

## Instructions for Tutors

These benchmarks directly correspond to the activity manuals on the corresponding web page where you found these benchmarks. These benchmarks not only provide our students with abilities needed to navigate the modern world but also crucial skills to have in preparation for the GED. Never hesitate to ask for additional help from Literacy Mid-South staff.

### Using These Benchmarks to Ensure Progress

Each sub-listing below the proceeding standards has a correlating activity in the activity manuals. We recommend you start slightly below your student's learning level to ensure their ability. If you do not know your student's reading/math level, please contact staff to receive information about their most recent TABE assessment scores.

### Which Activities and Benchmarks Should I Use for My Student(s)?

- Students who are interested in receiving their GED should use *all three* Math, Language Arts, and Reading benchmarks and activity sheets simultaneously.
- ESL tutors are encouraged to use Language Arts activities and benchmarks. Reading can be used as supplemental material as needed.
- Tutors of students most interested in math should use the Math activities and benchmarks.
- Tutors of students only interested in reading should use the Reading activities and benchmarks. Language Arts can be used as supplemental material as needed.

### Mastery Level

We ask that you report the mastery level of the student at each benchmark. Ideally, you will not move onto the next benchmark until you feel the student has a 100% mastery of the content of each standard below. When the student has displayed reasonable understanding of the subject matter, put a 100% in the box and be sure to calculate the number of hours spent on each subject. We urge you not to just use the activity manuals alone to display mastery of the subject. Use additional materials available online and in the libraries to help the student master each standard. Laubach and Challenger books are also available upon request.

### Reporting These Benchmarks

We ask that you submit a progress report about your student *each month* to Literacy Mid-South through our online Tutor Lounge. (<http://literacymidsouthtutor.weebly.com/>). Let us know what standard your student is on and any challenges you may have encountered along the way. Also, be sure to report your hours while you are there.

### Next Steps After Completion

Keep these benchmarks as your guide to helping your student progress. When you have finished all the benchmarks below, send in this checklist to Literacy Mid-South staff and notify them that your student is ready for a TABE assessment. Literacy Mid-South will contact you to schedule a time for a T.A.B.E. assessment. This assessment will ensure that your student has adequately progressed. Once your student has shown growth on the TABE, you may move to the next activities manual.

# Mathematics

## Level 0.0-1.9

### Beginning Literacy

Student	Tutor	Date Enrolled	
<b>Standard 1: Demonstrate pre-computational skills</b>	Hours of Instruction	Mastery Level %	Date & Initials
Identify and write number symbols 0-100			
Read words for numerals 1-20			
Count and associate numbers with quantities, including recognizing correct number sequencing			
Understand basic concepts e.g. more, less, same as, above, below, between, in, out, over, under			

<b>Standard 2: Show awareness of the ways numbers are represented and used in the real world</b>	Hours of Instruction	Mastery Level %	Date & Initials
Use the first ten ordinal numbers			
Understand and apply the concepts of counting by 2s, 5s, and 10s			

<b>Standard 3: Demonstrate reasonable proficiency in computing addition and subtraction problems</b>	Hours of Instruction	Mastery Level %	Date & Initials
Understand and explain the effect of addition on whole numbers			
Solve without regrouping 1-and-2-digit addition problems in both vertical and horizontal notation			
Understand and explain the effect of subtraction on whole numbers			
Solve without regrouping 1-and-2-digit subtraction problems in both vertical and horizontal notation			
Select the appropriate operation to solve specific problems involving addition and subtraction of whole numbers			
Add 1-digit whole numbers to solve real world problems using appropriate methods of computing, e.g. manipulatives, mental mathematics, and paper and pencil.			

Add a column of three 1-digit numbers			
Recall addition facts using a number line, table, or memory			
Recall subtraction facts using a number line, table, or memory			

<b>Standard 4: Measure quantities in the real world and use the measures to solve problems</b>	<b>Hours of Instruction</b>	<b>Mastery Level %</b>	<b>Date &amp; Initials</b>
Use customary units such as inches, pounds, degrees, and cups to measure real quantities.			
Use and describe basic measurement concepts, e.g. length, weight, digital and analog time, temperature, and capacity.			
Select and use an appropriate unit of measure.			
State the date by month, day, and year using a calendar.			
Tell the time to the hour and half-hour.			

<b>Standard 5: Identify two and three dimensional shapes</b>	<b>Hours of Instruction</b>	<b>Mastery Level %</b>	<b>Date &amp; Initials</b>
Identify a square, circle, rectangle, and triangle			

<b>Standard 6: Solve money problems</b>	<b>Hours of Instruction</b>	<b>Mastery Level %</b>	<b>Date &amp; Initials</b>
Identify coins and currency of different values			
Identify sets of coins equivalent to 25 cents or less.			
Read and write numerals for money			
Use addition without regrouping to solve real-world problems involving two purchases totaling no more than 50 cents			
Recognize monetary symbols.			

**STOP! Please contact Literacy Mid-South for a student assessment before continuing!**

Adapted from the Florida Department of Education ABE Performance Standards