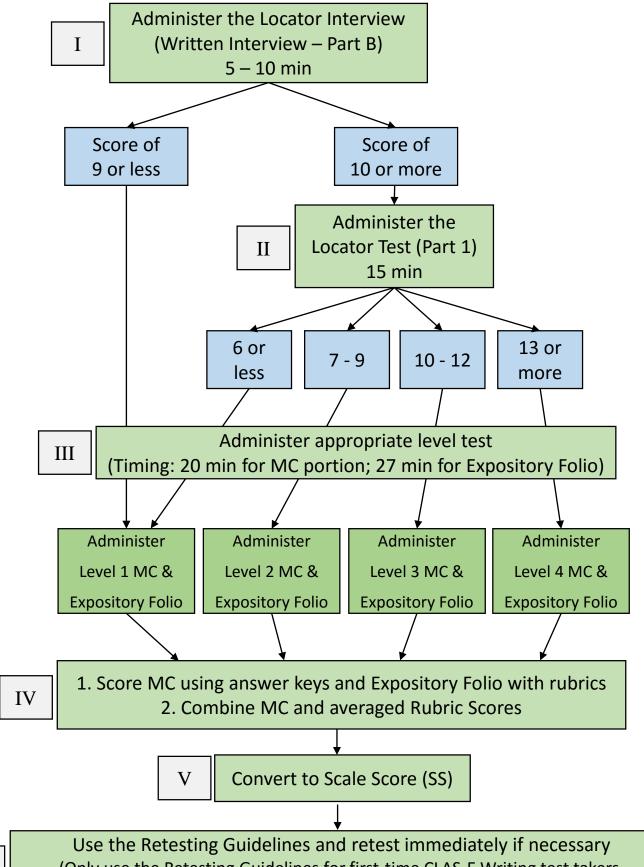# CLAS-E **Writing** Test Administration Flowchart

Instructions for administering the CLAS-E Writing to learners taking the test for the first time.

I — Administer the Locator Interview (Written Interview – Part B) 5 – 10 min

- Score of 9 or less
- Score of 10 or more

II — Administer the Locator Test (Part 1) 15 min

- 6 or less
- 7 - 9
- 10 - 12
- 13 or more

III — Administer appropriate level test (Timing: 20 min for MC portion; 27 min for Expository Folio)

- Administer Level 1 MC & Expository Folio
- Administer Level 2 MC & Expository Folio
- Administer Level 3 MC & Expository Folio
- Administer Level 4 MC & Expository Folio

IV —
1. Score MC using answer keys and Expository Folio with rubrics
2. Combine MC and averaged Rubric Scores

V — Convert to Scale Score (SS)

VI — Use the Retesting Guidelines and retest immediately if necessary
(Only use the Retesting Guidelines for first-time CLAS-E Writing test takers. Retesting refers to administering a different level pre-test; it is <u>not</u> post-testing.)