

**Ministry of Advanced Education  
and Skills Development**

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**Memorandum**

**To:** Literacy and Basic Skills Program (LBS) Service Providers participating in the Learner Gains Research Project

**From:** Jennifer Barton  
Director, Program Delivery Support Branch

**Date:** November 4, 2016

**Subject:** Final entry date for Learner Gains Research Project exit assessment scores

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**OBJECTIVE:**

The purpose of this memo is to remind the LBS service providers participating in the Learner Gains Research Project that the last date for administering the Essential Skills for Employment and Education (ESEE) exit assessment is November 30, 2016.

**WHAT IS HAPPENING:**

Exit assessment scores are to be entered in the Assessment block of the Client Summary Page on an active service plan in EOIS-CaMS. The EOIS-CaMS allows for the entry of scores for all three competencies (numeracy, reading and document use). Scores are to be entered in these fields upon the learner completing the corresponding assessment.

To ensure that the information in EOIS-CaMS is current, the exit score is to be entered as close to the completion of the exit assessment as possible.

Data on learners exempted from taking the ESEE test should also be reported in EOIS-CaMS. The reason for the learner exemption is to be entered into the "Learner Gains exempted" field. This information can also be entered retroactively on an active service plan.

**NEXT STEPS:**

If there are any questions regarding the Learner Gains Research Project, please contact your Employment and Training Consultant (ETC).