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](https://www.casas.org/training-and-support/testing-guidelines/intake-process)
Initial Screening (1)

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

<table>
<thead>
<tr>
<th>Points</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>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.</td>
</tr>
<tr>
<td>1</td>
<td>Comprehensible but not grammatically correct. Note: Comprehensible = understandable and relevant</td>
</tr>
<tr>
<td>2</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Response Notes</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>What’s your name?</td>
<td>This question is not scored. Omit if you know the student.</td>
<td>0</td>
</tr>
<tr>
<td>What country are you from?</td>
<td>Naming a country is the correct response. Score 0 if the response is a city, state or province.</td>
<td>Yo no hablo inglés.</td>
</tr>
<tr>
<td>How long have you been in the United States? To clarify, ask: When did you come to the United States?</td>
<td>Some possible responses: Four years; 1987; etc.</td>
<td>¿Cómo?</td>
</tr>
<tr>
<td>Tell me why you want to learn English. To clarify, ask: Why do you want to study English?</td>
<td>Any appropriate reason may be acceptable.</td>
<td>Want? Learn?</td>
</tr>
<tr>
<td>Do you read in your native language? If Yes, ask: What do you like to read? If No, ask: Why not?</td>
<td>Yes. Some possible responses: names of books, types of books, subjects. No. Some possible responses: I didn’t go to school in my country; I can’t read; I have no time to read; etc.</td>
<td>Si. Yes. Read … I no understand.</td>
</tr>
<tr>
<td>What work did you do in your country? or What work are you doing now?</td>
<td>Any appropriate response is acceptable. If the person has not worked, expressing that is also correct.</td>
<td>Uh … work.</td>
</tr>
<tr>
<td>How many years did you go to school in your country? To clarify, ask: How long did you go to school in your country?</td>
<td>Any appropriate response is acceptable.</td>
<td>School?</td>
</tr>
</tbody>
</table>

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Writing Screening

Intake Screening
Writing Screening Response Sheet

NAME _________________________________________________________

DATE _________________________________________________________

Why do you want to go to school?
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

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Reading Screening