

**Employability Competency System (ECS)
Booklets, Tapes and CDs**

Reading Booklets	Form (CARS)	Qty
Level A	11 (011R)	
Level A	12 (012R)	
Level B	13 (013R)	
Level B	14 (014R)	
Level B	114 (114R)	
Level C	15 (015R)	
Level C	16 (016R)	
Level C	116 (116R)	
Level D	17 (017R)	
Level D	18 (018R)	

Math Booklets	Form (CARS)	Qty
Level A	11 (011M)	
Level A	12 (012M)	
Level B	13 (013M)	
Level B	14 (014M)	
Level C	15 (015M)	
Level C	16 (016M)	
Level D	17 (017M)	
Level D	18 (018M)	

Listening Booklets	Form (CARS)	Qty
Level A	51 (051L)	
Level A	52 (052L)	
Level B	63 (063L)	
Level B	64 (064L)	
Level C	65 (065L)	
Level C	66 (066L)	

Tape Form #	51	52	63	64	65	66
Enter Quantity	—	—	—	—	—	—
CD Form #	51	52	63	64	65	66
Enter Quantity	—	—	—	—	—	—

Functional Writing Assessment (FWA)
(ATDN is happy to handle small orders (<25) for picture prompts. CASAS will ship orders of 25 or more.)

Picture Task Prompt	Form (CARS)	Qty
Grocery Store	460 (460)	
Accident	461 (461)	
Department Store	462 (462)	
Street Scene	463 (463)	
Workplace Pic Tsk*	Form (CARS)	Qty
Restaurant	464 (464)	
Warehouse	465 (465)	
Hotel	466 (466)	
Wkpl Pic Anchors*	\$22.00 each set	

*Programs using Workplace Pictures must have a Workplace FWA Manual or purchase the Workplace Picture Anchors.

Materials Ordering Information

Description	Qty	Price	Amount
Test Booklets		\$ 3.00	
Form 27 and/or 28		\$ 1.60	
Audio Tape/CD		\$ 9.25	
Self-score Answer Sheets		\$ 1.35	
Picture Prompts		\$ 2.50	
WP Pic Anchors		\$22.00	
		Sub-total	
		Handling Fee	
Make Checks payable to: "CREC/ATDN".	Total		

To calculate handling fees:

If Sub-total is:	Then handling fee is:
\$ 0.00 - \$ 50.00	\$ 5.00
\$ 50.01 - \$ 100.00	10% of Sub-total
\$ 100.01 - \$ 300.00	9% of Sub-total
\$ 300.01 or more	8% of Sub-total

Each order is shipped with *Sample Answer Sheets* and the *Test Administration Manual* which includes the appropriate *Answer Key*, *Scale Score Conversion Charts*, *Student Performance Profile*, and *Class Profile*.

**CONNECTICUT
COMPETENCY SYSTEM**



**TEST MATERIALS
ORDER FORM**



Capitol Region Education Council

**The Adult Training and
Development Network**

February 2007

CREC/ATDN
111 Charter Oak Avenue
Hartford, Connecticut 06106
Phone: (860) 524-4048
Fax: (860) 524-4050

Name	Date
	Agency Name
Agency Name	Phone
	E-mail
Street Address	City
	Zip
<p>No order will be processed without all of the following:</p> <p>A. Payment in full (including all handling fees), by check or purchase order. Do not send cash.</p> <p>B. Your agency's <i>Assessment Administration and Security Agreement</i> must be on file at ATDN. These are renewed each year.</p> <p>C. Signature: Program Director</p>	

Connecticut Competency System Appraisal Materials		
Test Booklets, Audio Tapes, Self-scoring Answer Sheets	Form (CARS)	Qty
Form 50 Reading	50 (050R)	
Form 50 Math	50 (050M)	
Form 20 Listen & Read	20 (020L)	
Form 20 Audio	Tape ___ CD ___	
ECS 130 Read & Math	130 (R or M)	
130 Self-score Ans Sh		
WLS 230 Read & Math	230 (R or M)	
230 Self-score Ans Sh		

