



CASAS Intake Process

Presented by:

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What is the CASAS Intake Process?

Optional informal assessment process

- Assess reading, oral, writing levels
- Ensure correct placement
 - Low level ELL
 - Low-level literacy native language speakers
- Administered by intake, testing staff
- *Intake Screening Process Manual*

Manuals and Customizable Forms

- <https://www.casas.org/training-and-support/testing-guidelines/intake-process>

The screenshot shows the CASAS website's 'Intake Process' page. The page is structured as follows:

- Navigation:** Home, Product Overview, Training and Support, Education Providers, Workforce Development, Business and Industry, Social Media Newsroom.
- Search:** A search bar with a magnifying glass icon and a search button.
- Header:** CASAS logo, user information (Welcome, [Guest User](#)), and links for Login, About, and Contact Us.
- Main Content Area:**
 - Training & Support:** A blue banner with the text 'Think of us as your adult assessment partner. We're invested in your success and are with you every step of the way.' and an image of a person presenting.
 - Intake Process:** A section with a heading 'Intake Process' and introductory text. It includes a sidebar with links to 'Assessment Accommodations', 'Assessment Policy', 'Intake Process', 'Pre- and Post-Testing', 'Scale Score Ranges', and 'Security Policy and Agreement'.
 - Intake Screening:** A table listing three PDF files for download:



File	Type	Size	Download
CASAS Intake Process	PDF	1.20 MB	Download
CASAS Intake Screening Flowchart	PDF	121.63 KB	Download
Intake Screening Scoring Sheet	PDF	162.58 KB	Download
 - Oral Screening:** A table listing one PDF file for download:

File	Type	Size	Download
CASAS Oral Screening	PDF	319.93 KB	Download
 - Reading Screening:** A table listing one PDF file for download:

File	Type	Size	Download
CASAS Reading Screening	PDF	445.26 KB	Download

Initial Screening (1)

- Top section of the answer sheet (Name, Date, etc.) can be used as a screening device.

Screening Response Sheet  

Oral / Writing Screening Response Sheet

Date: _____

Student Name: _____
 First Last

Test Administrator Name: _____
 First Last

Oral Screening Total Points

1	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>
2	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
3	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
4	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
5	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
6	<input type="radio"/> <input type="radio"/> <input type="radio"/>	

Writing Screening

1 | _____

2 | _____

Writing Scores	Total Points
1 <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>
2 <input type="radio"/> <input type="radio"/> <input type="radio"/>	

Comments

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Initial Screening (2)

- If examinee has **some difficulty** answering, administer the intake screening instruments
 - *Oral Screening* (ESL only)- 6 questions
 - *Writing Screening*- Name, date and Short Response
 - *Reading Screening*- 5 questions

Oral Screening Script

Scoring the Oral Screening

Use the scoring rubric below to assign 0, 1, or 2 to each of the six *Oral Screening* questions. Score the *Oral Screening* according to the guidelines in Appendix B.

Points	Guidelines
0	No answer, incomprehensible, or does not answer the question. Note: If the examinee responds, "I don't know," it is up to the administrator to determine whether this answer represents an appropriate response or lack of comprehension.
1	Comprehensible but not grammatically correct. Note: Comprehensible = understandable and relevant
2	Comprehensible and grammatically correct. Note: Answers that are appropriate and represent what a native speaker would provide would be given 2 points; therefore, some one-word answers would be given 2 points.

APPENDIX B – Oral Screening Rubric, Script, and Response Notes - continued

Question	Response Notes	SCORE		
		0	1	2
What's your name?	This question is not scored. Omit if you know the student.		My name Robert Torres.	Maria Alvarez.
1. What country are you from?	Naming a country is the correct response. Score 0 if the response is a city, state or province.	Yo no hablo inglés.	I from Peru.	I'm from Mexico. Mexico.
2. How long have you been in the United States? To clarify, ask: When did you come to the United States?	Some possible responses: <i>Four years; 1987; etc.</i>	¿Cómo? Last time.	Two year.	I've been here since 1980.
3. Tell me why you want to learn English. To clarify, ask: Why do you want to study English?	Any appropriate reason may be acceptable.	Want? Learn? English. Good.	Improve study.	Because I want a better job.
4. Do you read in your native language? If Yes, ask: What do you like to read? If No, ask: Why not?	Yes. Some possible responses: names of books, types of books, subjects. No. Some possible responses: <i>I didn't go to school in my country; I can't read; I have no time to read; etc.</i>	Sí. Yes. Read. . . . I no understand.	In Spanish? Yes. Oh, book, magazine	Not much. I try to read in English to get more English practice.
5. What work did you do in your country? <i>or</i> What work are you doing now?	Any appropriate response is acceptable. If the person has not worked, expressing that is also correct.	Uh . . . work. [No response]	Before, right? Fix machine. Now work mechanic.	I never worked in Mexico.
6. How many years did you go to school in your country? To clarify, ask: How long did you go to school in your country?	Any appropriate response is acceptable.	School? [No response]	Go school six year	Ten years.

Writing Screening

Intake Screening
Writing Screening Response Sheet

NAME _____

DATE _____

Why do you want to go to school?

Reading Screening

A

V A W M

bus

