



DEPARTMENT OF COMMUNITY COLLEGES

NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES
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August 10, 1995

MEMORANDUM

TO: Basic Skills Directors

FROM: Delane Boyer *DB*
Bill Cole *BC*
Randy Whitfield *RW*

SUBJECT: Recording Assessment Hours for Basic Skills Students

At the request of the colleges, the System Office developed this memorandum to address questions regarding assessment hours for basic skills students. This issue was discussed in the GED Testing Procedures Manual (April 1995). In addition, to alleviate the concern that community colleges data do not reflect the total number of students assessed and served, especially in GED or workplace basic skills classes, the reporting procedure has been expanded.

Students Assessed Who Receive Instruction:

Any basic skills student's initial assessment, testing and retesting hours may be counted only when the student receives basic skills instruction in addition to the initial placement assessment. In this situation, both the assessment hours and the instructional hours may be reported for budget FTE. This applies for all basic skills classes (ABE, GED, AHS, ESL, Comp Ed, workplace basic skills, homeless, and family literacy programs). These students must be registered for the appropriate basic skills class.

Students Assessed Who Do Not Receive Instruction:

If a student is given an assessment and receives no basic skills instruction, the student assessment hours may not be reported for budget FTE. The college may, however, register these individuals in a special basic skills assessment section in order to get a count of the number of people assessed.

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Procedure for Completing LEIS Forms in 1995-1996:

- 1) Have instructor complete a LEIS form for each student assessed.
(Do not use scannable forms.)
- 2) Have instructor write BSA at the top of the LEIS form.
(BSA = Basic Skills Assessment)

Procedure for Completing LEIS Forms After 1996:

BSA will be added under the Program Placement section on the LEIS Testing and Progress form. Test results may also be entered for future use. Have instructor check "BSA" for all students assessed, but not instructor.

If you have any questions regarding the reporting of assessment hours please feel free to contact us.

BLA/BC/RLW:ko

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c: Presidents
Chief Academic Officer
Continuing Education Officers