



Workforce Issuance

100 DCS 34.107

☐ Policy ☒ Information

To: Chief Elected Officials
MassHire Workforce Board Chairs
MassHire Workforce Board Directors
MassHire Fiscal Officers
MassHire Career Center Directors
MDCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: June 10, 2020

Subject: **Online Assessments**

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators, Youth Program Operators, and other local workforce development partners about the use of online assessments.

Background: There are multiple tools that can be administered online to support the objective assessment for individuals seeking services. Assessment tools must be valid and appropriate for the target population, and provide reasonable accommodations in the assessment process. The Work Keys Exam or the Work Keys Placement Quiz can also be used to assess academic levels. MassHire Department of Career Services approves the use of online assessments including the use of the TABE Locator and remote proctoring for TABE 11&12 for assessing academic levels.

[Data Recognition Corporation \(DRC\)](#) has provided the following guidance for remote TABE testing, remote proctoring for TABE 11&12, and expanded remote

proctoring online options. Please visit [Tests of Adult Basic Education](#) for more information.

Action

Requested: Please share with managers, staff, partners and customers as appropriate

Effective: Immediately