

33 **NLF: Reasonable Attempt:** AEL grantees must make every reasonable attempt to resume  
34 NRS-approved testing as test publishers release remote testing guidelines or Texas  
35 communities begin to transition out of stay-at-home restrictions and on-site testing  
36 resumes. Using a staff-determined eligibility process, AEL grantees should administer an  
37 NRS-approved pretest in accordance with the AEL assessment policy as soon as feasible  
38 for all students enrolled. TWC recognizes that remote testing or on-site testing  
39 implemented with social distancing protections may initially be difficult for providers to  
40 accomplish for current participants and new students due to the following constraints:

- 1 • There will be staggered availability of each of the NRS-approved tests for use in  
2 Texas into the summer of 2020 as test publishers roll out remote testing guidance and  
3 capabilities.
- 4 • There will be a backlog of individuals who need tests, including new students and  
5 current participants who need a posttest. The predicted inability or limitation  
6 established by the publisher to administer tests in small remote group settings will  
7 slow providers' ability to reduce the backlog.
- 8 • Local test proctoring may face constraints as trained test proctors split their workload  
9 across testing, instruction, and other administrative work.
- 10 • Student test takers may:
  - 11 ➤ lack access to or lack an adequate computer, tablet, or similar items and necessary  
12 software at home and/or broadband access to meet test-publisher remote testing  
13 requirements;
  - 14 ➤ lack the confidence and comfort of working in an online environment and  
15 engaging remotely to take online tests;
  - 16 ➤ be unable to dedicate the uninterrupted time and isolation at home required to  
17 complete remote testing;
  - 18 ➤ not have access to a private in-home location needed for testing; and
  - 19 ➤ have other constraints that prevent testers from taking tests remotely.
- 20 • The availability of on-site locations for testing may be very limited, and, therefore,  
21 on-site testing with social distancing measures may be extremely limited for test  
22 takers.

23 As a result of these constraints, AEL providers may not be able to administer to all  
24 individuals an NRS-approved test during the pandemic period.

### 25 **Remote Testing on NRS-Approved Tests**

26 **NLF: Test Publisher's Guidelines:** AEL grantees must follow NRS-approved test publisher's  
27 guidelines on remote testing, which can be found on the test publisher's website. TWC  
28 has created a [Remote Testing Guidance Chart](#) to summarize test publisher guidance.

29 **NLF: AEL Assessment Guide:** AEL grantees must be aware that guidance found in this AEL  
30 Letter is a provisional augmentation of guidance found in the PY'19 and PY'20 AEL  
31 Assessment Guides. Grantees, if monitored in the future, may be monitored on testing  
32 guidance and documentation requirements in this AEL Letter and other AEL guidance  
33 provided during the pandemic period. TWC will update the PY'20 AEL Assessment  
34 Guide to include provisions for remote testing that will be based on the guidance in this  
35 AEL Letter and guidance provided during the pandemic period and over the next year.

36 **NLF: Prioritization:** As NRS-approved tests become available remotely, AEL grantees must  
37 prioritize students with expired tests and new students without a test in TEAMS.

38 **NLF: Changing Test Brands:** AEL grantees must be aware that some test publisher's  
39 guidance will become available sooner than others, resulting in some providers getting an  
40 early start on addressing their testing backlog.

1 **LF:** AEL grantees may change their adopted NRS-approved test due to another NRS-  
2 approved test becoming available earlier for remote proctoring.

3 **NLF:** **Using Other MSGs:** AEL grantees must be aware that other methods are available for  
4 participants to earn a basic education MSG other than the achievement of a pretest-  
5 posttest MSG (Type 1a) as outlined in [AEL Letter 01-18, Change 1, Educational](#)  
6 [Outcomes for Adult Education and Literacy—Update](#). These include the following:

- 7 • Postsecondary Enrollment MSG (Type 1b)
- 8 • HSE Achievement MSG (Type 2)

9 Only NRS-approved tests may be used to measure performance under the pretest-posttest  
10 MSG; thus, a participant with a provisionally assigned EFL must have his or her  
11 placement EFL confirmed or adjusted based on an NRS-approved pretest score.  
12 However, a participant with a provisionally assigned EFL may earn a postsecondary  
13 enrollment or HSE achievement MSG without a test on an NRS-approved test.

14 Additionally, while the US Department of Education does not recognize these MSGs for  
15 federal MSG performance, grantees may use the following MSG options to measure  
16 Workforce Training for Integrated Education and Training (IET) participants only. These  
17 may or may not be available through non-testing options.

- 18 • Postsecondary Transcript or Report Card in IET MSG (Type 3)
- 19 • Progress Milestone in IET MSG (Type 4)
- 20 • Skills Progression in IET MSG (Type 5)

21 **Remote Testing Implementation**

22 **NLF:** **Individuals Ages 16–17:** AEL grantees must be aware of privacy restrictions for 16- and  
23 17-year-old test takers, which may restrict remote testing methods that use a camera or  
24 video to verify identity or to monitor testing. Grantees must obtain parental consent for  
25 testing that uses a camera or video image for students of this age.

26 **LF:** **Practice:** AEL grantees may build practice sessions with test takers to allow individuals  
27 to become familiar with remote testing processes. Practice sessions may be delivered in  
28 groups since no official testing occurs during practice.

29 **NLF:** **Procedures:** AEL grantees must implement remote testing following procedures that  
30 align with the test publisher’s guidelines, including the following:

- 31 • **Pre-Screening and Test Orientation:** The provider has a pre-screening and test  
32 orientation procedure to do the following:
  - 33 a. Ensure that the test taker has access to an adequate computer, tablet, or similar  
34 items and necessary software at home and/or broadband access to meet test-  
35 publisher remote testing requirements.
  - 36 b. Provide advance planning with test takers to respond to audio, video, or other  
37 technical problems as well as control for unexpected disruptions.
  - 38 c. Verify the identity of the test taker.



