English Language Assessment

INTERVIEW

NB The underlined sentences are to be addressed to the interviewee

A UNDERSTANDING QUESTIONS

1 Simple social chat

		Unable	Able
i	What is your name?	0	1
ii	How are you?	0	1
iii	Where do you live?	0	1
	Total		

(Max 3)

If the candidate is fluent, speaking rapid accurate English, omit item 2 and award full marks.

2 Simple questions with Yes/No answers

Two practice questions. Not to be scored

a) Hold up 3 fingers and say: 'This is three' Yes

b) 'Yesterday was Saturday' (incorrect day) No

Continue with these:

		Unable	Able
i	3 and 2 are 5	0	2
ii	There are six days in a week	0	2
iii	Doctors work in hospitals	0	2
	Total		

(Max 6)

(Time $1\frac{1}{2}$ mins)

B UNDERSTANDING INSTRUCTIONS

Following simple instructions

Requirements: a pencil, a piece of paper

Place the pencil and paper in front of the interviewee.

Here is a piece of paper and a pencil

		Wrong/ Poor	Hesitant	Good
i	Pick up the piece of paper	0	1	2
ii	Give it to me	0	1	2
iii	Touch the pencil	0	1	2
iv	Don't pick it up	0	1	2
v	Take the piece of paper	0	1	2
vi	Put it on the pencil	0	1	2
	Total			

(Max 12)

(Time 1 min)

C READING

1 A basic list

Requirements: a reading card
(choose one of the following lists)

1	2	3	Poor	Fair	Good
cap	stop	press	0	1	2
sheet	slow	fix	0	1	2
collar	halt	turn	0	1	2
skirt	alarm	place	0	1	2
jumper	danger	apply	0	1	2
		Total			

(Max 10)

(Time ½ min)

2 Matching cards with pictures

Requirements: 9 word cards
9 picture cards

			Total correct
eggs	milk	onions	
meat	grapes	bread	
cake	beans	chips	

(Max 9)

(Time 1 min)

C READING

3 Three sentences

Requirements: Reading card

		Poor	Fair	Good
i	Five, Four, Three, Two, One	0	1	2
ii	Take off! A great noise and the rocket lifts off the pad	0	2	4
iii	It rises, slowly at first, then turning slightly shoots into the sky	0	3	5
	Total			

(Max 11)

(Time $1\frac{1}{2}$ mins)

4 Sorting words into groups

Requirements: Card divided in 4 squares. 16 word cards

1	2	3	4
shop	car	bucket	sheet
hospital	train	brush	pillow
bank	aeroplane	mop	pillowcase
house	ship	cloth	blanket

Total correct

(Max 16)

(Time 2 mins)

D WRITING

Filling in a form

Requirements: Form and pencil

			Unable	Able
1	Name	Writing	0	1
		Spelling	0	1
		Understanding	0	1
2	Married/Unmarried (ask candidate to copy whichever is relevant)	Writing	0	1
		Spelling	0	1
		Understanding	0	1
3	Address	Writing	0	1
		Spelling	0	1
		Understanding	0	1
4	Nationality	Writing	0	1
		Spelling	0	1
		Understanding	0	1
5	What was your last job?	Writing	0	1
		Spelling	0	1
		Understanding	0	1
		Total		

(Max 15)

(Time $1\frac{1}{2}$ mins)

E SPEAKING

1 Repeat these sentences after me

NB Don't break up the sentences, but say them at a reasonable speed
Don't say the sentences a second time or try to correct a mistake

		Poor	Fair	Good
i	Give me 14 sheets	1	2	3
ii	Bring her the cups	1	2	3
iii	I can't wait five minutes	1	2	3
iv	Switch it on and turn it up	1	3	5
v	Turn right. Take the 2nd door on the left	1	3	5
	Total			

(Time ½ min) (Max 19)

2 Guided conversation

We're going to have a chat. You say you come from X.

		Poor/ Wrong	Fair/ Hesitant	Good
i	Where did you live in X?	1	2	3
ii	When did you come to England?	1	2	3
iii	Did you come by train?	1	2	3
iv	Why did you come to England?	1	3	5
	Total			

(Max 14)

E SPEAKING

2a If educational background is required:

a) Did you go to school in X? (country of origin)

b) How many years did you go to school?

3 Description

Now can you tell me how to make

(Choose ONE)

a cup of tea

a bed

a phone call

Poor	Fair	Good
5	10	15

Total

(Max 15)

E SPEAKING

4 PICTURE PROMPTS

Requirements: Picture of hospital ward. Man in bed with bandaged head and arms. Doctor is reading the patient's medical chart. A nurse is putting a thermometer into the patient's mouth.

			Poor	Fair/ Hesitant	Good
1	Who's this	(a doctor)	0	1	2
2	Is this a doctor?	(No, a nurse)	0	1	2
3	Why is the man in hospital?	(has had an accident)	1	2	4
4	How does the nurse find out the man's temperature?	(by putting the thermometer in his mouth)	1	3	5
5	What is the chart for that the doctor is reading?	(to tell him the patient's temperature, pulse resp.etc)	1	3	5
		Total			

(Max 18)

English Language Assessment

INSTRUCTIONS

ENGLISH LANGUAGE ASSESSMENT

INTERVIEW

INSTRUCTIONS AND NOTES ON USE

Prepared by JACEK OPIENSKI
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THE KING'S FUND CENTRE
24 Nutford Place
London W1H 6AN

INTRODUCTION

As a result of comments made by various groups of hospital staff meeting at the King's Fund Centre, the Centre became aware of some of the problems arising from difficulties in communicating adequately with non-English-speaking patients. A preliminary survey revealed that these difficulties were not restricted to communication with patients. Many hospitals face similar problems resulting from the employment of staff of all grades (professional, ancillary and student status) with inadequate or restricted comprehension of the English language. The problem is, in fact, not only one of language, but also of differing cultures, habits and outlook and involves nationalities from all parts of the world from Europe to the Far East. Neither is it restricted to patient-staff relationships; staff-to-staff contact is equally important.

To try to help overcome some of these problems, the Centre enlisted the help of the Pathway Further Education Centre (London Borough of Ealing Education Committee), and the King's Fund Research Committee agreed to finance a three-year project of research and training.

One part of the project is concerned with the preparation of a language efficiency test for overseas ancillary staff. This test - or assessment interview - has now been developed by Jacek Opienski of the Pathway Centre and is offered to hospitals as an additional tool for management and supervisory staff. It is hoped that it will assist in improving standards of efficiency as well as mutual understanding for the benefit of all those working in hospitals, as well as the patients they serve.

This interview has been designed so that it can be administered by non-language specialists within the context of their jobs - for example by a manager, supervisor or personnel officer.

Other parts of the project include English language training courses for overseas staff in laundry, domestic and catering departments, as well as information to help with overseas patients and the orientation of overseas student nurses.

THE LANGUAGE BARRIER

DO YOU EVER FEEL

Uncertain of the extent to which your overseas staff understand your explanations and instructions?

that your overseas staff tend to be unusually abrupt in the way they speak to you?

that they sometimes use language as an excuse for not doing something they dislike?

that they use English less than they could or should and don't try to improve?

that they don't contribute much to the friendly atmosphere at work?

