



# CASAS STEPS Test Preparation using Burlington English

## **Lewis (Louie) Paras**

Customer Manager, Michigan  
Burlinton English

## **Dinah Ramirez**

Volunteer Engagement Coordinator  
Oakland Literacy Council

# Preparing Learners for Testing

Tutors play an important role in helping learners feel prepared and confident.



# Student Notification Email

## Starting Mid-March

Students will be notified via e-mail when they reach 40 hours of instruction.

- **Email will include:**

- Recommended Testing Level to review in Burlington English for Reading, Listening, or BOTH
- A link to schedule testing

- **Student Action:**

- Begin test prep in Burlington English as homework and with their tutor
- Schedule their test date during their scheduling window



# Tutor Notification Email

## Starting Mid-March

Tutors will be notified via e-mail when a learner reaches 40 hours of instruction.

- **Email will include:**
  - Recommended Testing Level to review in Burlington English for Reading, Listening, or BOTH
- **Tutor Action:**
  - Begin test prep with your student
  - Encourage your student to schedule their test date



# Things to Know

- Students should schedule their test at their earliest convenience during their scheduling window.
- Please keep in mind that we are testing ALL students who have reached 40+ hours during the testing season, so the sooner they schedule, the better their chances are of getting their desired testing date and time.
- If we see that a student has not scheduled their test, please know that we will reach out to you to help us get your student scheduled.
- **After the test,** Program Coordinators will share test results with the student and tutor.

