CASAS Cadre Roles & Responsibilities

The State Board for Community and Technical Colleges (SBCTC) office of Basic Education for Adults (BEdA) organizes and trains the CASAS Cadre to uphold the validity, reliability, and integrity of the CASAS assessment process and to implement BEdA’s Assessment Policy. All BEdA funded programs are required to participate in the CASAS Cadre.

CASAS Cadre members at each program are responsible to:

* Ensure all CASAS test proctors have completed required CASAS training at [www.casas.org](http://www.casas.org).
* Retain proof of all current CASAS test proctor training certification.
* Perform quality assurance at your organization around [CASAS Test Security Policy](https://www.casas.org/about-casas/privacy-and-copyright-policy) and security procedures as well as WABERS+ data quality (program directors are directly responsible).
* Disseminate and implement BEdA’s annual [Assessment Policy](https://www.sbctc.edu/colleges-staff/programs-services/basic-education-for-adults/beda-handbook/program-requirements.aspx) and updates to your organization.
* Ask questions, learn, and develop best practices for your program.
* Participate on the CASAS Cadre Listserv (automatic enrollment with Cadre training).

To be a member of the CASAS Cadre, you need to:

* Complete and renew every two years required CASAS certification at [www.casas.org](http://www.casas.org).
* Attend an annual state CASAS Cadre certification meeting conducted by BEdA staff.

Colleges must maintain two Cadre members while Community-based Organizations (CBOs) may retain one or two depending on their size and need. A director of any program may also be trained as a Cadre member and serve in that capacity. If your organization needs additional CASAS Cadre, please contact BEdA.

Thank you for serving in this important role in your organization. For support from BEdA, contact Scott Toscano, stoscano@sbctc.edu, and Jodi Ruback, jruback@sbctc.edu. For technical questions about CASAS Systems, contact techsupport@casas.org. Visit [www.casas.org](http://www.casas.org) for numerous free resources and training.

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