If any or all of these are true for you, you may be making a common mistake. You may be over-estimating your employees' actual competence in English.

If these types of difficulties and misunderstandings arise you would be well advised to find out:

how far your staff can follow your instructions

how much they can understand your explanations

how much they can participate in a simple social conversation

how accurately they can express themselves

how well they can read and write English, if at all.

This assessment interview is designed to provide you with a way of finding out these things.

In fact, the most frequent misconceptions about the English of non-native speakers are:

that understanding English is the same as speaking it

that chatting fluently about everyday things in English necessarily means a wide knowledge of English

that if you can speak English you must be able to read or write it and vice versa

that people who seem to understand your instructions actually do understand. It may be your gestures and the situation that they are following and they are reluctant to let you know they cannot follow the actual words.

THE AIM AND PURPOSE OF THE INTERVIEW

This interview provides a means of assessing someone's ability to use English in ways relevant to work as a hospital ancillary.

The assessment can be used for a variety of purposes and situations:

> at selection as a factor in deciding a person's suitability for a job
>
> during the initial training period to provide vital information so that supervision can have correct expectations about the level of English of a new member of staff and then handle and place him or her accordingly
>
> with existing staff to make sure the extent of the language barrier is really understood
>
> to assess a possible need for English classes amongst existing staff
>
> as a factor in assessing suitability for promotion, and then making sure a person's English has improved before promotion.

The interview assesses the four skills involved in using a foreign language successfully:

Sections A and B	Listening
Section C	Reading
Section D	Writing
Section E	Speaking

These skills are, of course, closely linked with one another, but will not necessarily be developed to the same degree in any one person. Consequently, each section is designed to focus on one of these skills.

The detailed aims of each section are outlined in the next section on administering the interview.

ADMINISTERING AND SCORING THE INTERVIEW

The following notes are a brief guide to administering the interview and an explanation as to what is being assessed and why.

1 What to do before giving the interview:

The interviewer should be thoroughly familiar with all the sections of the interview beforehand. This includes knowing what to look for in each item and how to score it. A couple of try-outs, with overseas employees you know well, would be a good way of becoming familiar with it.

2 Giving the interview:

Remember - the candidate will be very nervous and any weaknesses he or she may have in English will, of course, be aggravated by the strains of the interview situation. The weaker the candidate, the greater the strain.
Explanations as to what is required of the candidate for each item have been kept to a minimum, but even so, the weaker candidate will have a problem grasping what he or she is expected to do.
For example, in Section E1, the instruction word 'repeat' may not be known, but a combination of pointing, encouraging hand gestures and slow repetition of 'repeat' and 'you say' should do the trick.

3 Scoring the interview:
Score as you go along. Do not score for items not attempted.

4 At the end of the interview:
After giving the interview, the interviewer should rate his or her overall impression of the candidate's performance in the different sections of the interview.
There is a separate page provided for this purpose at the end of the score sheets. It should be filled in immediately after the interview, while the impressions are still fresh.

THE INTERVIEW

SECTION A WHAT IS BEING ASSESSED?

Listening skills

How far the candidate can understand and respond to some simple English sentences.

ADMINISTERING THE TWO ITEMS:

A1 This is to set the candidate at ease and to give him some confidence in using English successfully. The three questions should be fitted into a more general introductory conversation but only the answers to the three should be scored. Where it is needed, give the candidate plenty of encouragement. Repeat the questions slowly and sympathetically and don't feel the need to correct mistakes or insist for too long on one point.

A2 If the candidate has a very fluent and comprehensive grasp of English, omit the second part and award full marks. If any doubt, adminster the item.

INTERPRETING THE SCORES:

A 1 Only the very weak will score less than 3.

A 2 Most people should get full marks on this item.

SECTION B WHAT IS BEING ASSESSED?

Listening skills

How far the candidate is able to follow a set of simple instructions in sequence.

ADMINISTERING THE ITEM

Make sure the candidate understands 'pencil' and 'paper'. Try to avoid giving visual clues to the candidate with eye and head movements.

An immediate reaction full of assurance would score 'good'. Uncertainty or looking for clues but getting it right would score 'hesitant'.

INTERPRETING THE SCORE

8 is an average* score.

People who have high scores for A1 and A2 but a low score for B, may give the impression of understanding English, while they are not really able to follow instructions adequately.

---

* See appendix A for an explanation of 'average' scores.

SECTION C WHAT IS BEING ASSESSED?

Reading skills

How far the candidate can recognise and make sense of written English.

ADMINISTERING THE ITEM

Prepare the candidates for each part of the item with a brief introduction to what is required. In the two parts involving reading aloud (C1 and C3), concentrate on the speed of recognition and the ease of production rather than on the spoken quality, although words badly pronounced or ambiguous would reduce the score.

INTERPRETING THE SCORES

C1 - Assessing sound values given to written English

Poor - unintelligible or ambiguous
eg 'cup' for 'cap' or 'cuff'

Fair - hestitant minor mistakes not affecting intelligibility
eg 'sss-top' or 'estop' for 'stop'

Good - well pronounced, unambiguous

C2 - Assessing reading for meaning. If slow to understand give help by placing the 'eggs' word card on the right box on the picture card. Deduct any cards used to demonstrate what is wanted from total.

C3 - Assessing reading in sequence rather than the sound values

i) a simple sequence

ii) watch for grouping of words according to sense
ie A great noise - pause - and the rocket lifts off the pad
not A great - pause - noise and the rocket lifts off the pad

iii) More complicated phrasing within a sentence where not all word groups are indicated by commas

C4 - As in C2 - Give help if necessary but deduct any words given from candidates total

INTERPRETING THE SCORES

C1	-	average	5/10
C2	-	average	6/9
C3	-	average	4/11
C4	-	average	7/16

Cutt off point

Administer C2 even if C1 proves difficult, but if C1 and C2 are difficult then don't give C3 or C4.
C1 and C3 give an indication of the candidate's ability to tackle written messages.
C2 and C4 are an indication of the ability to follow lists and record sheets while not necessarily knowing the sounds of the words.

NB Care will be needed when interviewing candidates who say they are illiterate. Tactfully encouraging them to read aloud the first couple of words in the list C1 may reveal a certain, limited knowledge of the alphabet. But do not insist for too long.

SECTION D WHAT IS BEING ASSESSED?

Written skills

How far the candidate is able to make sense of, and complete, a simple form.

ADMINISTERING THE ITEM

Here the focus is on the mechanics of writing, so give help about what to write, but not how to write or spell it.

Line 1 - Name: very weak candidates may need a lot of encouraging to write their name.

Line 2 - Married/Unmarried: ask the candidate to copy which ever is relevant.

Lines 3, 4 & 5: If asked, give help about what to write. Do not give spellings.

INTERPRETING THE SCORE

8 is average

Non-readers can almost always write their own name.

SECTION E WHAT IS BEING ASSESSED?

Speaking skills

How far the candidate can produce accurate spoken English and communicate successfully.

ADMINISTERING THE ITEM

E1 Resist the temptation to correct mistakes or split up the sentences. Try to speak as naturally as possible but at a slightly slower speed than normal.

