

# **Request for Additional Funds for Assessment**

## **Frequently Asked Questions**

(Current Division of Adult Education grantees only)

**Q – Can we use the funding to purchase additional e-tests and equipment, if we do not intend to apply for additional funds for a dedicated assessment staff person?**

A – Yes, a program may choose to request funds only to purchase additional administrations of computer-based assessments and equipment needed to administer computer-based assessments in person or remotely. The proposal in the Request for Additional Assessment Funds must clearly explain how the equipment and test administrations will support the program in implementing its actions for improvement without any additional staff. All proposed expenditures must be reasonable and necessary for the current program year.

**Q – My understanding is that the request for funding MUST include the inclusion of a full-time dedicated assessor and not for equipment and other related supplies only. Am I correct?**

A – No, that is not correct. Dedicated assessors **do not** need to be full time employees.

**Q – Will this additional person have to take any additional professional development courses that are required for other adult ed new staff?**

A – Any new staff must participate in professional development as required in the Adult Education and Family Literacy Guidelines section 502 and Policy F.100.

**Q – If we hire a person, could that person also complete intake and orientation if our orientation is on a day that there are not any classes?**

A – Programs may propose such a combination of roles in the plan they submit. The division will review the proposals and make decisions on an individual basis.

**Q – Do the dedicated assessors need to have a regular schedule?**

A – No, the division is not requiring that dedicated assessors have regular schedules. In fact, it is likely that dedicated assessors' schedules will vary from week to week. Programs may propose to have multiple, part-time assessors who each provide services at specific times. For example, one assessor for day time assessments and another for evenings.