CALI – Functional Skills for Independence Domain: Functional Academic Skills  
Scoring Protocol ­­― Level 3

| Learner’s name: | Age: | | DOB: |
| --- | --- | --- | --- |
| Setting: | | | |
| Name of Assessor: | | Dates: | |

Directions

* Administer the items as indicated in the Administration Guide for the domain *Functional Academic Skills*
* It may not be necessary to administer certain items if the learner has been observed to demonstrate the particular skill in the natural environment, or if a given section is not required to inform programming. If applicable, record it accordingly in the Notes column.

Scoring

Structured Assessment

* Follow the start rule and the discontinue rule when applicable.
* Record the learner’s performance in the scoring protocol. Specific instructions in regard to scoring each section can be found in the scoring protocol.
* Confirmation: if you suspect that the learner’s skills for an item might have been overestimated in the context of the assessment, follow up with the parent/guardian or caregiver/teacher to determine whether the result is an accurate reflection of the learner’s ability to demonstrate de skill.

Interview

* Record responses in the scoring protocol.
* **Confirmation**: for skills, evaluated through an interview, that require further assessment or observation to obtain a more complete picture of the learner’s capabilities, observe the learner in their natural environment or set up an opportunity to observe them demonstrate a particular skill. If such an observation is impossible, seek further information from an individual who has observed the learner demonstrate the skill.

Notes

* Record observations such as the learner’s strengths and challenges, specific materials used to assess the item, behaviour, information about the type of support required for the learner to demonstrate the skill, and other relevant information.

Structured Assessment

6.1 Reading

| Learner’s name: | Age: | | DOB: |
| --- | --- | --- | --- |
| Name of Assessor: | | Relationship to learner: | |

**Scoring**

Place a checkmark in the appropriate column.

* **Independently:** the learner is able to complete the task with no more than one prompt
* **With support**: the learner demonstrates the skill, but needs assistance to do so
* **Does not demonstrate**: the learner does not demonstrate the skill even with support
* **Confirmation**: the assessor will confirm (“Y”) or disconfirm (“N”) the learner’s mastery of the competency by observing the learner in another context and will leave the box blank if an observation was not conducted to confirm the skill.

**Start Rule**

Select the most appropriate set according to your general knowledge of the learner’s skill in this area. If starting at set 2, 3, 4 or 5 and the learner is unable to complete the first item independently, administer the previous set.

**Discontinue Rule**

Stop when the learner requires support for two consecutive items.

**Terminology**

**Identify:** the learner must *point to* or *demonstrate* the response

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 6.1.1 Reading Personal Information  6.1.2 Reading Common Words  6.1.3 Alphabetizing  6.1.4 Reading Simple Instruction and Messages  6.1.5 Media Skills | | | | | |
| Does the learner? | Independently | With Support | Does not demonstrate | Confirmation | Notes |

