CASAS ABE Intake Process

Guidelines for determining level placement

1. Assess student’s basic English language proficiency
   - observe how well the student can fill out forms and perform other writing tasks
   - consider number of years of formal schooling and other information on demographic records
   - administer CASAS writing screening or other writing assessment
   - consider other factors affecting level placement

   ... then evaluate information and determine next step

2A. Skip the locator or appraisal and administer the five practice items from Beginning Literacy Reading, Form 27, one-on-one.

   Student writes name and address, and produces basic writing sample

   Results
   - some difficulty
   - little or no difficulty

   Test form to administer
   - Administer Form 27 as pretest
   - Administer Level A reading and math forms as pretests

2B. Administer the locator or appraisal for reading and math:
   - Locator + pretest, or
   - Appraisal + pretest, or
   - Appraisal (alone)

3. Place student in an instructional level according to the lower of two pretest scores.
   - The pretest score serves as the initial point of comparison for progress testing.
   - The appraisal score (alone) provides accurate placement information.