- 1 d. Orient the test taker to the remote testing process and expectations. If  
2 applicable, also allow time for individuals to practice using equipment in  
3 accordance with the test requirements and answer practice test questions with  
4 the proctor before entering the testing room session.
- 5 e. Explain to the test taker what steps are necessary to ensure a secure testing  
6 environment and that the remote testing process should not be interrupted or  
7 otherwise jeopardized.

- 8 • **Test Security:** The testing environment is properly secured.
- 9 • **Proctor Compliance:** The remote testing proctor meets the proctor qualifications and  
10 professional development requirements to properly administer the test.
- 11 • **Administration Compliance:** The proctor follows the unique remote testing  
12 requirements as specified by the test publisher.
- 13 • **Retesting:** The program has a procedure for retesting if remote administration of the  
14 test is interrupted or otherwise jeopardized.

15 **LF:** **Alternate Testing Locations:** As Texas communities transition out of stay-at-home  
16 restrictions and on-site testing resumes, AEL grantees should identify alternate testing  
17 locations if local independent school districts, community colleges, or other entities are  
18 closed during the summer or fall of 2020 or testing at those locations is prioritized to  
19 other populations. Alternate testing locations may also be necessary for similar reasons  
20 when high school equivalency testing becomes available.

21 **LF:** **Remote Testing Schedule:** AEL grantees have the option to schedule NRS-approved  
22 remote testing at times that best meet the needs of students. Tests may be scheduled one-  
23 on-one or in small group settings in accordance with the test publisher’s guidelines.  
24 Grantees may consider nontraditional testing times to accommodate individuals who have  
25 limited access to a computing device during traditional hours.

26 **NLF:** **Locators and Tests Gaps:** AEL grantees must include in their SOPs the maximum  
27 planned time between when a student takes a locator test and when the full test is  
28 administered for tests that use a locator. The time should be based on the test publisher’s  
29 guidelines, when available.

30 **LF:** **Un-proctored Testing:** AEL grantees may conduct un-proctored tests on non-NRS–  
31 approved tests, such as the TABE Locator, the GED® Ready, and tests included in  
32 commercial learning software programs. Proctoring is required for all NRS-approved  
33 tests.

#### 34 **Standard Operating Procedures**

35 **NLF:** AEL grantees must develop an SOP for remote testing. The SOP must be developed and  
36 distributed to providers and test administrators before remote testing can begin. The  
37 procedures must include the procedures and controls outlined in this AEL Letter as well  
38 as guidance found on the test publisher’s website and the [Remote Testing Guidance](#)  
39 [Chart](#).



1 **Reporting**

2 **NLF: Entering Test Scores into TEAMS:** AEL grantees must enter all test scores for NRS-  
3 approved tests into TEAMS by the data entry deadline, which is the 15th day of the  
4 following month.

5 **NLF: New Students into TEAMS with NRS-Approved Tests:** AEL grantees must enter class  
6 contact time into TEAMS for a new student once he or she is tested on an appropriate  
7 NRS-approved test. Contact time that was previously tracked in the PASES tracker for  
8 the individual may not be entered retroactively into TEAMS.

9 **NLF: New Students into TEAMS with non-NRS-Approved Tests:** AEL grantees must be  
10 aware that future TEAMS modifications will allow students without an NRS-approved  
11 test to be entered into TEAMS with class contact time and a provisional EFL; when  
12 TEAMS enhancements allow for this, grantees will be required to enter all class contact  
13 time for any student receiving AEL services.

14 **AEL Assessment Guide Program Waivers for PY’20-’21**

15 **NLF:** AEL grantees must be aware that a test in TEAMS is considered valid if it is less than  
16 365 calendar days old. This means that the 150 calendar-day test validity requirement  
17 outlined in the AEL Assessment Guide is waived, as long as a participant has a valid test  
18 or one that is less than 365 days old and can be used to measure progress (that is, not a  
19 topped out score). Additionally, the following requirements in the AEL Assessment  
20 Guide that are related to the 150 calendar-day test validity requirement are waived,  
21 provided that the participant has a valid test:

- 22 • All exiters must test upon returning to the AEL program.
- 23 • A participant crossing into a new program year will be retested if the last test is older  
24 than 150 calendar days.
- 25 • Participants returning from a planned gap will be retested.

26 **INQUIRIES:**

27 Send inquiries regarding this AEL Letter to [AELTA@twc.texas.gov](mailto:AELTA@twc.texas.gov).

28 **ATTACHMENTS:**

29 Attachment 1: Revisions to AEL Letter 03-20 Shown in Track Changes

30 **REFERENCES:**

31 [PROGRAM MEMORANDUM OCTAE 20-3](#), issued March 27, 2020, and titled “Adult  
32 Education and Family Literacy Act and COVID-19—Frequently Asked  
33 Questions”

34 [PROGRAM MEMORANDUM OCTAE 20-4](#), issued April 17, 2020, and titled “Adult  
35 Education and Family Literacy Act and COVID-19—Frequently Asked  
36 Questions, Part 2”

37 AEL Letter 01-18, Change 1, issued September 7, 2018, and titled “Educational  
38 Outcomes for Adult Education and Literacy—*Update*,”

39 [https://www.twc.texas.gov/sites/default/files/wf/policy-letter/ael/ael-01-18-ch-1-  
40 twc.pdf](https://www.twc.texas.gov/sites/default/files/wf/policy-letter/ael/ael-01-18-ch-1-twc.pdf)  
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