



# RESOURCES FOR TEACHERS

OF ADULT BASIC EDUCATION (ABE)  
& ADULT SECONDARY EDUCATION (ASE)



Let's get to work.

## OACES

Office of Adult & Career Education Services  
Rochester City School District

# CONTENTS

What Is Adult Education? .....	1
TABE Resources (Test of Adult Basic Education) .....	4
TASC™ Resources (Test Assessing Secondary Completion).....	5
Websites .....	6

# WHAT IS ADULT EDUCATION?

Adult Education is instruction, often at no cost, for adult students who want to improve their employability, education, or English language skills. Adult Education programs offer basic reading, writing, math, and problem-solving classes, English language lessons, employment preparation and training, Test Assessing Secondary Completion (TASC) preparation, and other basic educational services for adult students. Adult Education includes Adult Basic Education (ABE), Adult Secondary Education (ASE) as well as English for Speakers of Other Languages (ESOL / ESL).

Adult Education programs are for adults 16 years of age and older who are not in school, who have academic skills below the 12th grade level, and/or who need help learning English. The goal of Adult Education is to help adults reach their full potential as workers, family members, and citizens.

Adult Education is funded in part by the federal and state governments, with local and community support. Many programs receive grant funding from private and corporate sources. The New York State Education Department's (NYSED) Office of Adult Career and Continuing Education Services (ACCES) unit oversees Adult Education programs in New York. ACCES works with public schools, community-based organizations, colleges, correctional facilities, and other agencies to provide Adult Education services.

In Rochester, the Office of Adult and Career Education Services (OACES) is a workforce preparation organization that helps adult students learn the skills they need for success in the workplace and outside the classroom.

With unique focus on the education and employment needs of New York State's adult citizens, several vital interests and goals can be best served through:

- Ensuring that the needs of adults and out-of-school youth are met through efficient and effective access to relevant services, programs, and opportunities offered by the NYSED.
- Encouraging full participation of adults with disabilities.

- Enhancing post-secondary transitions by developing the capacity of individuals to engage in post-secondary education leading to high-quality employment opportunities.
- Promoting workforce investment through unified collaboration with the New York State Department of Labor and State and local Workforce Investment Boards to assure that individuals have access to a “one-stop” source for a full range of services leading to high-quality employment opportunities.
- Supporting individuals experiencing poverty and relying on public services to develop their capacity to earn income and develop assets toward greater economic independence.
- Utilizing a more comprehensive and effective representation for adults in coordinating services and program initiatives with New York State agencies such as the Departments of Labor and Health, the Office of Temporary and Disability Assistance (OTDA), the Office of Children and Family Services, and the State University of New York (SUNY).

There are multiple literacies addressed by Adult Education.

- Survival Literacy



- Oral/Speaking and Written Literacy
- Cultural/Social and Civic Literacy
- Workplace and Employment Literacy
- Health Literacy
- Financial Literacy
- Technological and Digital/Electronic Literacy
- Geographic Literacy
- Media Literacy
- Environmental Literacy
- Scientific Literacy

The importance of each of these literacies in an individual’s life varies based on specific circumstances. They all, however, have the potential to greatly affect the life of every adult and his/her family. Literacy begins within the family and is reinforced,

whether positively or negatively, in subsequent generations. Adult Education seeks to reinforce, promote, and support literacy to help adults reach their full potential as workers, family members, and citizens and in turn continue the cycle of literacy into the future.

Adult Education provides for the Community in numerous ways:

- Adult Education programs benefit businesses, workers, and job seekers. Businesses encourage Adult Education in order to provide and sustain a highly skilled and specialized workforce a workforce with the skills to perform a variety of tasks or workers with “cross-functional” skills. Workers may receive promotions, gain more power in the job market, or become more valuable employees by enrolling in Adult Education programs.
- Adult Education training facilities often house state-of-the-art equipment such as computers and computer-based training equipment.
- Adult Education programs benefit families. Increased literacy and skills translate to a higher earnings potential for the household. Parents’ literacy levels directly correlate to their children’s educational success (according to the National Center for Families Learning).

# RESOURCES FOR TEACHERS OF ADULT BASIC EDUCATION (ABE) & ADULT SECONDARY EDUCATION (ASE)

## **TABE Resources (Test of Adult Basic Education)**

**TABE Fundamentals: Math Computation (Levels E for Easy, M for Moderate, D for Difficult, and A for Advanced)** (2nd edition, 2009) Steck-Vaughn Publishers. This series of exercise books covers the computational skills needed for these four TABE exams covering such things as whole number operations, decimals, fractions, percents, and integers.