E2 If the information is not available on the application form, it would be useful to add a couple of extra questions at the end of this section about the candidate's educational history. This would be particularly relevant if any language training is envisaged. Particular tact will be necessary with weak candidates as they may be especially sensitive about their lack or low level of education. Questions should be about education in the country of origin, e.g. the number of years spent at (primary or secondary) schools, any examinations passed.
Asian candidates should be asked which class they finished.

E3 Ask for more detail if the description seems short. Should take at least $\frac{1}{2}$ minute.

E4 Concentrate on the quality and fluency of the English rather than on a very brief, correct answer.

SECTION E (cont'd)

INTERPRETING THE SCORES

E1 - Poor - major mistakes (as underlined) and poor quality

Fair - major mistakes but otherwise well pronounced

Good - fluent and unambiguous

E2 8/14 is average

E3 Poor - generally unintelligible
few linking words
eg 'the tea' - 'the water' - 'the gas'

Fair - ungrammatical but intelligible; ignorant of specific words like kettle or receiver

Good - fluent and comprehensive description

E3 & E4

High scores show a good grasp of spoken English in everyday situations. These two items are included to let the better candidates show just how good they are.

OVERALL IMPRESSION SHEET

This sheet allows the interviewer to give credit for factors involved in communicating in English successfully which are not easily or usefully calculated in terms of a numbered score.

As the results will be more subjective than numbered scores, care must be taken not to place too much importance on comparing sets of the results of different candidates against each other. Their value lies more in showing at a glance the differences in level of the language skills in any one person.

The first sheet shows a man with a fairly even allround ability in English. The second shows a girl who is much better at English but who has a very uneven development of the four language skills.

It is far more likely that people will make inaccurate generalised assumptions about the better speaker as to her competence in the four language skills.

Here are two sample sheets of overall impression scoring;
(See page 5 of score sheets for fuller version of these forms)

	Very Weak	Weak	Fair	Good	Very Good
A Understanding Questions			✓		
				✓	
B Understanding Instructions		✓			
			✓		
C Reading		✓			
		✓			
	✓				
D Form-filling			✓		
			✓		
		✓			
		✓			
E Speaking			✓		
		✓			
			✓		
			✓		
			✓		

Mr. C Total score was 60. Fairly consistant low level of ability in the four skills - weak to fair.

	Very Weak	Weak	Fair	Good	Very Good
A Understanding Questions				✓	
					✓
B Understanding Instructions					✓
					✓
C Reading		✓			
				✓	
			✓		
D Form-filling					✓
		✓			
			✓		
			✓		
E Speaking		✓			
		✓			
				✓	
				✓	
			✓		

Miss N Total score was 96. Good listening skills but gives a mediocre impression of herself when she speaks. A good example of the uneven development of the four skills.

APPENDIX A

Notes on scoring

The interview was tested with a number of hospital employees with different levels of language ability. On the basis of their total scores, here is an approximate guide, which can be used for comparison with any worker's performance.

Guide to total score

Under 35	Very poor. Very inadequate knowledge of English
36-75	Weak
76-105	Fair
106-130	Good
Over 130	Very Good

An average score, as mentioned in interpreting the scores for the different sections, refers to the average obtained by hospital workers from overseas who were interviewed during the development of this assessment interview.

ENGLISH LANGUAGE ASSESSMENT INTERVIEW for HOSPITAL ANCILLARY STAFF

This parcel contains:

1 instruction book (KFC 73/397)

1 assessment test (KFC 73/400)

1 set of six cards (C1-C4 and E4)

2 small plastic holders for cards C2 and C4 when cut.

10 copies of score sheet (KFC 73/390)

10 copies of registration form (KFC 73/389)

Further copies of the score sheet (plus registration forms) can be obtained from the Kings Fund Centre (10 for 20 pence)

The Kings Fund Centre
24 Nutford Place
London W1H 6AN

KFC73/390

ENGLISH LANGUAGE ASSESSMENT INTERVIEW
SCORE SHEET

NAME: DATE:

A UNDERSTANDING QUESTIONS		Unable	Able
1 Simple social chat	i)	0	1
	ii)	0	1
	iii)	0	1
			(max 3)

2 Simple Yes/No answers		Unable	Able
	i)	0	2
	ii)	0	2
	iii)	0	2
			(max 6)

B UNDERSTANDING INSTRUCTIONS		Wrong/poor	Hesitant	Good
	i)	0	1	2
	ii)	0	1	2
	iii)	0	1	2
	iv)	0	1	2
	v)	0	1	2
	vi)	0	1	2
				(max 12)

C READING

		Poor	Fair	Good
1 Basic List (s)	i)	0	1	2
	ii)	0	1	2
	iii)	0	1	2
	iv)	0	1	2
	v)	0	1	2

_____

_____

(max 10)

2 Matching cards with pictures

Total Correct

_____

(max 9)

		Poor	Fair	Good
3 Three sentences	i)	0	1	2
	ii)	0	2	4
	iii)	0	3	5

_____

_____

(max 11)

4 Sorting Words

Total Correct

_____

(max 16)

D FORM-FILLING

		Unable	Able
i)	Writing	0	1
	Spelling	0	1
	Understanding	0	1
ii)	Writing	0	1
	Spelling	0	1
	Understanding	0	1
iii)	Writing	0	1
	Spelling	0	1
	Understanding	0	1
iv)	Writing	0	1
	Spelling	0	1
	Understanding	0	1
v)	Writing	0	1
	Spelling	0	1
	Understanding	0	1

(max 15)

E SPEAKING

			Poor	Fair	Good
1	Repeating Five Sentences	i)	1	2	3
		ii)	1	2	3
		iii)	1	2	3
		iv)	1	3	5
		v)	1	3	5
					(max 19)

			Poor/Wrong	Fair/ Hesitant	Good
2	Guided Conversation	i)	1	2	3
		ii)	1	2	3
		iii)	1	2	3
		iv)	1	3	5
					(max 14)

		Poor	Fair	Good
3	Description	5	10	15
				(max 15)

			Poor	Fair/ Hesitant	Good
4	Picture Prompts	i)	0	1	2
		ii)	0	1	2
		iii)	1	2	4
		iv)	1	3	5
		v)	1	3	5
					(max 18)

SCORE SHEET

This sheet should be completed immediately after the interview, on the basis of the interviewer's general impressions. This should be done quite independently of the final score sheet.

		Very weak	Weak	Fair	Good	Very good
A	Understanding questions					
	Readiness to answer					
B	Understanding instructions					
	Readiness to perform					
C Reading	Pronunciation					
	Fluency & speed					
	Intelligibility					
D Form-filling	Handwriting/legibility					
	Speed					
	Accuracy					
	Ability to cope with the form					
E Speaking	Pronunciation					
	Correctness					
	Readiness to speak					
	Fluency & speed					
	Intelligibility					

Notes

Name .....

Married/unmarried .....

Address .....

Nationality .....

What was your last job? .....

Name .....

Married/unmarried .....

Address .....

Nationality .....

What was your last job? .....

Name .....

Married/unmarried .....

Address .....

Nationality .....

What was your last job? .....

Name .....

Married/unmarried .....

Address .....

Nationality .....

