



Please read the exemption carefully. It may not be used with any students that are assigned a face-to-face or blended learning classes. If you are seeing students in person for ANY reason, you should pre/post-test the student.

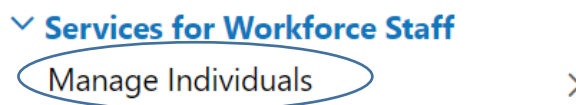
Assessment Exemptions for Distance Education Students During COVID-19

Due to the circumstances related to the COVID-19 pandemic and the impact on the State of Alaska the following assessment exemptions will remain in place until further notice in accordance with OCTAE [Program Memorandum 20-5](#).

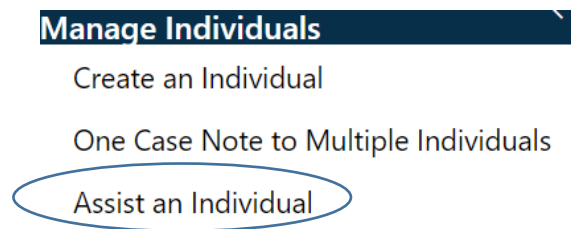
A local provider can enroll new students in distance education classes without administering an NRS-approved pre-test during the COVID-19 pandemic. However, all students must be assigned an Educational Functioning Level (EFL) for the purpose of placing students in the NRS when an approved NRS test cannot be administered. Local programs that cannot assess students must:

- Create procedures for temporarily placing students into an EFL using informal assessments that must be content-driven or performance-driven;
 - Assessments examples: locator tests, criterion referenced tests, or authentic assessments;
- Students must be pre-/post-tested as soon as feasible with the TABE, BEST, or CASAS.
- Complete a student application in AlaskaJobs:
 - In the Employment section of the AE application, select yes to the question “Have you been affected by the COVID-19 Pandemic?” indicator button if unable to administer an approved NRS pre-/post-test; and
- Register student in Face-to-Face, Distance Ed and Blended classes;
 - Note: the system will not allow more than 12 hours of attendance for Face-to-Face or Blended education students without an NRS approved pre-test.

Step 1: On the navigation menu, select “Manage Individuals”



Step 2: Select “Assist an Individual”



Step 3: Search for your student. If you are updating a case your student should be in the system. If you are working with the new student, you should always search for an existing profile.

[Top](#) | [Search](#) | [Bottom](#)

General Criteria

Individual Username:

Individual User ID:

Starts with these #s
 Matches exactly

State ID Number:

Adult Education Student ID:

First Name:

Last Name:

Step 4: Find your student and select the “Program Tab”

Results View: [Summary](#) | [Detailed](#)
 To sort on any column, click a column title.


User Name	First Name	Last Name	SSN	Vet	State ID	Last Login Date	Last Exited	Created	Action	Select
AKTESTRYDER	Ryder	AKTest	1212		800089744	06/30/2020		06/29/2020	Programs Tab	<input type="checkbox"/>

[Save New List](#)

1 Records found

*Note: if you are working with a new application and your student does not have a profile, you will have to help them create their profile.

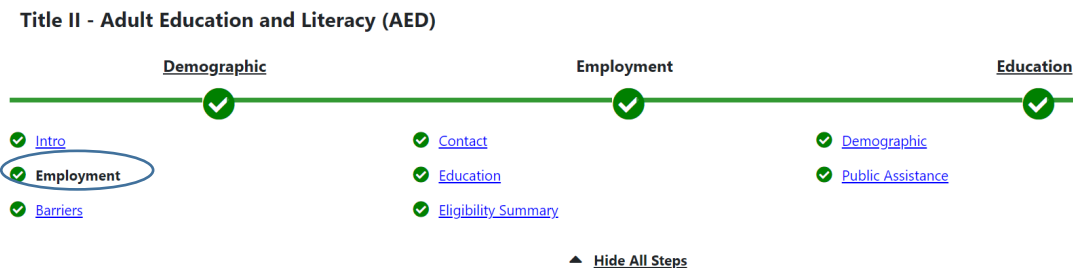
Step 5: Find the current case you are working on and select the pencil to update the application

[AED #475164 - Complete](#) 

District:	Southeast Regional Adult Education Program	Application Date:	07/26/2020
Grantee:	Southeast Regional Resource Center	Participation Date:	07/26/2020
County/Borough/Parish:	Juneau, City and Borough	Projected End Date:	05/26/2021
Location:	Juneau	Closure Date:	N/A
Student ID:	N/A	Exit Date:	N/A

*Note: If you are creating a new application, please skip this step.

Step 6: For updating applications select the “Employment” tab. For new applications follow the application process until you reach the “Employment” tab.



Step 7: At the bottom of the page is the question “Have you been affected by the COVID-19 Pandemic?” This is a mandatory Yes or No question. If you answer YES, you will be allowed to exempt students from assessments in distance education classes ONLY.

Information entered on this screen is related to the specific individual only.

* **Employment Status:**

* **Farmworker Status:**

* **Long Term unemployed (27 or more consecutive weeks):** Yes No

* **Have you been affected by the COVID-19 Pandemic?** Yes No

Remember: Students must be pre-/post-tested as soon as feasible with the **TABE, BEST, or CASAS**

This does not excuse testing all together.