**TABE Fundamentals: Applied Math (Levels E, M, D, A)** (2nd edition, 2009) Steck-Vaughn Publishers. This series of exercise books emphasizes problem-solving and critical-thinking skills with a focus on the life-skill application of mathematics as found on the TABE exams.

**TABE Fundamentals: Reading (Levels E, M, D, A)** (2nd edition, 2009) Steck-Vaughn Publishers. This series of exercise books helps students master the skills covered on the TABE Reading tests. The TABE Reading test measures an adult's ability to understand home, workplace, and academic texts, and to construct meaning both from prose and visual or graphic information.

**Achieving TABE Success in Reading (Levels E, M, D, A)** (2006) McGraw-Hill Education. This series of exercise books is a little more extensive in its coverage of the skills necessary for success on the TABE. It covers such things as vocabulary, recalling information, using graphic information, and constructing and extending meaning.

**Achieving TABE Success in Language (Levels E, M, D, A)** (2006) McGraw-Hill Education. This series of exercise books covers the following skill areas: grammar and usage, sentence formation, paragraph development, capitalization, and punctuation. Though these skills are not tested on the TABE, they are useful and necessary in preparing students for the writing portion of the TASC™ exam.

**Achieving TABE Success in Mathematics (Levels E, M, D, A)** (2006) McGraw-Hill Education. This series of exercise books is a little more extensive in its coverage of the skills necessary for success on the TABE math. It covers both the computational as well as the applied portions of the TABE for each of the four levels.

**Kaplan New TASC Strategies, Practice, and Review 2014 with Two Practice Tests** (2014) Kaplan Publishing. This publication includes proven techniques from the test-prep experts with more than 1,000 practice questions, 2 practice tests (2 full-length and 1 diagnostic test), key ideas and test tips, in-depth reviews of reading, writing, mathematics, science, and social studies subject areas, and more.

**Preparation for the TASC Test** (2015) McGraw-Hill Education. Updated to include major changes in the test content, a comprehensive guide to the TASC™ Test and walks readers step-by-step through the test providing exercises that reinforce new skills, authentic TASC questions, and a full-length practice test.

## **TASC™ Resources (Test Assessing Secondary Completion)**

**Common Core Basics (Mathematics, Science, Social Studies, Reading and Writing)** (2015) McGraw-Hill Education. These four textbooks provide key skills, strategies, and content knowledge for the common core-based TASC™ exam. Grade equivalent 6—8.

**Common Core Achieve (Mathematics, Science, Social Studies, Reading and Writing)** (2015) McGraw-Hill Education. This series of four textbooks provides the core content instruction needed to prepare students who may soon be taking the TASC™ exam. Grade equivalent 9—12.

**Common Core Achieve Exercise Book (Mathematics, Science, Social Studies, Reading and Writing)** (2015) McGraw-Hill Education. This series of exercise books provides additional practice of the key concepts and core skills required for success when taking the TASC™ exam. Grade equivalent 9—12.

## Websites

### ACCES/Finger Lakes Regional Adult Education Network (RAEN)

[www.flraen.org](http://www.flraen.org)

The ACCES/WXXI RAEN is one of seven staff development organizations established by the New York State Education Department's Adult Education Programs and Policy (AEPP) Team to plan and deliver quality professional development and training, and effective communication links to State and Federally-funded agencies providing adult literacy services below the post-secondary level.

The counties located in the Finger Lakes region of New York State are Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, and Yates.

AEPP-funded programs in these counties prepare students to participate in education, work, and civics opportunities so they are able to understand and navigate governmental, educational, and workplace systems and key American institutions.

The goal of the ACCES/RAEN system is to provide research-based professional development resources to improve the skills of adult education practitioners and the quality of the adult education, family literacy, and workforce development programs funded by the NYSED.

### Adult Career and Continuing Education Services (ACCES)

[www.acces.nysed.gov](http://www.acces.nysed.gov)

The ACCES Office is comprised of three primary areas: Vocational Rehabilitation (including Independent Living Administration), Adult Education, and Bureau of Proprietary School Supervision. With their unique focus on the education and employment needs of New York State's adult citizens, these areas share several vital interests and goals.

### CTB McGraw Hill Education

[www.ctb.com](http://www.ctb.com)

For more than 85 years CTB/McGraw-Hill has distinguished itself as a leader in educational assessments and reporting. CTB McGraw Hill is committed to providing the highest quality assessment products and services.