|  |
| --- |
| Set 1 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Identify and read their physical address |  |  |  |  |  |
| Identify and read their mailing address (if different from physical address) |  |  |  |  |
| Identify and read their home phone number (use discretion in regard to area code) |  |  |  |  |
| Identify and read important emergency contact information |  |  |  |  |
| |  | | --- | | Set 2 | | | | | | |
| Identify and read signs found in the school (e.g., washrooms) |  |  |  |  |  |
| Identify and read signs found in the community (e.g., crosswalk, stop) |  |  |  |  |
| Read labels in the classroom environment (e.g., pencils, garbage, baskets/bins that are labelled) |  |  |  |  |
| Read “on/off” in various contexts (e.g., light switches) |  |  |  |  |
| Identify and locate names of their preferred items on a menu |  |  |  |  |
| Reads the categories into which menus are commonly divided (i.e., appetizers, salads, entrées, beverages, desserts) |  |  |  |  |
| Identify and read safety symbols (e.g., poison, corrosive, risk of shock, risk of fire, etc.) |  |  |  |  |
| Locate and read expiration dates on labels (e.g., food, OTC medication, cosmetics, sunscreen) |  |  |  |  |
| Read medication labels (e.g. name, dosage and frequency, indications such as take with food) |  |  |  |  |
| Read relevant food labels (e.g., GF, vegan, non-GMO, nut free) |  |  |  |  |
| Read the name of common appliances (e.g., washer and dryer, stove, fridge, microwave, hairdryer, electric  razor) |  |  |  |  |
| |  | | --- | | Set 3 | | | | | | |
| Sequence letters in alphabetical order |  |  |  |  |  |
| Sequence words in alphabetical order |  |  |  |  |
| Locate a specific word in an alphabetized list |  |  |  |  |
| Locate a desired song in a menu listed alphabetically |  |  |  |  |
| Locate the listing for a desired program or movie in a menu |  |  |  |  |
| File in alphabetical order |  |  |  |  |
| Locate words in an index or glossary |  |  |  |  |
| Locate the names of individuals in a contact list |  |  |  |  |
| |  | | --- | | Set 4 | | | | | | |
| Follow a visual or written schedule |  |  |  |  |  |
| Follow basic recipes from pictures or text |  |  |  |  |
| Read and accurately carry out multi-step directions |  |  |  |  |
| Read and comprehend simple messages written in an appropriate language for their level (e.g., “call home”) |  |  |  |  |
| Read and understand simple game instructions (e.g., board, card, video games) |  |  |  |  |
| Read and understand a simple map |  |  |  |  |
| |  | | --- | | Set 5 | | | | | | |
| Read books |  |  |  |  |  |
| Read handwritten lists (cursive or print) |  |  |  |  |
| Read newspapers and magazines |  |  |  |  |
| Read and send emails and texts |  |  |  |  |
| Read on-line (websites, blogs, social media) |  |  |  |  |
| Locate and listen to radio stations, podcasts, etc. related to their interests |  |  |  |  |
| Locate and watch movies |  |  |  |  |
| Locate, download, and use apps related to their interests |  |  |  |  |
| Evaluate the legitimacy of information read/heard in the media (e.g., considers the reliability of the source and truthfulness of what is written/said) |  |  |  |  |  |

Structured Assessment

6.2 Writing

| Learner’s name: | Age: | | DOB: |
| --- | --- | --- | --- |
| Name of Assessor: | | Relationship to learner: | |

**Scoring**

Place a checkmark in the appropriate column.

* **Independently:** the learner is able to complete the task with no more than one prompt
* **With support**: the learner demonstrates the skill, but needs assistance to do so
* **Does not demonstrate**: the learner does not demonstrate the skill even with support
* **Confirmation**: the assessor will confirm (“Y”) or disconfirm (“N”) the learner’s mastery of the competency by observing the learner in another context and will leave the box blank if an observation was not conducted to confirm the skill.

**Start Rule**

Select the most appropriate set according to your general knowledge of the learner’s skill in this area. If starting at set 2 or 3 and the learner is unable to complete the first item independently, administer the previous set.

**Discontinue Rule**

Stop when the learner requires support for two consecutive items.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 6.2.1 Writing Basic Information  6.2.2 Using Various Forms of Writing | | | | | |
| Does the learner? | Independently | With Support | Does not demonstrate | Confirmation | Notes |

|  |
| --- |
| Set 1 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Write personal information in cursive or print (e.g., address, telephone number) |  |  |  |  |  |
| Write their name/signature in cursive or print |  |  |  |  |
| Write basic words that are meaningful to them in cursive or print (e.g., parents’ names, favourite toys/activities, animals) |  |  |  |  |
| Write dates in various forms in cursive or print (days, months) |  |  |  |  |
| Write their age and birth date in cursive or print |  |  |  |  |
| |  | | --- | | Set 2 | | | | | | |
| Write simple sentences in cursive or print using correct conventions |  |  |  |  |  |
| Write a simple message to another person in cursive or print |  |  |  |  |
| Address envelopes, postcards, and packages to be mailed |  |  |  |  |
| Compose e-mail and text messages |  |  |  |  |
| Write shopping and other lists (in cursive, print or electronically) |  |  |  |  |
| |  | | --- | | Set 3 | | | | | | |
| Complete applications or basic forms (hard copy and online) |  |  |  |  |  |
| Write directions to perform a task or job in cursive or print |  |  |  |  |
| Select the correct form of writing for the purpose (e.g., composing notes or letters, stories, poems, greeting cards) |  |  |  |  |