What was your last job? .....

Name .....

Married/unmarried .....

Address .....

Nationality .....

What was your last job? .....

Name .....

Married/unmarried .....

Address .....

Nationality .....

What was your last job? .....

Name .....

Married/unmarried .....

Address .....

Nationality .....

What was your last job? .....

Name .....

Married/unmarried .....

Address .....

Nationality .....

What was your last job? .....

Name .....

Married/unmarried .....

Address .....

Nationality .....

What was your last job? .....

Name .....

Married/unmarried .....

Address .....

Nationality .....

What was your last job? .....

KFC73/390

ENGLISH LANGUAGE ASSESSMENT INTERVIEW
SCORE SHEET

NAME: DATE:

A UNDERSTANDING QUESTIONS		Unable	Able
1 Simple social chat	i)	0	1
	ii)	0	1
	iii)	0	1
			(max 3)

2 Simple Yes/No answers		Unable	Able
	i)	0	2
	ii)	0	2
	iii)	0	2
			(max 6)

B UNDERSTANDING INSTRUCTIONS		Wrong/poor	Hesitant	Good
	i)	0	1	2
	ii)	0	1	2
	iii)	0	1	2
	iv)	0	1	2
	v)	0	1	2
	vi)	0	1	2
				(max 12)

C READING

		Poor	Fair	Good
1 Basic List (s)	i)	0	1	2
	ii)	0	1	2
	iii)	0	1	2
	iv)	0	1	2
	v)	0	1	2

(max 10)

2 Matching cards with pictures

Total Correct

(max 9)

		Poor	Fair	Good
3 Three sentences	i)	0	1	2
	ii)	0	2	4
	iii)	0	3	5

(max 11)

4 Sorting Words

Total Correct

(max 16)

D	FORM-FILLING		Unable	Able
	i)	Writing	0	1
		Spelling	0	1
		Understanding	0	1
	ii)	Writing	0	1
		Spelling	0	1
		Understanding	0	1
	iii)	Writing	0	1
		Spelling	0	1
		Understanding	0	1
	iv)	Writing	0	1
		Spelling	0	1
		Understanding	0	1
	v)	Writing	0	1
		Spelling	0	1
		Understanding	0	1

(max 15)

E SPEAKING

1 Repeating Five Sentences

	Poor	Fair	Good
i)	1	2	3
ii)	1	2	3
iii)	1	2	3
iv)	1	3	5
v)	1	3	5

(max 19)

2 Guided Conversation

	Poor/Wrong	Fair/ Hesitant	Good
i)	1	2	3
ii)	1	2	3
iii)	1	2	3
iv)	1	3	5

(max 14)

3 Description

Poor	Fair	Good
5	10	15

(max 15)

4 Picture Prompts

	Poor	Fair/ Hesitant	Good
i)	0	1	2
ii)	0	1	2
iii)	1	2	4
iv)	1	3	5
v)	1	3	5

(max 18)

SCORE SHEET

This sheet should be completed immediately after the interview, on the basis of the interviewer's general impressions. This should be done quite independently of the final score sheet.

		Very weak	Weak	Fair	Good	Very good
A	Understanding questions					
	Readiness to answer					
B	Understanding instructions					
	Readiness to perform					
C Reading	Pronunciation					
	Fluency & speed					
	Intelligibility					
D Form-filling	Handwriting/legibility					
	Speed					
	Accuracy					
	Ability to cope with the form					
E Speaking	Pronunciation					
	Correctness					
	Readiness to speak					
	Fluency & speed					
	Intelligibility					

Notes

KFC73/390

ENGLISH LANGUAGE ASSESSMENT INTERVIEW
SCORE SHEET

NAME: DATE:

A UNDERSTANDING QUESTIONS		Unable	Able
1 Simple social chat	i)	0	1
	ii)	0	1
	iii)	0	1
			(max 3)

2 Simple Yes/No answers		Unable	Able
	i)	0	2
	ii)	0	2
	iii)	0	2
			(max 6)

B UNDERSTANDING INSTRUCTIONS		Wrong/poor	Hesitant	Good
	i)	0	1	2
	ii)	0	1	2
	iii)	0	1	2
	iv)	0	1	2
	v)	0	1	2
	vi)	0	1	2
				(max 12)

C READING

		Poor	Fair	Good
1 Basic List (s)	i)	0	1	2
	ii)	0	1	2
	iii)	0	1	2
	iv)	0	1	2
	v)	0	1	2

_____

_____ (max 10)

2 Matching cards with pictures

Total Correct

_____

(max 9)

		Poor	Fair	Good
3 Three sentences	i)	0	1	2
	ii)	0	2	4
	iii)	0	3	5

_____

_____ (max 11)

4 Sorting Words

Total Correct

_____

(max 16)

D FORM-FILLING

		Unable	Able
i)	Writing	0	1
	Spelling	0	1
	Understanding	0	1
ii)	Writing	0	1
	Spelling	0	1
	Understanding	0	1
iii)	Writing	0	1
	Spelling	0	1
	Understanding	0	1
iv)	Writing	0	1
	Spelling	0	1
	Understanding	0	1
v)	Writing	0	1
	Spelling	0	1
	Understanding	0	1

(max 15)

E SPEAKING

1 Repeating Five Sentences

	Poor	Fair	Good
i)	1	2	3
ii)	1	2	3
iii)	1	2	3
iv)	1	3	5
v)	1	3	5

(max 19)

2 Guided Conversation

	Poor/Wrong	Fair/ Hesitant	Good
i)	1	2	3
ii)	1	2	3
iii)	1	2	3
iv)	1	3	5

(max 14)

3 Description

Poor	Fair	Good
5	10	15

(max 15)

4 Picture Prompts

	Poor	Fair/ Hesitant	Good
i)	0	1	2
ii)	0	1	2
iii)	1	2	4
iv)	1	3	5
v)	1	3	5

(max 18)

SCORE SHEET

This sheet should be completed immediately after the interview, on the basis of the interviewer's general impressions. This should be done quite independently of the final score sheet.

		Very weak	Weak	Fair	Good	Very good
A	Understanding questions					
	Readiness to answer					
B	Understanding instructions					
	Readiness to perform					
C Reading	Pronunciation					
	Fluency & speed					
	Intelligibility					
D Form-filling	Handwriting/legibility					
	Speed					
	Accuracy					
	Ability to cope with the form					
E Speaking	Pronunciation					
	Correctness					
	Readiness to speak					
	Fluency & speed					
	Intelligibility					

Notes

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ENGLISH LANGUAGE ASSESSMENT INTERVIEW
SCORE SHEET

NAME: DATE:

A UNDERSTANDING QUESTIONS		Unable	Able
1 Simple social chat	i)	0	1
	ii)	0	1
	iii)	0	1
			(max 3)

2 Simple Yes/No answers		Unable	Able
	i)	0	2
	ii)	0	2
	iii)	0	2
			(max 6)

B UNDERSTANDING INSTRUCTIONS		Wrong/poor	Hesitant	Good
	i)	0	1	2
	ii)	0	1	2
	iii)	0	1	2
	iv)	0	1	2
	v)	0	1	2
	vi)	0	1	2
				(max 12)

