

(Provider Name) _____

ELT LEARNER INITIAL ASSESSMENT FORM

NAME _____ DATE OF ARRIVAL _____

Last First Middle

CURRENT ADDRESS _____

PHONE NO. _____

COUNTRY OF ORIGIN _____ DATE OF BIRTH _____

MALE/FEMALE _____ A# _____ YEARS OF EDUCATION _____

PRIMARY SPOKEN LANGUAGE _____

OTHER LANGUAGES _____

OCCUPATION & WORK EXPERIENCE _____

ASSESSMENT OF MINIMAL ELT COMPETENCIES

PART A ORAL PLACEMENT TEST

2 pts

1pt

0 pts

- | | | | |
|--|-------|-------|-------|
| 1. What's your name? | _____ | _____ | _____ |
| 2. Where are you from? | _____ | _____ | _____ |
| 3. What is this? (point to object in the learner's surrounding, and take note of what he/she successfully identifies) | _____ | _____ | _____ |
| 4. Do you have a family? | _____ | _____ | _____ |
| 5. Tell me about your family.
(to clarify, ask "Who is in your family? Where do they live? How many children do you have?") | _____ | _____ | _____ |
| 6. How long have you been in the United States? (to clarify, ask: When did you come to the United States?) | _____ | _____ | _____ |
| 7. Tell me about your country. (Is it a big country or a small country? What is the weather like?) | _____ | _____ | _____ |
| 8. How many years did you go to school in your country? (to clarify ask: How long did you go to school in your country?) | _____ | _____ | _____ |
| 9. What work did you do in your country? | _____ | _____ | _____ |

TOTAL SCORE: _____/18

Points 2=relevant response, grammatically correct 1=relevant response, grammatically incorrect 0=didn't answer or irrelevant

PART B LITERACY EVALUATION

Directions: Answer the following questions in _____. Then if possible, answer those same questions in other languages that you may know.

1. What's your name? _____

2. Where are you from? _____

3. Tell me about your family? _____

PART C ENGLISH ALPHABET EVALUATION

Directions: Fill in the blank below

A	B	C	___	E	F	G	___	I	J	K	___	M	N	O	___
Q	R	___	T	U	V	___	X	Y	___						

Direction: **Copy** the letters below in the space provided.

O	Q	W	M	N	C	P
___	___	___	___	___	___	___

Total Score: _____/7

PART D READING/WRITING EVALUATION I

Directions: Fill in the form below:

NAME: _____

Last

First

Middle

ADDRESS _____

City

State

Zip Code

ARE YOU MARRIED OR SINGLE? _____

HOW OLD ARE YOU? _____

ARE YOU MAN OR WOMAN? _____

WHAT WORK DID YOU DO IN YOUR COUNTRY? _____

Writing score: Each question: 1=perfectly filed in, 0.5=partially filed in, 0=not answered

Total Score: _____ /6

PART E READING/WRITING EVALUATION II

Directions: Read the following paragraph and choose the word that best fits the sentence.

Isabel Santos was born _____(at, in, within) El Salvador. She came _____(from, by, to) the United States with her sister _____ (or, and, plus) brother. Her mother _____(with, or, and) father still live _____(here, there, their) and she writes _____ (to, about, with) them often. Isabel _____(is, are, became) a U.S. citizen now. She can vote, and _____(they, he, she) knows and respects _____(the, an, a) government. She's happy _____(or, and, also) proud.

Reading score: Add the number of correct words _____/10.

PART F WRITING ASSESSMENT

Directions: Please write in English about your favorite food, your family or your country.

Writing score: 5=Fluent 4-2=Fairly clear, but poor grammar 1-0 = Difficult to understand

ELT PLACEMENT TEST SCORES

PART A - ORAL SCORE: _____/18

Level: 1 2 3

- Assessor's observations _____

PART B - LITERACY TEST INFORMATION:

- cannot read/write in any test language
- languages read/written: _____
- ease of writing: quickly _____ average _____ slowly _____

PART C - ENGLISH ALPHABET: _____/7

- has some knowledge
- has little or no knowledge

PART D: READING/WRITING EVALUATION I SCORE: _____/6

PART E: READING EVALUATION SCORE: _____/10

PART F: WRITING EVALUATION SCORE: _____

RECOMMENDATIONS:

ENROLLED IN: LEVEL I _____ LEVEL II _____ LEVEL III _____

MATERIALS RECEIVED: _____

STUDENT SIGNATURE: _____	DATE: _____
ASSESSOR'S SIGNATURE _____	DATE: _____

1. **Level 1** is designed for students who either have no language ability whatsoever or who function minimally in English. A few of those learners can handle only very routine entry-level jobs that do not require oral communication, and in which all tasks can be easily demonstrated. Individuals in Level 1 understand only a few isolated words, and extremely simple learned sentences. Their vocabulary is limited to a few isolated words. They have no control of grammar.
2. **Level 2** is designed for students who function with some difficulty in situations related to immediate needs. These learners can handle routine entry-level jobs that involve most basic oral communication, and in which all tasks can be demonstrated. A few can handle entry-level jobs that involve some simple oral communication, but in which tasks can also be demonstrated. Students in Level 2 understand simple learned phrases, spoken slowly with frequent repetitions. They ask and respond to simple learned questions. They have some control of very basic grammar. Some participate in basic conversation in very routine social situations
3. **Level 3** is designed for low-intermediate students who are creating language on their own and no longer rely mainly on learned phrases to communicate. Level 3 focuses on work life, education, community resources, and personal interactions. Students at this level would benefit more if they were referred to and enrolled at a Community College ESL Program.

Instructions for ELT Learner Initial Assessment Form DSS-6234

The purpose of this form is to provide a vehicle to assess the client's English language proficiency and English literacy, and to determine the appropriate level of English Language Training to be provided by the local affiliate or refugee service provider.

GENERAL INSTRUCTIONS

This form should be completed by the local affiliate or refugee service provider employee assigned to the English Language program, upon arrival of the client and prior to enrollment in ELT Classes. When or if this is not possible the assessment must be completed within first ten (10) days of class.

This form should be completed a 2nd time upon exiting the program or at the end of 6 months. (whichever comes first).

Complete as follows:

Provider Name – enter the name of the agency completing form

Name – enter the client's name (last, first, middle)

Address – enter the client's address

Phone – enter the client's phone number

Country of Origin- enter the client's country of origin

Date of Birth – enter the client's date of birth

Male/Female – enter the client's sex

A# - enter the client's alien number

Education – enter the client's number of years of education

Language – enter the client's primary spoken language

Other Languages – enter all other languages the client speaks

Occupation & Work Experience – enter client's current occupation and previous work experience

Part A Oral Placement Test

This is a spoken test graded by points to assess competency. Instructor should ask numbered questions and grade according to oral response from client. Point system is listed at bottom of test.

Part B Literacy Evaluation, Part C English Alphabet Evaluation, Part D Reading/Writing Evaluation

Enter the client's primary language.

Instruct the client to answer the questions in a written format.

Score according to writing score listed at the bottom of Part D.

Part E Reading/Writing Evaluation II

Instruct client to choose word that best fits the sentence and circle.

Enter score of the number of correct words chosen.

Part F Writing Assessment

Instruct client to write in English about favorite topic.

Score according to writing score listed at the bottom of Part F.

ELT Placement Test Scores

Enter client's oral score.

Circle client's ELT Level based on levels described on page 6.

Enter Assessor's observations and scores.

Enter recommendations for clients.

Check Level of enrollment for client.

List materials client received.

Student and Instructor must sign and date form.