



TO: OhioMeansJobs Staff

FROM: Stephanie Robinson, Director  
of Policy and Initiatives

Date: October 21, 2021

RE: WDBCO Guidance on Standardized Testing

Effective: Immediately

Please review the following guidance and procedures for administering standardized testing and appropriateness determinations.

### **Standardized Testing**

Standardized testing is used to help identify employees or individuals who might benefit from either remedial or advanced training or who are suitable for particular career development tracks. Federal guidelines state that assessment procedures to fulfill the accountability requirements of the Workforce Innovation and Opportunity Act (WIOA) must be valid, reliable, and appropriate.

### **Evaluate Appropriateness to Receive Training Services**

Under WIOA training services may be provided if the WIOA staff determines, after conducting an interview, evaluation, or assessment and career planning that the customer:

1. Is unlikely or unable to obtain or retain employment;
2. In need of training services to obtain or retain employment;
3. Has the skills and qualifications to successfully participate in the selected program of training services;
4. Is unable to obtain grant assistance from other sources to pay the costs of such training or require WIOA assistance in addition to other sources of grant assistance;
5. Is a members of a worker group covered under a petition for Trade Adjustment Assistance (TAA) who are awaiting a determination;
6. Is determined eligible and are members of a priority population if training services are provided through the WIOA adult program; and/or
7. Has selected a program of training services that is directly linked to a state in-demand occupation.

WIOA staff must gather enough information to justify the need for training services. Assessment may include, among other things;

1. A combination of standardized tests;
2. Inventory of participant's interests, skills assessment, career exploration; and
3. Available labor market information.

## **Standardized Testing Procedures**

WIOA staff must determine, through evaluation or assessment of the individual, that the individual has the skills and qualifications to participate successfully and complete training. Including:

1. Adult and Dislocated Workers must have English reading, writing, or computing skills at or above the 8.9 grade level on a generally accepted standardized test; or
2. Can compute or solve problems, read, write, or speak English at a level necessary to function on the job and pass standard certification tests.

## **Exemptions to a Standardized Testing**

1. If the customer has been assessed in the last six months by WIOA staff.
2. If a training provider/vendor has and can provide an assessment.
3. Customers who have an associate's degree or higher.
4. Customers who are participating in employer-based training unless the employer requires it.

If a customer does not meet any of the exemptions listed above, a standardized test provided by WIOA staff must be used. Once appropriateness is determined, the individual training account (ITA) application may be completed.

**Important note:** Standardized tests cannot be the sole determinate of appropriateness; there must be a comprehensive assessment to determine suitability. All training determinations and ITA assessments must be thoroughly documented and added to the customer's file.

## Monitoring

The Workforce Development Board of Central Ohio will conduct oversight of the implementation of the WIOA programs to ensure that participants are enrolled in the programs and have been provided identified services through a participant file review.

Please contact [srobinson@wdbco.org](mailto:srobinson@wdbco.org) if you have questions regarding this guidance.

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## Approved:

WDBCO President and CEO	WDBCO Director of Policy & Initiatives
<b>Signature:</b> 	<b>Signature:</b> 
<b>Title:</b> Lisa Patt-McDaniel _____ President and CEO	<b>Name:</b> Stephanie Robinson <b>Title:</b> Director, Policy & Initiatives _____
<b>Date:</b> _____ 10/21/21	<b>Date:</b> 10/21/21