

Acceptable Tests Policy

Approved: June 14, 2019

Purpose: To provide guidance for the acceptable tests and assessment tools for Workforce Innovation and Opportunity Act (WIOA) programs.

Policy: The tests or assessment tools used by Service Providers must be objective, valid, and reliable instruments appropriate for the target population(s) served. The tests and assessment tools are used to identify service needs and:

- To determine whether participants are deficient in basic skills.
- To assist in the development of the Individual Employment Plan (IEP) or Individual Service Strategy (ISS).
- To accurately assess and monitor Measurable Skills Gain (MSG) during a participant's time in the program.

The person or persons administering a test must be trained in the administration protocol for the test being used. Reasonable accommodation in the assessment and testing process must be made for people with disabilities, and the most recent versions of assessment tools should be used whenever possible.

A Service Provider may use the results from a previous assessment that has been conducted within the previous six months from the date of a participant's enrollment in a WIOA program. For a previous assessment to be allowed, a copy of the results must be included in the participant's file and the assessment process must have complied with the Nevadaworks Acceptable Tests Policy (NWP-3401).

Examples of acceptable tests for assessing academic skills include, but are not limited to, standardized tests such as:

- Test of Adult Basic Education (TABE)
- Comprehensive Adult Student Assessment System (CASAS)

Examples of acceptable tests for assessing job skills, abilities, interests, and career readiness include, but are not limited to:

- ACT WorkKeys Assessments
- COPSystem Career Measurement Package

References:

SCP 2.2 WIOA Youth Program Design

SCP 1.8 WIOA Adult Programs Design, Career and Training Services

TAG 15-3 WIOA Overview