



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

**MEMORANDUM**

**TO:** Compensatory Education Coordinators  
Deans/Directors of Basic Skills

**FROM:** Sillar G. Smith, NCCCS Compensatory Education Program Coordinator

**SUBJECT:** Pre- and Post- Testing Learners in Compensatory Education Classes

**DATE:** February 15, 2001

I have received several telephone calls from Compensatory Education Program staff asking questions relating to pre- and post- testing of learners in Compensatory Education classes; which assessment tool to use; record keeping and the LEIS form. The answers are as follows:

- ⌘ *Yes, all learners in Compensatory Education classes must be pre- and post- tested each program year (July 1 – June 30). Pre-testing should be done as soon as possible after the beginning of the 1<sup>st</sup> semester of the program year. Post-testing is done at your discretion prior to the end of the program year.*
- ⌘ **Beginning July 1, 2001** (program year) all Compensatory Education learners must be pre- and post- tested with the Comprehensive Adult Student Assessment System (CASAS). CASAS is the only standardized assessment instrument to be used with learners in Compensatory Education classes.
- ⌘ *For the current program year (July 2000 –June 2001), if you have already pre-tested with an assessment tool other than CASAS, you are to post-test with the same instrument.*
- ⌘ **Beginning July 1, 2001** (program year) each learner in a Compensatory Education class must have a portfolio. A portfolio is a place where samples of learners' work are kept. The place may be a file folder, notebook or computer disk. The criteria for what is kept in the portfolio are usually done collaboratively by the instructor and learner. Training will be provided on developing portfolios during the upcoming Compensatory Education regional instructors' training.

- ✧ *Keeping samples of the learners' work in a portfolio will serve as good documentation to show progression within a level. To show progression between levels a standardized test must be used.*
- ✧ *Regarding the LEIS form, Compensatory Education is no longer a program placement on the Testing and Progress Form. To indicate a student is enrolled in Compensatory Education, use the Data form under the heading STUDENT DATA and check item number two. In addition, learners in Compensatory Education must be placed at an appropriate functioning level on the Testing and Progress form as indicated by a standardized test score.*

Please contact me if you have any questions or need additional help. I can be reached by telephone at (919) 733-7051 Ext. 626 or by e-mail at [Smiths@ncccs.cc.nc.us](mailto:Smiths@ncccs.cc.nc.us)

pc: Presidents  
Senior Continuing Education Administrators  
Dr. Delores Parker  
Dr. Randy Whitfield

CC01-035  
Paper Copy