C READING

		Poor	Fair	Good
1 Basic List (s)	i)	0	1	2
	ii)	0	1	2
	iii)	0	1	2
	iv)	0	1	2
	v)	0	1	2

_____

_____ (max 10)

2 Matching cards with pictures

Total Correct

_____

(max 9)

		Poor	Fair	Good
3 Three sentences	i)	0	1	2
	ii)	0	2	4
	iii)	0	3	5

_____

_____ (max 11)

4 Sorting Words

Total Correct

_____

(max 16)

D FORM-FILLING		Unable	Able
i)	Writing	0	1
	Spelling	0	1
	Understanding	0	1
ii)	Writing	0	1
	Spelling	0	1
	Understanding	0	1
iii)	Writing	0	1
	Spelling	0	1
	Understanding	0	1
iv)	Writing	0	1
	Spelling	0	1
	Understanding	0	1
v)	Writing	0	1
	Spelling	0	1
	Understanding	0	1

(max 15)

E SPEAKING

		Poor	Fair	Good
1 Repeating Five Sentences	i)	1	2	3
	ii)	1	2	3
	iii)	1	2	3
	iv)	1	3	5
	v)	1	3	5

(max 19)

		Poor/Wrong	Fair/ Hesitant	Good
2 Guided Conversation	i)	1	2	3
	ii)	1	2	3
	iii)	1	2	3
	iv)	1	3	5

(max 14)

	Poor	Fair	Good
3 Description	5	10	15

(max 15)

		Poor	Fair/ Hesitant	Good
4 Picture Prompts	i)	0	1	2
	ii)	0	1	2
	iii)	1	2	4
	iv)	1	3	5
	v)	1	3	5

(max 18)

SCORE SHEET

This sheet should be completed immediately after the interview, on the basis of the interviewer's general impressions. This should be done quite independently of the final score sheet.

		Very weak	Weak	Fair	Good	Very good
A	Understanding questions					
	Readiness to answer					
B	Understanding instructions					
	Readiness to perform					
C Reading	Pronunciation					
	Fluency & speed					
	Intelligibility					
D Form-filling	Handwriting/legibility					
	Speed					
	Accuracy					
	Ability to cope with the form					
E Speaking	Pronunciation					
	Correctness					
	Readiness to speak					
	Fluency & speed					
	Intelligibility					

Notes

ENGLISH LANGUAGE ASSESSMENT INTERVIEW
SCORE SHEET

NAME: DATE:

A UNDERSTANDING QUESTIONS		Unable	Able
1 Simple social chat	i)	0	1
	ii)	0	1
	iii)	0	1
			(max 3)
2 Simple Yes/No answers		Unable	Able
	i)	0	2
	ii)	0	2
	iii)	0	2
			(max 6)

B UNDERSTANDING INSTRUCTIONS		Wrong/poor	Hesitant	Good
	i)	0	1	2
	ii)	0	1	2
	iii)	0	1	2
	iv)	0	1	2
	v)	0	1	2
	vi)	0	1	2
				(max 12)

C READING

		Poor	Fair	Good
1 Basic List (s)	i)	0	1	2
	ii)	0	1	2
	iii)	0	1	2
	iv)	0	1	2
	v)	0	1	2

_____

_____ (max 10)

2 Matching cards with pictures

Total Correct

_____

(max 9)

		Poor	Fair	Good
3 Three sentences	i)	0	1	2
	ii)	0	2	4
	iii)	0	3	5

_____

_____ (max 11)

4 Sorting Words

Total Correct

_____

(max 16)

D	FORM-FILLING		Unable	Able
	i)	Writing	0	1
		Spelling	0	1
		Understanding	0	1
	ii)	Writing	0	1
		Spelling	0	1
		Understanding	0	1
	iii)	Writing	0	1
		Spelling	0	1
		Understanding	0	1
	iv)	Writing	0	1
		Spelling	0	1
		Understanding	0	1
	v)	Writing	0	1
		Spelling	0	1
		Understanding	0	1

(max 15)

E SPEAKING

1 Repeating Five Sentences

	Poor	Fair	Good
i)	1	2	3
ii)	1	2	3
iii)	1	2	3
iv)	1	3	5
v)	1	3	5

(max 19)

2 Guided Conversation

	Poor/Wrong	Fair/ Hesitant	Good
i)	1	2	3
ii)	1	2	3
iii)	1	2	3
iv)	1	3	5

(max 14)

3 Description

Poor	Fair	Good
5	10	15

(max 15)

4 Picture Prompts

	Poor	Fair/ Hesitant	Good
i)	0	1	2
ii)	0	1	2
iii)	1	2	4
iv)	1	3	5
v)	1	3	5

(max 18)

SCORE SHEET

This sheet should be completed immediately after the interview, on the basis of the interviewer's general impressions. This should be done quite independently of the final score sheet.

		Very weak	Weak	Fair	Good	Very good
A	Understanding questions					
	Readiness to answer					
B	Understanding instructions					
	Readiness to perform					
C Reading	Pronunciation					
	Fluency & speed					
	Intelligibility					
D Form-filling	Handwriting/legibility					
	Speed					
	Accuracy					
	Ability to cope with the form					
E Speaking	Pronunciation					
	Correctness					
	Readiness to speak					
	Fluency & speed					
	Intelligibility					

Notes

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ENGLISH LANGUAGE ASSESSMENT INTERVIEW
SCORE SHEET

NAME: DATE:

A UNDERSTANDING QUESTIONS		Unable	Able
1 Simple social chat	i)	0	1
	ii)	0	1
	iii)	0	1
			(max 3)
2 Simple Yes/No answers		Unable	Able
	i)	0	2
	ii)	0	2
	iii)	0	2
			(max 6)

B UNDERSTANDING INSTRUCTIONS		Wrong/poor	Hesitant	Good
	i)	0	1	2
	ii)	0	1	2
	iii)	0	1	2
	iv)	0	1	2
	v)	0	1	2
	vi)	0	1	2
				(max 12)

C READING

		Poor	Fair	Good
1 Basic List (s)	i)	0	1	2
	ii)	0	1	2
	iii)	0	1	2
	iv)	0	1	2
	v)	0	1	2

(max 10)

2 Matching cards with pictures

Total Correct

(max 9)

		Poor	Fair	Good
3 Three sentences	i)	0	1	2
	ii)	0	2	4
	iii)	0	3	5

(max 11)

4 Sorting Words

Total Correct

(max 16)

D	FORM-FILLING		Unable	Able
	i)	Writing	0	1
		Spelling	0	1
		Understanding	0	1
	ii)	Writing	0	1
		Spelling	0	1
		Understanding	0	1
	iii)	Writing	0	1
		Spelling	0	1
		Understanding	0	1
	iv)	Writing	0	1
		Spelling	0	1
		Understanding	0	1
	v)	Writing	0	1
		Spelling	0	1
		Understanding	0	1

(max 15)

E SPEAKING

1 Repeating Five Sentences

	Poor	Fair	Good
i)	1	2	3
ii)	1	2	3
iii)	1	2	3
iv)	1	3	5
v)	1	3	5

(max 19)

2 Guided Conversation

	Poor/Wrong	Fair/ Hesitant	Good
i)	1	2	3
ii)	1	2	3
iii)	1	2	3
iv)	1	3	5

(max 14)

3 Description

Poor	Fair	Good
5	10	15

(max 15)

4 Picture Prompts

	Poor	Fair/ Hesitant	Good
i)	0	1	2
ii)	0	1	2
iii)	1	2	4
iv)	1	3	5
v)	1	3	5

(max 18)

SCORE SHEET

This sheet should be completed immediately after the interview, on the basis of the interviewer's general impressions. This should be done quite independently of the final score sheet.