Workforce Learning Systems (WLS) Booklets		
Reading	Form (CARS)	Qty
Level B	213 (213R)	
Level B	214 (214R)	
Level C	215 (215R)	
Level C	216 (216R)	
Math	Form (CARS)	Qty
Level B	213 (213M)	
Level B	214 (214M)	
Level C	215 (215M)	
Level C	216 (216M)	

Reading for Citizenship Booklets		
Reading	Form (CARS)	Qty
Level A	951R (951)	
Level A	952R (952)	
Level AX	951RX (951X)	
Level AX	952RX (952X)	

The most up-to-date order form is available at:
<http://www.crec.org/cetes/atdn/>

Life and Work Reading Booklets		
Reading	Form (CARS)	Qty
Level A	81 (081R)	
Level A	82 (082R)	
Level AX	81X (081RX)	
Level AX	82X (082RX)	
Level B	83 (083R)	
Level B	84 (084R)	
Level C	185 (185R)	
Level C	186 (186R)	
Level D	187 (187R)	
Level D	188 (188R)	

Life Skills Booklets, Tapes and CDs		
Math	Form (CARS)	Qty
Level A	31 (031M)	
Level A	32 (032M)	
Level B	33 (033M)	
Level B	34 (034M)	
Level C	35 (035M)	
Level C	36 (036M)	
Level D	37 (037M)	
Level D	38 (038M)	

Listening	Form (CARS)	Qty
Level A	51 (051L)	
Level A	52 (052L)	
Level B	53 (053L)	
Level B	54 (054L)	
Level C	55 (055L)	
Level C	56 (056L)	

Tape Form #	51	52	53	54	55	56
Enter Quantity	___	___	___	___	___	___
CD Form #	51	52	53	54	55	56
Enter Quantity	___	___	___	___	___	___

Beginning Literacy Reading Assessment (Write-in booklets, no answer sheets.)			
Reading	Form (CARS)	Price	Qty
Pre A	27 (027R)	\$1.60 ea	
Pre A	28 (028R)	\$1.60 ea	



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION

Bureau of Early Childhood, Career and Adult Education

Assessment Administration and Security Agreement

July 2006 – June 2007



Program: _____

Director: _____ **CDP Contact Person:** _____

Address: _____

City, State: _____ **Zip:** _____ **Phone:** _____

Check the boxes that apply:

- Connecticut Competency System (CCS)/Comprehensive Adult Student Assessment System (CASAS) Assessment Materials (including Writing Assessment Picture prompts)
- Adult High School Credit Diploma Packet Materials

1. Program Director assumes the responsibility for safeguarding all restricted materials*. All program staff handling documents covered by this agreement adhere to all the conditions listed.
2. Program Director ensures that there is a designated and trained CCS Program Facilitator available to staff for CCS/CASAS related questions and a Writing Contact Person for Functional Writing Assessment questions.
3. Only staff members designated by the program director administer assessments. In order to maintain the integrity, quality, and standardization of the assessment process, the Program Director ensures that all CCS assessments are administered and used in accordance with the procedures outlined in (i) the CCS Assessment Policies and Guidelines published by the Department and (ii) the Test Administration Manuals published by CASAS.
4. Restricted materials are stored in a locked, fireproof file cabinet accessible to program director or to his/her designee(s) only. Restricted materials are not made accessible to general staff. Staff members who administer assessments return all restricted materials immediately after use to the program designee.
5. Completed answer sheets and all writing samples are treated as confidential until destroyed.
- 6. Duplication of a test form or a portion of a test form for any reason is prohibited.**
7. Inventory information concerning restricted materials is supplied to the Connecticut State Department of Education upon request for monitoring and review purposes.
8. Defaced materials may not be destroyed unless authorized by the Connecticut State Department of Education.

*Restricted materials include:

1. All CASAS developed assessment materials
2. Answer sheets (which contain marks or responses)
3. All Adult High School Credit Diploma assessment packets.

I will adhere to the above-mentioned stipulations related to administration and security of assessments.

Signature: Program Director Only

Date

Please return by September 30, 2006 to: CREC/ATDN, 111 Charter Oak Ave., Hartford, CT 06106

Rev. August 2006