



## NEMO WORKFORCE DEVELOPMENT BOARD

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# Basic Skills Assessments (Testing) Policy

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WIOA mandates that each Local Workforce Development Board use assessment tools that are valid, and appropriate for the needs of their target populations, to evaluate the academic levels, basic skills, and service needs of applicants and participants.

BASIC SKILLS DEFICIENT as defined in WIOA Section 3(5) – The term “basic skills deficient” means, with respect to an individual –

- (A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test;
- or
- (B) who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.

Basic skills assessment for Youth eligibility will be completed at the time of the objective assessment; for Adults it will be considered if the results of the Work Keys (NCRC) assessment is below a three (3) Bronze. Adults who are English language learners may also complete a basic skills assessment. Workforce system staff will make the most of partnerships with local organizations, including but not limited to, WIOA Title II Adult Education and Literacy and WIOA Title IV Vocational Rehabilitation. Previous assessment scores may be used if the assessment was conducted within the past six (6) months.

The Northeast Missouri Workforce Development Board will determine basic skills level by utilizing the following methods:

- In-School Youth basic skills will be assessed by utilizing records from the educational institution in which the youth attends. This information will be coordinated by using the “Authorization for Release of Confidential School Records” form;
- Out-of-School Youth and Adults with or without a High School diploma or equivalent may be assessed using the TABE test with our WIOA Title II Adult Education and Literacy partners (AEL).

- Out-of-School Youth with or without a high school diploma or equivalent and Adults with a High School diploma or equivalent can be assessed using the Work Keys Assessment (NCRC). Scores at or below a Bronze Level indicate individual is basic skills deficient.
- Adults with Limited English Proficiency (LEP) may be assessed by our WIOA Title II Adult Education and Literacy partners

An exception to the above is if an Adult participant reports:

- They possess an Associate's Degree or higher.
- Documentation of entrance exams required by a post-secondary education provider, with scores showing that participant does not require remedial courses.
- Documentation of a 3.0 GPA or higher based on post-secondary attendance within the prior 12 months.

We utilize a variety of assessments to determine skill levels, aptitudes, abilities, skill gaps, barriers, and academic skills. After an initial interview with the customer, we are able to further assess their needs by using Wonderlic, Work Keys, O\*net, TABE, CASA, Talify, or Missouri Connections to drill down on their abilities and interests in order to assist them in choosing an appropriate career pathway and develop their strategic employment plan.

The Board is continually looking for tools to better evaluate and serve our customers and may add other assessments in the future.

Northeast Missouri Workforce Development Board will provide reasonable accommodations, if needed, for the assessment of individuals with disabilities and/or will work with our One-Stop Partners who are better equipped to perform assessments for individuals with disabilities.