		Very weak	Weak	Fair	Good	Very good
A	Understanding questions					
	Readiness to answer					
B	Understanding instructions					
	Readiness to perform					
C Reading	Pronunciation					
	Fluency & speed					
	Intelligibility					
D Form-filling	Handwriting/legibility					
	Speed					
	Accuracy					
	Ability to cope with the form					
E Speaking	Pronunciation					
	Correctness					
	Readiness to speak					
	Fluency & speed					
	Intelligibility					

Notes

KFC73/390

ENGLISH LANGUAGE ASSESSMENT INTERVIEW
SCORE SHEET

NAME: DATE:

A UNDERSTANDING QUESTIONS		Unable	Able
1 Simple social chat	i)	0	1
	ii)	0	1
	iii)	0	1
			(max 3)
2 Simple Yes/No answers		Unable	Able
	i)	0	2
	ii)	0	2
	iii)	0	2
			(max 6)

B UNDERSTANDING INSTRUCTIONS		Wrong/poor	Hesitant	Good
	i)	0	1	2
	ii)	0	1	2
	iii)	0	1	2
	iv)	0	1	2
	v)	0	1	2
	vi)	0	1	2
				(max 12)

C READING

1 Basic List (s)

	Poor	Fair	Good
i)	0	1	2
ii)	0	1	2
iii)	0	1	2
iv)	0	1	2
v)	0	1	2

_____

_____

(max 10)

2 Matching cards with pictures

Total Correct

_____

(max 9)

3 Three sentences

	Poor	Fair	Good
i)	0	1	2
ii)	0	2	4
iii)	0	3	5

_____

_____

(max 11)

4 Sorting Words

Total Correct

_____

(max 16)

D	FORM-FILLING		Unable	Able
	i)	Writing	0	1
		Spelling	0	1
		Understanding	0	1
	ii)	Writing	0	1
		Spelling	0	1
		Understanding	0	1
	iii)	Writing	0	1
		Spelling	0	1
		Understanding	0	1
	iv)	Writing	0	1
		Spelling	0	1
		Understanding	0	1
	v)	Writing	0	1
		Spelling	0	1
		Understanding	0	1

(max 15)

E SPEAKING

1 Repeating Five Sentences

	Poor	Fair	Good
i)	1	2	3
ii)	1	2	3
iii)	1	2	3
iv)	1	3	5
v)	1	3	5

(max 19)

2 Guided Conversation

	Poor/Wrong	Fair/ Hesitant	Good
i)	1	2	3
ii)	1	2	3
iii)	1	2	3
iv)	1	3	5

(max 14)

3 Description

Poor	Fair	Good
5	10	15

(max 15)

4 Picture Prompts

	Poor	Fair/ Hesitant	Good
i)	0	1	2
ii)	0	1	2
iii)	1	2	4
iv)	1	3	5
v)	1	3	5

(max 18)

SCORE SHEET

This sheet should be completed immediately after the interview, on the basis of the interviewer's general impressions. This should be done quite independently of the final score sheet.

		Very weak	Weak	Fair	Good	Very good
A	Understanding questions					
	Readiness to answer					
B	Understanding instructions					
	Readiness to perform					
C Reading	Pronunciation					
	Fluency & speed					
	Intelligibility					
D Form-filling	Handwriting/legibility					
	Speed					
	Accuracy					
	Ability to cope with the form					
E Speaking	Pronunciation					
	Correctness					
	Readiness to speak					
	Fluency & speed					
	Intelligibility					

Notes

ENGLISH LANGUAGE ASSESSMENT INTERVIEW
SCORE SHEET

NAME: DATE:

A UNDERSTANDING QUESTIONS		Unable	Able
1 Simple social chat	i)	0	1
	ii)	0	1
	iii)	0	1
			(max 3)

2 Simple Yes/No answers		Unable	Able
	i)	0	2
	ii)	0	2
	iii)	0	2
			(max 6)

B UNDERSTANDING INSTRUCTIONS		Wrong/poor	Hesitant	Good
	i)	0	1	2
	ii)	0	1	2
	iii)	0	1	2
	iv)	0	1	2
	v)	0	1	2
	vi)	0	1	2
				(max 12)

C READING

		Poor	Fair	Good
1 Basic List (s)	i)	0	1	2
	ii)	0	1	2
	iii)	0	1	2
	iv)	0	1	2
	v)	0	1	2

_____

_____

(max 10)

2 Matching cards with pictures

Total Correct

_____

(max 9)

		Poor	Fair	Good
3 Three sentences	i)	0	1	2
	ii)	0	2	4
	iii)	0	3	5

_____

_____

(max 11)

4 Sorting Words

Total Correct

_____

(max 16)

D	FORM-FILLING		Unable	Able
	i)	Writing	0	1
		Spelling	0	1
		Understanding	0	1
	ii)	Writing	0	1
		Spelling	0	1
		Understanding	0	1
	iii)	Writing	0	1
		Spelling	0	1
		Understanding	0	1
	iv)	Writing	0	1
		Spelling	0	1
		Understanding	0	1
	v)	Writing	0	1
		Spelling	0	1
		Understanding	0	1

(max 15)

E SPEAKING

1 Repeating Five Sentences

	Poor	Fair	Good
i)	1	2	3
ii)	1	2	3
iii)	1	2	3
iv)	1	3	5
v)	1	3	5

(max 19)

2 Guided Conversation

	Poor/Wrong	Fair/ Hesitant	Good
i)	1	2	3
ii)	1	2	3
iii)	1	2	3
iv)	1	3	5

(max 14)

3 Description

Poor	Fair	Good
5	10	15

(max 15)

4 Picture Prompts

	Poor	Fair/ Hesitant	Good
i)	0	1	2
ii)	0	1	2
iii)	1	2	4
iv)	1	3	5
v)	1	3	5

(max 18)

SCORE SHEET

This sheet should be completed immediately after the interview, on the basis of the interviewer's general impressions. This should be done quite independently of the final score sheet.

