PROGRAM MEMORANDUM 26-9

DATE: October 19, 2026
TO: Adult Education Program Staff
FROM: Nick Moore, Chief Adult Education and Learning Officer
SUBJECT: Updated Assessment Policy Guidelines and Tip Testing Form

I. Purpose

This memorandum establishes updated guidance on the annual post-testing goal and TIP testing for Alabama Community College System (ACCS) Adult Education programs, with the aim of improving Educational Functioning Level (EFL) gains.

II. Policy

The policies listed below set assessment standards and goals and guide Tip testing:

- ACCS Adult Education 2026 -2027 (NRS Approved) Assessment Policy Manual
- CFR § 462.40(c)(3)(iii), which requires each state's assessment policy to specify a standard for the percentage of students to be pre- and post-tested

III. Changes to Assessment Policy Guidelines and Tip Testing Form

- Alabama's targeted test rate for PY 2026-2027 is changed from seventy-five percent (75%) to one hundred percent (100%) of all eligible participants (p.6)
- Removal of ACE/MAP programs from Tip Testing Section of Assessment Policy Guidelines (p.12), and "Reason 1" for Tip Testing on Tip Testing Form.
- Updated language in Tip Testing Section of Assessment Policy Guidelines (p.12)
- Updated Tip Testing form.

IV. Implementation Requirements

Implementation will go into effect immediately upon release of this memorandum.