**Structured Assessment**

6.3 Mathematics

| Learner’s name: | Age: | | DOB: |
| --- | --- | --- | --- |
| Name of Assessor: | | Relationship to learner: | |

**Scoring**

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* **With support**: the learner demonstrates the skill, but needs assistance to do so
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**Start Rule**

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**Discontinue Rule**

Stop when the learner requires support for two consecutive items.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 6.3.4 Time | | | | | |
| Does the learner? | Independently | With Support | Does not demonstrate | Confirmation | Notes |

|  |
| --- |
| Set 1 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Follow a daily visual schedule |  |  |  |  |  |
| Use calendar appropriately to locate days, months, special events and holidays |  |  |  |  |
| Understand units of clock time (minute, hour, second,  o’clock) |  |  |  |  |
| Read time with analogue and digital clocks |  |  |  |  |
| Tells time (written or orally) |  |  |  |  |
| |  | | --- | | Set 2 | | | | | | |
| Set an alarm for a specific time |  |  |  |  |  |
| Plan the amount of time to complete a task |  |  |  |  |
| Use a personal agenda |  |  |  |  |
| Input relevant information in an agenda |  |  |  |  |
| Use a to-do list |  |  |  |  |
| 6.3.5 Measurement | | | | | |
| Does the learner? | Independently | With Support | Does not demonstrate | Confirmation | Notes |

|  |
| --- |
| Set 1 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Use comparative terms to order objects by length (e.g., big/small, long/short) |  |  |  |  |  |
| Compare lengths using personal reference |  |  |  |  |
| |  | | --- | | Set 2 | | | | | | |
| Identify various measuring tools (e.g., ruler, measuring tape, timer, measuring spoons, scales, thermometer, clock, etc.) |  |  |  |  |  |
| Use various measuring tools (e.g., ruler, measuring tape, timer, measuring spoons/cups, scales, thermometer, clock, etc.) |  |  |  |  |
| Use the correct vocabulary to compare objects by capacity (e.g., full/empty) |  |  |  |  |
| |  | | --- | | Set 3 | | | | | | |
| Show that a certain capacity remains the same even if one transfers the contents in a container of a different form |  |  |  |  |  |
| Use the correct vocabulary to compare objects by mass  (e.g. heavy/light) |  |  |  |  |
| Use the correct vocabulary related to temperature (e.g., hot/cold) |  |  |  |  |
| Read a thermometer |  |  |  |  |
| Identifies appropriate units of various measurement tools |  |  |  |  |
| 6.3.6 Money | | | | | |
| Does the learner? | Independently | With Support | Does not demonstrate | Confirmation | Notes |

|  |
| --- |
| Set 1 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Identify coins – nickel, dime, quarter (penny) |  |  |  |  |  |
| Identify the value of each coin |  |  |  |  |
| Round amounts to the next highest dollar |  |  |  |  |
| Make change from a specified amount |  |  |  |  |
| Name coins and bills (one dollar, two dollar coins, five, ten and twenty dollar bill) |  |  |  |  |
| Give the value of each coin and bill |  |  |  |  |
| Associates the value of an object with a coin or a bill |  |  |  |  |
| |  | | --- | | Set 2 | | | | | | |
| Count money to $100 with each denomination |  |  |  |  |  |
| Count out requested amounts using correct denominations |  |  |  |  |
| Recognize money amounts written as dollars and cents using the decimal point |  |  |  |  |

Interview

Functional Academic Skills

|  |  |
| --- | --- |
| Learner’s name: | Interviewee’s name: |
| Date: | Relationship to learner: |

6.1 Reading

Describe the learner’s reading skills and habits (i.e. newspaper, magazines, emails, text messages, websites, blogs). Do they enjoy reading? What kind of books do they prefer? Can they locate preferred items by reading (i.e. movies, podcasts, websites, apps)?

Does the learner evaluate the legitimacy of information read/heard in the media (e.g. considers the reliability of the source and truthfulness of what is written/said)?

6.2 Writing

Describe the learner’s writing skills and habits. Do they enjoy writing? What do they enjoy writing? Are there any motor skills that could prevent them from being able to use a pen or pencil?

6.3 Mathematics

Describe the learner’s math skills.