

# MD i-Pathways

## Intake & Assessment Specialist Reference Guide

### Learner Applications

All learners that have expressed interest in pre-testing at your program will be listed on the Maryland i-Pathways website (www.mdaeo.org) under “Manage Applications”. If you need an additional copy of an application click on the “pdf” icon next to the record and then print each individual application.

### Assessment Scores

Qualifying test scores are CASAS **minimum 238 in reading and 226 in math** on a level C or D test; TABE **minimum reading 567 and math 557** on a level M, A or D test.

Please make sure you enter **all (qualifying and non-qualifying)** CASAS or TABE pre- test scores. We will be recording data regarding how many learners apply, pre-test, qualify, enter the program and pass the GED® tests. All information is vital.

### What happens when I enter Assessment scores?

- The Program Coordinator (PC) immediately receives a confirmation email when you submit scores. You do not have to email any further information regarding those scores unless there was an input error or other unusual circumstance. You may also verify your submission by going to the test results section on the website. You will see all entered scores from your site.
- The learner also immediately receives an email from the website indicating whether they qualify to enroll in Maryland i-Pathways or whether they have not met the requirements and what their options are.
  - Local programs should counsel all learners regarding their test scores. Many learners are devastated to receive the “not-qualified” email without any prior counseling or indication of what their scores were.

### What should I tell qualified learners to expect?

- When the Program Coordinator receives qualified assessment scores, an initial congratulations letter is sent via email which contains notification that the learner has been placed on the waiting list for the next available class session.
- The average waiting time for an available class is 4 weeks. This can vary based on the availability of an instructor and the number of qualified learners on the waiting list.
- All correspondence between the learner, PC and Instructor are via the internet.
  - The “Congratulations” email is an automated function of our data management system. The email will be sent to the learner’s email address on record **immediately** after you submit scores.
  - Our system also sends an email to non-qualified learners so they know their status. ***Please be careful when submitting scores so that the learner doesn’t receive the wrong email (qualified when not or vice versa).***

- If a learner contacts you to say they haven't heard from us please advise the Program Coordinator (pc@mdaeo.org), but also ask the learner to check their spam/trash email folder for an email from MDAdultEdOnline@mdaeo.org dated the date you entered test scores.
- In addition to providing the learner with their assessment results you may also wish to share the following:
  - The learner will receive a congratulations letter via email immediately once qualifying scores have been entered.
  - New sessions begin every 4 to 6 weeks depending on the numbers of qualified learners.
  - When an available session is open the learner will be required to reply to a confirmation email in order to secure their virtual seat for the next session.
  - The online class session will be guided by an online instructor.
  - The learner will receive a welcome letter via email with session/instructor information as well as their prep-work.
    - **Prep-work consists of reading the learner agreement, completing the learner agreement confirmation receipt, and submission of a preliminary writing assignment.**
  - Learners must complete the prep-work prior to the session start date in order to receive their login and password.
  - Learners should check their email inbox regularly.
  - Learners should add these email addresses to their email address book to avoid spam issues: pc@mdaeo.org and [MDAdultEdOnline@mdaeo.org](mailto:MDAdultEdOnline@mdaeo.org).
  - Learners may use any device (phone, tablet, laptop, pc) to complete their lessons, keeping in mind that there will be writing assignments to submit.

### **What if the learner doesn't qualify for Maryland i-Pathways?**

- If the learner has scores that are well below the qualifying scores:
  - Advise the learner of the assessment scores and that the scores don't qualify for Maryland i-Pathways at this time. **Please be sure to enter these scores at [www.mdaeo.org](http://www.mdaeo.org).**
  - Review the Adult Education opportunities **available at your local program** with the learner.
- If the learner just missed a qualifying score:
  - **Advise the learner of the assessment scores and that the scores don't qualify for Maryland i-Pathways at this time, but:**
    - If the learner wishes to retest right away have the learner take the corresponding post-test as a pre-test and enter it on the Maryland i-Pathways site as another PRE test.

