

## **Writing Screening (optional)**

### **Description**

The *Writing Screening* is an optional exercise in which individuals write their name, the date, and a short answer to a simple question. This short exercise provides a very general assessment of a student's writing ability.

The *Writing Screening* provides enough information to determine whether a student has very limited reading and writing ability and should not take a locator with CASAS eTests or an appraisal with paper tests.

The *Writing Screening* also provides valuable information to guide student placement into an instructional level or program.

The *Writing Screening* is recommended to use as part of the intake process. Local programs who decide not to administer the *Writing Screening* during the intake process should give the *Reading Screening* after the *Oral Screening*. Teachers may be advised to administer the *Writing Screening* or a similar measure in class at the beginning of instruction.

### **Administration Instructions**

Students may use the *Writing Screening Student Response Sheet* in Appendix C to write their response to the question, "*Why do you want to study here?*" Please make copies of the response sheet for student use.

- Have students write their name and the date at the top of the sheet.
- If any student has difficulty writing name and date, stop the *Writing Screening* and proceed to give the *Reading Screening* one-on-one.
- To introduce the writing task, say "*Please read the question and write your answer.*"
- Allow 5 -- 10 minutes for students to respond.
- Students who can write only a few words may finish quickly. These students should also take the *Reading Screening* to determine the appropriate pretest form.
- The student's response may be shared with the student's teacher to guide instruction.

### **Writing Screening Results**

Give the *Reading Screening* if the student:

- Had difficulty writing Name or Date on the *Writing Screening* or on the program registration form, or
- Wrote nothing or a few words in response to the *Writing Screening* question.

If the student demonstrated basic or higher writing ability:

- Skip the *Reading Screening*.
- Give a locator or appraisal.



*Intake Screening Scoring Sheet*

**Student Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Test Administrator:** \_\_\_\_\_

**Oral Screening** – Circle 0, 1 or 2

**Total Points**

**1** 0 1 2

**2** 0 1 2

**3** 0 1 2

**4** 0 1 2

**5** 0 1 2

**6** 0 1 2

**Reading Screening** – Circle 0 or 1

**Total Points**

**1** 0 1

**2** 0 1

**3** 0 1

**4** 0 1

**5** 0 1

**Intake Process Outcome**

\_\_\_ Refer to instruction

\_\_\_ Give Form 27

\_\_\_ Give Level A

\_\_\_ Give locator or appraisal and pretest.

**Writing Screening**

\_\_\_ Could not write name.

\_\_\_ Could not write date.

\_\_\_ Could not answer question.

\_\_\_ Minimal response to question

\_\_\_ Good response to question

*Permission granted to duplicate for intake use.*