

1. Individual student issues: If you are having a problem with students not showing up on one of the NRS Tables, contact the CALIS help desk and inform them of the specific students' names and IDs. They can research the students and tell you what's happening.
2. NRS issues: For students to show up on the NRS Tables, they must have at least 12 contact hours. For students to show up with a goal on Table 5, they must have 12 hours, have the goal in CALIS, be separated, and their outcome must be marked and dated as achieved.
3. Policy issues: "Students do not need to be assessed in all of the areas described in the NRS level descriptors. The local program must decide, in accordance with State guidelines, the skill areas most relevant to each student's needs or the program's curriculum and assess students in these areas. At a minimum, students must be assessed in basic reading, writing or math." (from www.nrsonline.org)
4. From Benchmark ITS (3/7/11): "If a student had a Math [pretest] at Level 2 and a Reading at Level 3, and post-tested into Reading Level 4, he would show a gain for Table 4 purposes, but his EFL would remain Level 2. It is only when the Math score advances to Level 3 or higher that the EFL would be affected."
5. When you separate a student (for example, for non-attendance), backdate the separation to the last date of attendance – do not use the current date of the data entry.
6. If a student is separated and returns to the program, the program may choose to use the student's last test score if it is less than three months old. Print the page from the student's CALIS Test History for documentation in the student's file. If a student moves from one program to another, the same procedure may be followed instead of testing the student again.
7. At the beginning of a new fiscal year (July 1), student contact hours of attendance revert to zero. If a student passes the GED or achieves one of the other follow-up goals but she does not have 12 hours in the new fiscal year, the goals will not show up in Table 5. On the other hand, the hours since the last test will be carried over and continue to be counted toward the post-testing alerts.
8. Table 5 contains a record of the current fiscal year's students in the GED goal and the post-secondary education/ training goal. The two employment goals are not the correct quarters for reporting purposes.
9. Exercise caution when entering a student's Contact Type. If you designate a student as ABE/ASE and they are really ESL, this error can only be changed by BenchmarkITS. The normal progression is from ESL to ABE.
10. No test or attendance data can be entered for a student prior to the student's registration date.