

## LEARNER RECORD BOOK

Learner's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

School/Program: \_\_\_\_\_

Home Address: \_\_\_\_\_ Address: \_\_\_\_\_

Comments: \_\_\_\_\_

### RECORDING PROCEDURES AND COLOUR CODE

Mark each evaluation in a different colour to develop a graphic profile of progress.

- **Circle** skills for which mastery is demonstrated.
- **Underline** objectives to be mastered by the next evaluation with the next colour as listed below.
- See page xi of the *Employability Skills Inventory* for further discussion.

### Testing Observations

Write the letters "S" or "N" and circle "Yes" or "No" in the designated box to describe the learner's responses during testing. Use a pencil or pen of the colour indicated on the left.

S—Satisfactory    N—Needs to improve

<i>Evaluation</i>	<i>Colour</i>	<i>Date</i>	<i>Examiner</i>	<i>Cooperation</i>	<i>Persistence</i>	<i>Attention Span</i>	<i>Concentration</i>	<i>Confidence</i>	<i>Rapport</i>	<i>Apparently Good Hearing</i>	<i>Apparently Good Vision</i>
1st	Pencil									Yes No	Yes No
2nd	Blue									Yes No	Yes No
3rd	Red									Yes No	Yes No
4th	Black									Yes No	Yes No
5th	Green									Yes No	Yes No
6th	Purple									Yes No	Yes No
Comments: _____											

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Code: CA7439  
 ISBN: 978 1 74170 743 4  
 0309

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Printed in Australia

Originally published in 1995 by Curriculum Associates, Inc.



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# A. READING YEAR-PLACEMENT ASSESSMENTS

Assessment Page

A-1

4

## WORD-RECOGNITION YEAR PLACEMENT: Pronounces at least five of the ten words at year level:

### Year 1

1. cut
2. draw
3. drove
4. end
5. first
6. line
7. mix
8. note
9. use
10. worker

### Year 2

11. answer
12. circle
13. copy
14. drive
15. follow
16. listen
17. number
18. office
19. phone
20. write

### Year 3

21. business
22. check
23. company
24. complete
25. danger
26. deliver
27. hire
28. information
29. operate
30. private

### Year 4

31. apply
32. education
33. harmful
34. knowledge
35. licence
36. opportunity
37. permit
38. responsible
39. schedule
40. successful

### Year 5

41. annual
42. arrested
43. assemble
44. fragile
45. income
46. occupation
47. qualify
48. reserved
49. reverse
50. suitable

### Year 6

51. attitude
52. capable
53. comprehend
54. courtesy
55. demonstrate
56. guardian
57. management
58. persistent
59. rotate
60. signature

### Year 7

61. application
62. cooperation
63. internal
64. maximum
65. negative
66. preoccupied
67. semicircle
68. summarise
69. supervise
70. triangular

### Year 8

71. eligible
72. fortitude
73. geometric
74. impulsive
75. inadequate
76. legible
77. minority
78. priority
79. speedometer
80. vocation

Notes: \_\_\_\_\_

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## A. READING YEAR-PLACEMENT ASSESSMENTS (CONTINUED)

Assessment Page

A-2 7

**READING VOCABULARY COMPREHENSION YEAR PLACEMENT:** Reads three lists of five words at year level and identifies the word in each list that does not belong. Circle year levels for which learner has an accuracy of at least 2/3 (67%).

**I. Year 1**

1. d glass
2. a sign
3. c letter

**II. Year 2**

1. e believe
2. c orange
3. b boss

**III. Year 3**

1. c chill
2. b sharpen
3. c glue

**IV. Year 4**

1. c clerk
2. a shrink
3. d chart

**V. Year 5**

1. a carton
2. c total
3. d inferior

**VI. Year 6**

1. e enthusiastic
2. a vehicle
3. d hazard

**VII. Year 7**

1. c calculation
2. c limitation
3. a enlarge

**VIII. Year 8**

1. c barometer
2. e irresponsible
3. c devastate

Notes: \_\_\_\_\_

A-3 10

**READING-COMPREHENSION YEAR PLACEMENT:** Reads four incomplete sentences at year level and selects from a list of six words the missing word for each sentence. Circle year levels for which learner has an accuracy of at least 3/4 (75%).

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**1. Year 1**

- a. clean
- b. lights
- c. starts
- d. money

**2. Year 2**

- a. pencil
- b. job
- c. sheet
- d. middle

**3. Year 3**

- a. address
- b. safety
- c. dial
- d. mistake

**4. Year 4**

- a. medical
- b. uniform
- c. volunteer
- d. abilities

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**5. Year 5**

- a. supervisor
- b. poisonous
- c. environment
- d. protective

**6. Year 6**

- a. examination
- b. dismissal
- c. military
- d. certificate

**7. Year 7**

- a. discharged
- b. acid
- c. pension
- d. certificate

**8. Year 8**

- a. applicant
- b. hospitalised
- c. competent
- d. recruited

Notes: \_\_\_\_\_