Accelerated Adult Learning
Basic & Functional Literacy

Guidelines for **Placement** of Learners

ISEC
Improving Skills and
Economic Opportunities
for Cox's Bazar

In partnership with
Canada

GUIDELINES FOR
PLACEMENT OF LEARNERS

Purpose
The purpose of administration of the placement process is twofold:
- Placement of prospective learners in the appropriate level, either in the Basic Literacy (BL) course or the Functional Literacy (FL) course.
- Baseline of learners' level of literacy for comparison with the endline assessment at the end of the courses.

Process
The following are the steps which are to be followed for the placement of learners in the appropriate level and to ensure a baseline for the assessment of learning outcomes.

- **Development of the placement tool:** The placement tool has been developed as a standardised instrument to ascertain the literacy and numeracy levels of the prospective learners. The placement tool is given in Annex I.

- **Administration of the placement tool:** To fulfil both purposes of the placement tool, it is important for the tool to be administered in a way that each prospective learner can demonstrate the level of her/his literacy and numeracy skills without assistance from anyone else. Guidelines for administering the placement tool are given in Annex II.

- **Marking of the placement tool:** Guidelines for marking of the placement tool is given in Annex III. The guidelines include the correct answer for each question as well as instructions for the number of marks to be assigned for each answer. The tool is weighted to give priority to the English literacy part of the assessment with 70% of the marks for English literacy, 20% for numeracy and 10% for Burmese literacy.

- **Recording of marks:** The marks for each category as well as the total marks are to be recorded for each prospective learner. The results by each category are to be recorded in the table given in Annex IV.

- **Enrolment of learners in the appropriate course:** Learners who achieve less than a total of 70% should be enrolled in the BLN course. Learners who achieve 70% or greater should be enrolled in the FLN course. It is important that this is not seen as passing or failing a test. All learners will be enrolled in the BLN course or in the FLN course.

Accelerated Adult Learning
Basic and Functional Literacy and Numeracy Courses

Placement Tool

Part 1: English

1. Write your full name. _____

2. Write the letters of the English alphabet in order.

_____

_____

3. Answer the questions with complete sentences.
   If today is Monday, what day was yesterday and what day will tomorrow be?

_____

   If this month is October, what was last month and what will next month be?

_____

4. Read the passage and answer the questions with complete sentences.
   Faisal is going to the market on Thursday.
   He wants to meet the tailor in the market.
   He needs to have some new clothes made.
   The tailor can make good clothes.
   The tailor says he will make the clothes tomorrow.
   The tailor uses a sewing machine, fabric and thread to make clothes.

   Who can make good clothes for Faisal?

_____

   What is used to make clothes?

_____

   What does the tailor say he will do tomorrow?

_____

   Who is going to the tailor and on which day?

_____

Part 2: Numeracy

5. Solve the problems.

667	373	975	985	502
+855	+728	+457	-396	-416

12	22	600	96
x 7	x15	÷25	÷ 4

Habiba made 150 new pencils. Her son used 16 pencils at school. How many pencils does Habiba have now? _____ pencils

Part 3: Burmese

၆။ အောက်ပါမေးခွန်းများကို စာကြောင်းအပြည့်အစုံဖြင့် ဖြေဆိုပါ။

သင်၏ အမည်ကို ရေးပါ။

_____

နှစ်တစ်နှစ်၏ ပထမဆုံးလနှင့် နောက်ဆုံးလကို ရေးပါ။

_____

ယခုလသည် သြဂုတ်လဖြစ်ပါက ပြီးခဲ့သောလနှင့် နောက်လာမည့်လကို ဖော်ပြပါ။

_____

ရက်သတ္တပတ်တစ်ပတ်၏ ပထမဆုံးနေ့နှင့် နောက်ဆုံးနေ့ကို ဖော်ပြပါ။

_____

ယနေ့သည် ကြာသပတေးနေ့ဖြစ်ပါက မနေ့ကသည် ဘယ်နေ့ဖြစ်ပြီး မနက်ဖြန်သည် ဘယ်နေ့ဖြစ်သနည်း။

_____

To be completed by the administrator:

Name: _____

Age: _____ **Gender** (Male/Female/Other): _____

Completed: Grade _____ in _____ (year)

<div align="center">

Annex II
Administration of the Placement Tool

</div>

Arrangements
- Ensure there is one paper for each participant.
- Seat the participants at a distance from each other so that they cannot copy from one another.
- Explain the purpose and process of the assessment.
- Hand out the papers, one for each participant.