		Very weak	Weak	Fair	Good	Very good
A	Understanding questions					
	Readiness to answer					
B	Understanding instructions					
	Readiness to perform					
C Reading	Pronunciation					
	Fluency & speed					
	Intelligibility					
D Form-filling	Handwriting/legibility					
	Speed					
	Accuracy					
	Ability to cope with the form					
E Speaking	Pronunciation					
	Correctness					
	Readiness to speak					
	Fluency & speed					
	Intelligibility					

Notes

KFC73/390

ENGLISH LANGUAGE ASSESSMENT INTERVIEW
SCORE SHEET

NAME: DATE:

A UNDERSTANDING QUESTIONS		Unable	Able
1 Simple social chat	i)	0	1
	ii)	0	1
	iii)	0	1
			(max 3)

2 Simple Yes/No answers		Unable	Able
	i)	0	2
	ii)	0	2
	iii)	0	2
			(max 6)

B UNDERSTANDING INSTRUCTIONS		Wrong/poor	Hesitant	Good
	i)	0	1	2
	ii)	0	1	2
	iii)	0	1	2
	iv)	0	1	2
	v)	0	1	2
	vi)	0	1	2
				(max 12)

C READING

		Poor	Fair	Good
1 Basic List (s)	i)	0	1	2
	ii)	0	1	2
	iii)	0	1	2
	iv)	0	1	2
	v)	0	1	2

_____

_____

(max 10)

2 Matching cards with pictures

Total Correct

_____

(max 9)

		Poor	Fair	Good
3 Three sentences	i)	0	1	2
	ii)	0	2	4
	iii)	0	3	5

_____

_____

(max 11)

4 Sorting Words

Total Correct

_____

(max 16)

D	FORM-FILLING		Unable	Able
	i)	Writing	0	1
		Spelling	0	1
		Understanding	0	1
	ii)	Writing	0	1
		Spelling	0	1
		Understanding	0	1
	iii)	Writing	0	1
		Spelling	0	1
		Understanding	0	1
	iv)	Writing	0	1
		Spelling	0	1
		Understanding	0	1
	v)	Writing	0	1
		Spelling	0	1
		Understanding	0	1

(max 15)

E SPEAKING

		Poor	Fair	Good
1 Repeating Five Sentences	i)	1	2	3
	ii)	1	2	3
	iii)	1	2	3
	iv)	1	3	5
	v)	1	3	5

(max 19)

		Poor/Wrong	Fair/ Hesitant	Good
2 Guided Conversation	i)	1	2	3
	ii)	1	2	3
	iii)	1	2	3
	iv)	1	3	5

(max 14)

	Poor	Fair	Good
3 Description	5	10	15

(max 15)

		Poor	Fair/ Hesitant	Good
4 Picture Prompts	i)	0	1	2
	ii)	0	1	2
	iii)	1	2	4
	iv)	1	3	5
	v)	1	3	5

(max 18)

SCORE SHEET

This sheet should be completed immediately after the interview, on the basis of the interviewer's general impressions. This should be done quite independently of the final score sheet.

		Very weak	Weak	Fair	Good	Very good
A	Understanding questions					
	Readiness to answer					
B	Understanding instructions					
	Readiness to perform					
C Reading	Pronunciation					
	Fluency & speed					
	Intelligibility					
D Form-filling	Handwriting/legibility					
	Speed					
	Accuracy					
	Ability to cope with the form					
E Speaking	Pronunciation					
	Correctness					
	Readiness to speak					
	Fluency & speed					
	Intelligibility					

Notes

ENGLISH LANGUAGE ASSESSMENT INTERVIEW
SCORE SHEET

NAME: DATE:

A UNDERSTANDING QUESTIONS		Unable	Able
1 Simple social chat	i)	0	1
	ii)	0	1
	iii)	0	1
			(max 3)

2 Simple Yes/No answers		Unable	Able
	i)	0	2
	ii)	0	2
	iii)	0	2
			(max 6)

B UNDERSTANDING INSTRUCTIONS		Wrong/poor	Hesitant	Good
	i)	0	1	2
	ii)	0	1	2
	iii)	0	1	2
	iv)	0	1	2
	v)	0	1	2
	vi)	0	1	2
				(max 12)

C READING

		Poor	Fair	Good
1 Basic List (s)	i)	0	1	2
	ii)	0	1	2
	iii)	0	1	2
	iv)	0	1	2
	v)	0	1	2

_____

_____

(max 10)

2 Matching cards with pictures

Total Correct

_____

(max 9)

		Poor	Fair	Good
3 Three sentences	i)	0	1	2
	ii)	0	2	4
	iii)	0	3	5

_____

_____

(max 11)

4 Sorting Words

Total Correct

_____

(max 16)

D FORM-FILLING		Unable	Able
i)	Writing	0	1
	Spelling	0	1
	Understanding	0	1
ii)	Writing	0	1
	Spelling	0	1
	Understanding	0	1
iii)	Writing	0	1
	Spelling	0	1
	Understanding	0	1
iv)	Writing	0	1
	Spelling	0	1
	Understanding	0	1
v)	Writing	0	1
	Spelling	0	1
	Understanding	0	1

(max 15)

E SPEAKING

1 Repeating Five Sentences

	Poor	Fair	Good
i)	1	2	3
ii)	1	2	3
iii)	1	2	3
iv)	1	3	5
v)	1	3	5

(max 19)

2 Guided Conversation

	Poor/Wrong	Fair/ Hesitant	Good
i)	1	2	3
ii)	1	2	3
iii)	1	2	3
iv)	1	3	5

(max 14)

3 Description

Poor	Fair	Good
5	10	15

(max 15)

4 Picture Prompts

	Poor	Fair/ Hesitant	Good
i)	0	1	2
ii)	0	1	2
iii)	1	2	4
iv)	1	3	5
v)	1	3	5

(max 18)

SCORE SHEET

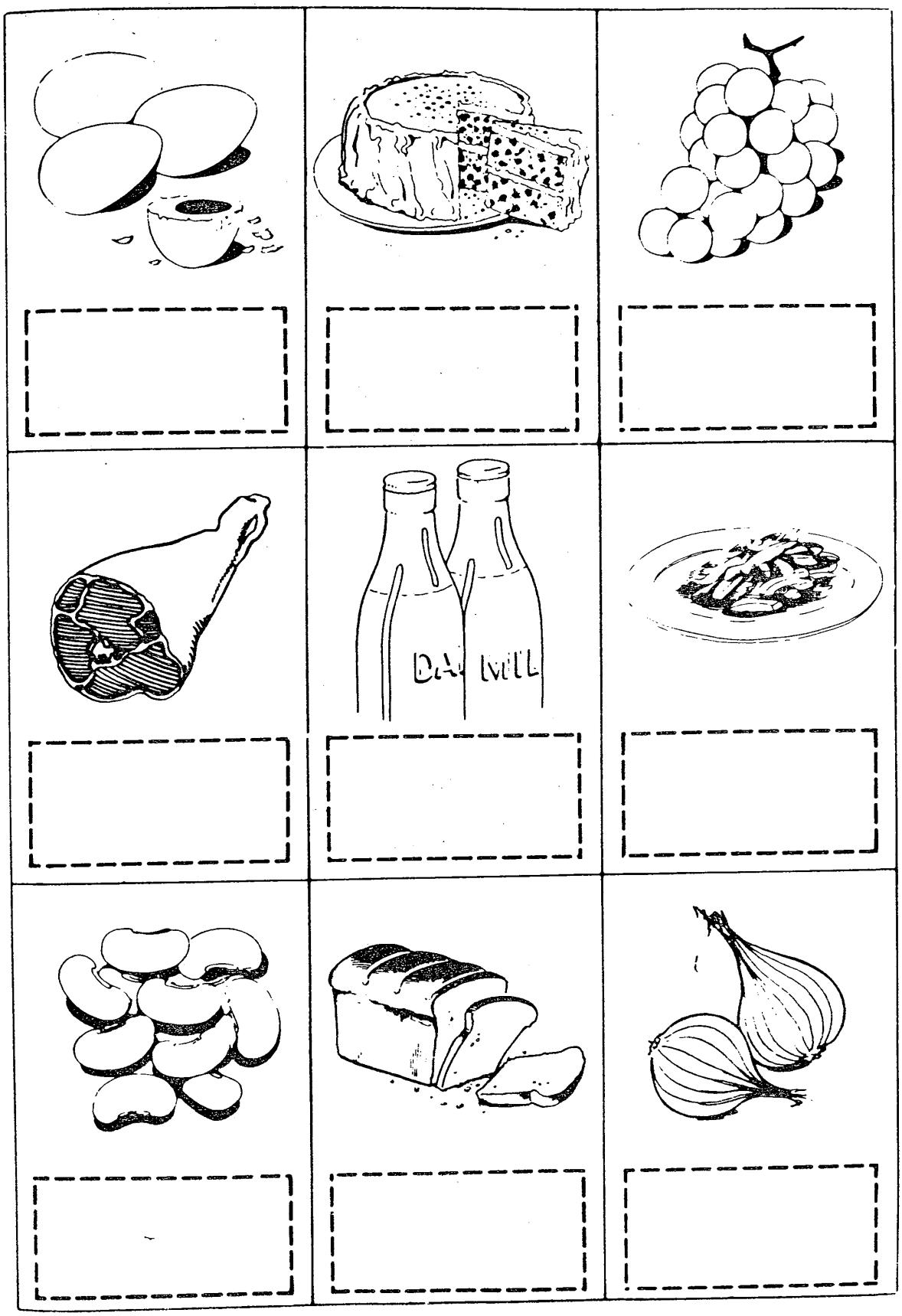
This sheet should be completed immediately after the interview, on the basis of the interviewer's general impressions. This should be done quite independently of the final score sheet.

