

Basic Skills Assessment Screening Tool

Name: _____

Date of Birth: _____

- 1) Do you have a high school diploma, General Education Development (GED) certificate or High School Equivalency Diploma (HSED)? ☐ Yes ☐ No ☐ Currently in school
- 2) Can you follow basic written instructions and diagrams without assistance? ☐ Yes ☐ No
- 3) Can you fill out basic medical forms and job applications? ☐ Yes ☐ No
- 4) Without the aid of a calculator, can you add, subtract, multiply, and divide with whole numbers up to 3 digits? ☐ Yes ☐ No
- 5) Can you do basic tasks on a computer? ☐ Yes ☐ No
- 6) Are you an English Language Learner? ☐ Yes ☐ No

Signature: _____ Date Signed: _____

For Internal Use Only:

Was the individual able to complete the screening tool without help? ☐ Yes ☐ No	
For the Adult Program Only: If any question is answered, "No" or the form could not be completed independently, the individual should receive priority. Does the individual receive priority? ☐ Yes ☐ No	For the Youth Program Only: If any question is answered, "No" or the form could not be completed independently, the individual may need additional assessments. Does the individual lack basic skills? ☐ Yes ☐ No
Name of WIOA Staff: _____ WIOA Staff Signature: _____ Date Signed: _____	

English as a Foreign Language (EFL)

If measuring EFL gains under the measurable skill gains indicator, the State will only accept this measure for participants in the WIOA Title II Adult Education and Literacy (AEL) program overseen by the Department of Elementary and Secondary Education.

AEL staff must administer the basic skills assessment (TABE). Job Center staff must accurately enter the scores into the EFL tab in the statewide electronic case management system and retain documentation of the scores. See current OWD Policy on Measurable Skill Gains.