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To: Adult Education Program Managers and BEST Plus Test Administrators: East, Hudson Valley, Mid-State, Mid-West and West RAEN Regions

From: Tom Orsini, Team Leader

Date: February 2007

Subject: *BEST Plus Scoring Refresher Toolkit*

In order to ensure accuracy and consistency in BEST Plus test scoring, the Center for Applied Linguistics (CAL) has developed the *BEST Plus Scoring Refresher Toolkit*. The *Scoring Refresher Toolkit* is a complete package that includes everything needed to recalibrate **previously trained BEST Plus** test administrators, including DVD/videos with practice clips and scoring activities, a manual to guide programs through the entire scoring refresher process, and a separate facilitator's workbook. The *Toolkit* enables test administrators to review their scoring and provides a structured forum for them to share their insights and questions about administering and scoring BEST Plus tests.

Since there have been concerns statewide about the accuracy of some BEST Plus scores, all previously trained and currently active BEST Plus test administrators will be required to attend a half-day BEST Plus Scoring Refresher Session during the 2007 calendar year. **Please note that a BEST Plus Scoring Refresher Session is not a substitute for the initial full-day BEST Plus test administrator training.** It is essential that all test administrators follow the same test protocols in order to maintain accurate scoring statewide.

The BEST Plus Scoring Refresher Sessions will be given in one of two ways:

- The Regional Adult Education Network (RAEN) will offer Refresher Sessions facilitated by regional BEST Plus Trainers and/or RAEN Directors; or
- Agencies that have a certified BEST Plus Trainer on staff may purchase their own *BEST Plus Scoring Refresher Toolkit* and offer Refresher Sessions in-house.

Please check your local RAEN's training schedule regarding upcoming availability for staff to attend RAEN-sponsored Refresher Sessions. Agencies that plan to have in-house sessions must contact their local RAEN to coordinate the process. Once the in-house trainings have taken place, agencies must provide the RAEN with training verification. Please be advised that agencies that purchase a *Toolkit* need to keep it in a secure location, as it contains answer keys to the Scoring Activity DVD that should not be shared with BEST Plus test administrators.

Each participant in a BEST Plus Scoring Refresher Session will receive a final Scoring Activity Feedback Sheet. On the Feedback Sheet, overall performance scores are given for each of the scoring rubric components of Listening Comprehension, Language Complexity and Communication.

In each of these components, scores will fall into three categories of scoring accuracy: *Recommended*, *Acceptable* or *Unacceptable*. These Feedback Sheets will give program managers and staff the opportunity to remediate areas of scoring difficulty to ensure that only those who are able to score accurately participate in *BEST Plus* test administration.

These trainings are crucial for maintaining reliable assessment data at the program level and for federal National Reporting System reporting purposes. Your SED Adult Education and Workforce Development Team regional liaison will work in conjunction with the RAEN to make sure all *BEST Plus* test administrators are able to participate in a Refresher Session.

*BEST Plus Scoring Refresher Toolkit* ordering information is available at [www.cal.org](http://www.cal.org). The *Toolkit* can only be purchased by program level administrators listed in the CAL database. RAEN contact information is available on the website provided on the letterhead above.

Cc: East RAEN Director  
Hudson Valley RAEN Director  
Mid-State RAEN Director  
Mid-West RAEN Director  
West RAEN Director