- If the learner decides to independently brush up on math/reading skills and retest after 3 months you may use the same level test used initially.
- If the learner attends ABE/GED classes through your program, you may use the post-test scores from the class as pre-test scores to enter Maryland i-Pathways once the local class has been completed.
  - *Please note: it is DLLR policy that learners **not** be simultaneously enrolled in both a classroom class and MD i-Pathways distance learning.*

### **Re-enrollments**

If a learner hasn't completed their online class, has stopped-out, or experienced too many interruptions during the course of the 15 week session, they may request re-enrollment.

We require all learners to post-test as a prerequisite for re-enrollment. This process helps us to get the matching post-test, lets us know that the learner is serious about the re-enrollment, and gives you vital information to use when counseling the learner. Sometimes re-enrollment is not the best option. Some learners are prepared for their OGED but simply lack confidence. By requiring post-testing before re-enrollment we create an opportunity to assess the learner's situation and help them determine the best course of action.

Re-enrollments work best with learners who previously completed only a small number of lessons, completed some subject area modules but not all four, or have been away from MD i-Pathways for a significant period of time. **Please email the Program Coordinator to collaborate on the best path for each learner who requests re-enrollment.**

- If a learner has stopped-out for a period greater than **four** months, they will need to take new assessments which should be entered as Pre-tests in the MD i-Pathways system.
- Learners who request re-enrollment **do not** have to submit an additional Maryland i-Pathways online application. However, their personal data, such as address, phone number and email should be checked for accuracy.

### **Post-test referrals**

When a learner completes their learning plan with Maryland i-Pathways (or gets impatient) and feels ready to take the GED® tests, **our instructors** do the following:

- Counsel the learner on the next steps in their education based on the instructor's experience with the learner's work in i-Pathways.
- Let the learner know that they will receive a referral from the Program Coordinator for post-testing. Encourage learners to post-test and take the GED Ready™.

The **Program Coordinator** sends out the post-test referral letter to the learner via email with a cc: to the instructor and the local program.

The **local program** is responsible for the following:

- Scheduling and administering assessment post-testing with the appropriate post-test.
- Entering post-test scores into the Maryland i-Pathways website.
- Helping learners understand the process of scheduling GED Ready™ and GED® tests; or re-enrollment if needed.

- *Note that the MD i-Pathways instructors and the Program Coordinator also provide this information, so hopefully by the time they come to you for post-testing they understand what's next. But sometimes it helps to have some repetition.*

## **Learner Status Reports**

At the end of each trimester local programs will receive an email with information regarding the status of their learners enrolled in the Maryland i-Pathways program. This email is sent to the IAS contact person listed on the website. Here is a sample of the report:

Office Code	Student ID	First Name	Last Name	Session Start	Session End	Status	Achieved Status Date
XXXX	3382	Charlotte	Lambert	8/6/09	10/29/09	No Show	8/18/2009 -
XXXX	3763	LaToya	Sletzer	11/21/08	6/10/09	Enrolled-Alumni	3/18/2009 -

### ● MD i-Pathways Status Codes

- **No Show** - learner initially confirmed enrollment but did not participate in the session.
- **Enrolled-Active** - currently participating in a session.
- **Enrolled-Alumni** - learner has completed a MD i-Pathways session but we have not received word of graduation.
- **Dropped-Computer** - learner was dismissed from the session due to lack of participation resulting from computer issues (usually loss of internet service or loss of access to working computer).
- **Dropped-Family** - learner was dismissed from the session due to lack of participation resulting from family issues.
- **Dropped-Health** - learner was dismissed from the session due to lack of participation resulting from health issues.
- **Dropped-Job** - learner was dismissed from the session due to lack of participation resulting from issues related to employment (usually lack of extra time to study).
- **Dropped UNK/Other** - learner was dismissed from the session due to lack of participation. Reason is unknown.
- **Enrolled-Transferred (EDP)** - learner transferred to EDP.
- **Enrolled-Transferred (High School)** - learner returned to high school.
- **Enrolled-Transferred (F2F)** - learner transferred to a face-to-face GED class.
- **Graduate** - we have been notified that learner has received a high school diploma.
- **Partial Passer** - the learner has passed one or more subject area tests, but not all four.

**If the contact information for your location changes please email: Betsy Blanchard at [pc@mdaeo.org](mailto:pc@mdaeo.org), or visit [www.mdaeo.org](http://www.mdaeo.org) and click on “Contact Us”.**