## EngageNY

[www.engageny.org](http://www.engageny.org)

EngageNY.org is developed and maintained by the NYSED to support the implementation of key aspects of the New York State Board of Regents Reform Agenda. This is the official website for current materials and resources related to the Regents Reform Agenda. The agenda includes the implementation of the New York State P-12 Common Core Learning Standards (CCLS), Teacher and Leader Effectiveness (TLE), and Data-Driven Instruction (DDI). EngageNY.org is dedicated to providing educators across New York State with real-time, professional learning tools and resources to support teachers in reaching the State's vision to provide a college and career ready education for all students.

## Learning Disabilities Association of America (LDA)

[www.lidaamerica.org](http://www.lidaamerica.org)

Since 1963 the LDA has provided support to people with learning disabilities, their parents, teachers, and other professionals with cutting edge information on learning disabilities, practical solutions, and a comprehensive network of resources. These services make the LDA the leading resource for information on learning disabilities. The LDA's mission is to create opportunities for success for all individuals affected by learning disabilities and to reduce the incidence of learning disabilities in future generations.

## Literacy Information and Communication System (LINCS)

[www.lincs.ed.gov](http://www.lincs.ed.gov)

LINCS is an initiative of the U.S. Department of Education's Office of Career, Technical, and Adult Education (OCTAE) to expand evidence-based practice in the field of adult literacy. The LINCS initiative features on-demand, web-based professional development opportunities; it offers targeted face-to-face training, high-quality resources, and an interactive on-line learning community.

LINCS demonstrates the OCTAE's commitment to delivering high-quality, on-demand educational opportunities to practitioners of adult education so that they can help adult students successfully transition to post-secondary education and 21st century jobs.

## **National Center for the Study of Adult Learning and Literacy (NCSALL)**

[www.ncsall.net](http://www.ncsall.net)

The NCSALL was a federally funded research and development center focused solely on adult learning. NCSALL's efforts were dedicated to improving practice in educational programs that serve adults with limited literacy and English language skills as well as those without a high school diploma.

NCSALL both informed and learned from practice. Its rigorous, high quality research increased knowledge and gave those teaching, managing, and setting policy in adult literacy education a sound basis for making decisions. NCSALL was also a leader in designing innovative professional development programs and in building support for research use.

## **National Reporting System (NRS) for Adult Education**

[www.nrsweb.org](http://www.nrsweb.org)

This is the primary website for information on the NRS, an outcome based reporting system for state administered, federally funded adult education programs. The website includes background on the NRS outcome measures and uniform data collection system, current developments in the system, publications, and access to training on the system (software, on-line modules, print materials, etc.) including the NRS On-line Training System.

## **New York Association for Continuing/Community Education (NYACCE)**

[www.nyacce.org](http://www.nyacce.org)

NYACCE is a state-wide association that provides information, and support for professionals serving the needs of life-long learners. Their goal is to achieve professional recognition of adult continuing/ community education and to promote the continuance of quality life-long learning for everyone.

## **New York State Education Department (NYSED)**

[www.nysed.gov](http://www.nysed.gov)

The NYSED is part of the University of the State of New York (USNY), one of the most complete and interconnected systems of educational services in the United States. Their mission is to raise the knowledge, skill, and opportunity of all people in New York State. Their vision is to provide leadership for a system that yields the best educated people in the world.

## **Prepare You for the TASC™ Test**

[www.tasctest.com/preparation-materials-for-test-takers.html](http://www.tasctest.com/preparation-materials-for-test-takers.html)

Preparing and passing the TASC™ Test is made easier with a list of test preparation materials and many resources related to the test. The TASC™ Test offers a variety of preparation materials to help test takers prepare for the exam. These items include a tutorial video, a study companion, practice tests, sample questions, and much more.

## **TASC Test Assessing Secondary Completion (TASC™)**

[www.tasctest.com](http://www.tasctest.com)

The new national High School Equivalency (HSE) TASC™ exam is a state-of-the-art and affordable national HSE assessment. It assesses five subject areas: Reading, Writing, Mathematics, Science, and Social Studies. The five subject area tests are based on what students need to know to pass current high school tests. All together, the TASC™ exam measures examinees' levels of achievement relative to that of graduating high school seniors and existing career and college readiness standards.

## **U.S. Department of Education (ED)**

[www.ed.gov](http://www.ed.gov)

ED's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access for all students. Also listed is the Office of Career, Technical, and Adult Education (OCTAE) which administers and coordinates programs that are related to adult education and literacy, career and technical education, and community colleges.



DISCOVER THE EXCELLENCE



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