		Very weak	Weak	Fair	Good	Very good
A	Understanding questions					
	Readiness to answer					
B	Understanding instructions					
	Readiness to perform					
C Reading	Pronunciation					
	Fluency & speed					
	Intelligibility					
D Form-filling	Handwriting/legibility					
	Speed					
	Accuracy					
	Ability to cope with the form					
E Speaking	Pronunciation					
	Correctness					
	Readiness to speak					
	Fluency & speed					
	Intelligibility					

Notes

1	2	3
cap	stop	press
sheet	slow	fix
collar	halt	turn
skirt	alarm	place
jumper	danger	apply

C2 Matching words with pictures



C3 reading three sentences

1. Five, four, three, two, one.

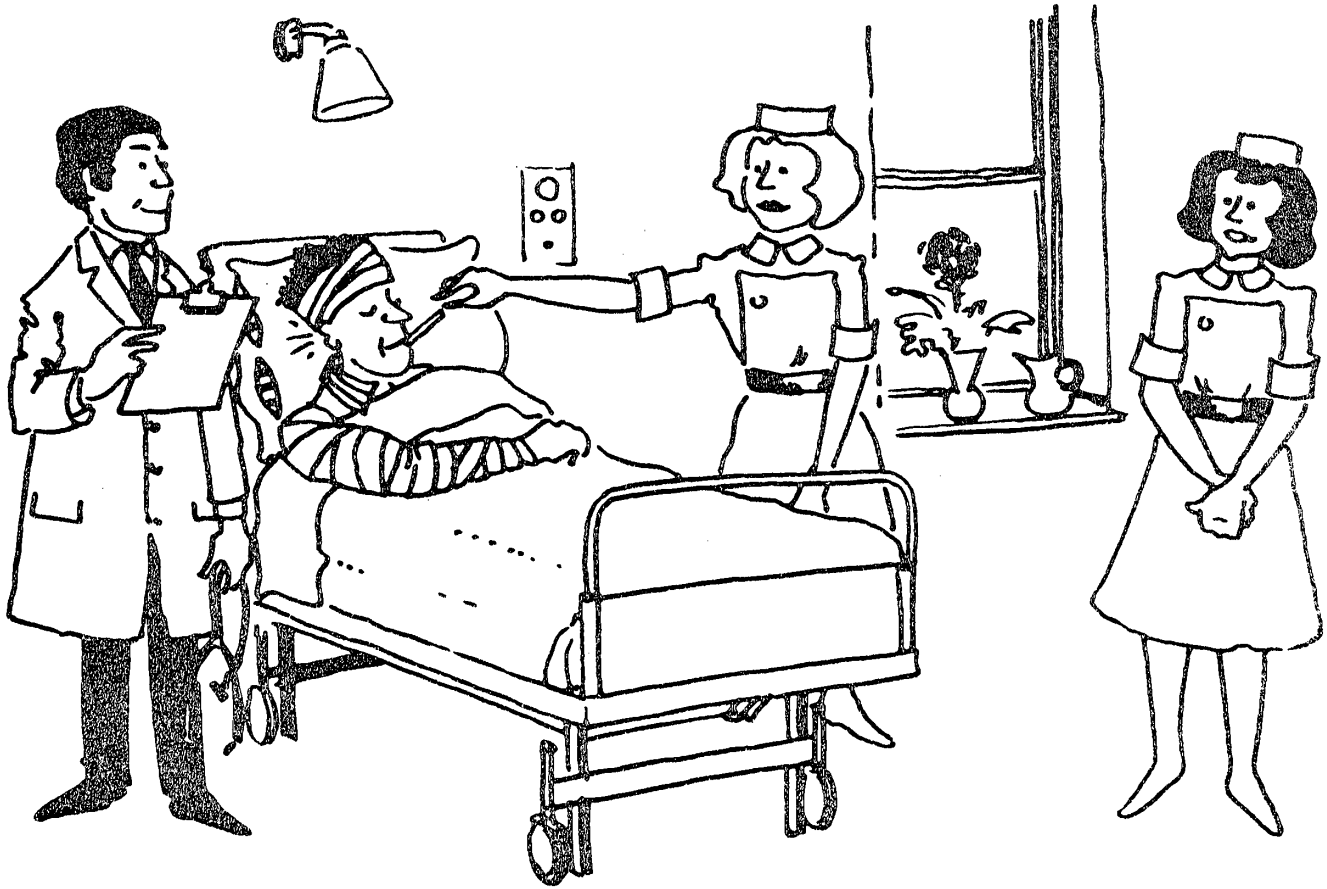
2. Take off! A great noise and the rocket lifts off the pad.

3. It rises, slowly at first, then turning slightly shoots into the sky.

C4 sorting words into groups

BUILDINGS	TRANSPORT
CLEANING	SLEEPING

E4 Picture prompts



This card to be cut to provide sets of words for master cards C2 and C4

NINE WORDS for C2 PICTURES

eggs
meat
cake
milk
grapes
beans
onions
bread
chips

SIXTEEN WORDS for C4 GROUPS

shop	hospital
bank	house
car	train
aeroplane	ship
bucket	brush
mop	cloth
sheet	pillow
pillowcase	blanket

Cut along lines and retain sets of words in separate envelopes