

TELEPHONE VERSION – Core Skills Student placement

(Zoom, Facetime etc. can be used if both Coordinator and student are able to)

First have an informal chat to put student at ease...

FOR COORDINATOR to ask and fill in:

NAME _____ ask student to spell it
(subtly as part of assessment)

Address _____ ask student to spell it (subtly as part of
assessment)

_____ Postcode _____

Email _____

Phone _____
(can the student automatically recall their number?) Y/N?

Date of Birth _____

Ask if the student knows TODAY'S date _____

Comments

Coordinator to read these questions -

Depending on student response, write **YES** or **NO** (even if only sometimes, mark as YES)

1. Do you find it difficult to read under bright lights? _____
2. When reading, do you experience blurring or movement of letters on the page? _____
3. Do you have difficulty in taking messages whilst on the phone and passing them on? _____
4. Do you get dates and times mixed up or tend to miss appointments or get them wrong? _____
5. Do you have difficulty following what is said to you? _____
6. Do you get confused between left and right, especially when giving or following instructions? _____
7. Have you found/find it hard to learn multiplication tables? _____
8. Do you tend to accidentally mix up phrases e.g. "par cark", instead of "car park"? _____
9. Do you have difficulty in repeating long words and in getting the sounds in order? _____

To Assess Student's Reading, Comprehension, and Inferential Comprehension

Use the same reading samples as normally used for Levels 1, 2 or 3. You should have hard copies of these, or you can download them from the RWN website – so can the student if they prefer. Options:

1. If the student has email, the text can be sent, and student reads over the phone and questions answered and recorded by Coordinator for tutor to see.
2. If you are using Zoom, the text can be read from the screen. (notes made for the benefit of tutor)
3. Texting is not a feasible option.
4. Snail mail – post samples of reading materials to student in advance of your phone interview. (Or ask Central Office to do this for you)

Phonics – Alphabet

Student to say the phonetic alphabet from a to z. Coordinator to write.
(letter sounds, as opposed to letter names)

Comments _____

Numbers

Student to say the numbers from 1 to 20. Coordinator to write as said

Comments _____

Letter Sounds and Words

Ask student to say a word that starts with each of these sounds, Coordinator writes as said (leave blank if not known). Use 'sounds', not letter names

s _____	a _____	t _____	p _____
i _____	n _____	e _____	h _____
r _____	d _____	m _____	c _____
k _____	g _____	l _____	o _____
u _____	f _____	b _____	w _____

Comments _____

If the student did well with the above phonics, ask student to listen carefully and see if they can tell you which 2 letters make the following sounds. It's OK to repeat the sounds and say them slowly.

ar as in car _____ **or** as in horse **er** as in winner

Comments _____