Explanation for Participants
To help the participants understand the purpose and process of the assessment, explain to them the following:
- This is not a test.
- This is an assessment of the level of their literacy skills in English and Burmese and of their numeracy skills.
- It is not possible to fail the assessment, even if a participant cannot write anything on the paper.
- All participants will be enrolled in the literacy and numeracy courses.
- Even those who cannot write their name will be enrolled in a course.
- All participants must answer the questions without any help from others.
- Participants must not help others with their work.
- No copying will be allowed.
- Each participant should complete as much as they can of each part of the paper.
- When a participant has written all s/he can, even if it is nothing, s/he should give the paper to the administrator.

Administrator's Role
- While the participants are writing the answers, the administrator should move around the room, ensuring that there is no copying from one another.
- If it appears that a participant has written all s/he can for one part, even if it is nothing, tell her/him to move to the next part.
- When a participant has completed all s/he can, the administrator should take the paper from the participant.
- The administrator should assure the participant that, no matter how much or little has been completed, even if the paper is blank, there is no problem.
- When the participant has submits the paper, the administrator should fill in the bottom part of the paper, writing on the form the participant's name, age, gender and grade in school completed and the year of completion. If the participant did not go to school, the administrator should write a zero in the space.

MARKING SHEET

Part 1: English (Total 70 points)

1. Write your full name. _____ (2 points)
(2 points: 1 for first name, and 2 for full name)

2. Write the letters of the English alphabet in order. (8 points)
(8 points maximum: 8 points for 26 letters written in upper and/or lowercase in order or 1 point for every three letters, e.g. a score of 2 for six letters written correctly)

A	B	C	D	E	F	G	H	I	J	K	L	M	N

O	P	Q	R	S	T	U	V	W	X	Y	Z

3. Answer the questions with complete sentences. (10 points)
(5 points maximum for each question: 5 points for correct one-sentence answer, 4 points for correct one-sentence answer with misspelling, 3 points for partial sentence, 2 points for correct one-word answer, and 1 point for correct one-word answer with misspelling)

If today is Monday, what day was yesterday and what day will tomorrow be?

Yesterday was Sunday, and tomorrow will be Tuesday.   (Without comma also correct)

If this month is October, what was last month and what will next month be?

Last month was September, and next month will be November. (Without comma also correct.)

4. Read the passage and answer the questions with complete sentences. (40 points)

Faisal is going to the market on Thursday.
He wants to meet the tailor in the market.
He needs to have some new clothes made.
The tailor can make good clothes.
The tailor says he will make the clothes tomorrow.
The tailor uses a sewing machine, fabric and thread to make clothes.

(10 points maximum for each question: 10 points for correct one-sentence answer, 8 points for correct one-sentence answer with misspellings, 6 points for partial sentence, 4 points for correct one-word answer, and 2 points for correct one-word answer with misspelling)

Who can make good clothes for Faisal?

The tailor can make good clothes for Faisal.

What is used to make clothes?

A sewing machine, fabric and thread are used to make clothes.

What does the tailor say he will do tomorrow?

The tailor says he will make the clothes tomorrow.

Who is going to the tailor and on which day?

Faisal is going to the tailor on Thursday.

Part 2: Numeracy (Total 20 points)

5. Solve the problems. (20 points)
(2 points for each correct answer)

667 +855 **1522**	373 +728 **1101**	975 +457 **1432**	985 -396 **589**	502 -416 **86**

12 x 7 **84**	22 x15 **330**	600 ÷25 **24**	96 ÷ 4 **24**

Habiba made 150 new pencils. Her son used 16 pencils at school. How many pencils does Habiba have now? ___134___ pencils

Part 3: Burmese (Total 10 points)

၆။ အောက်ပါမေးခွန်းများကို စာကြောင်းအပြည့်အစုံဖြင့် ဖြေဆိုပါ။ (10 points)

သင်၏ အမည်ကို ရေးပါ။

(2 points for first and last name, 1 point for first name)
ကျွန်တော်/ကျွန်မ၏ အမည်မှာ _____ ဖြစ်ပါသည်။

နှစ်တစ်နှစ်၏ ပထမဆုံးလနှင့် နောက်ဆုံးလကို ရေးပါ။

(2 points for 2 correct months, 1 point for 1 correct month)

<u>နှစ်တစ်နှစ်၏ ပထမဆုံးလမှာ ဇန်နဝါရီလဖြစ်ပြီး နောက်ဆုံးလမှာ ဒီဇင်ဘာလ ဖြစ်ပါသည်။</u>

ယခုလသည် သြဂုတ်လဖြစ်ပါက ပြီးခဲ့သောလနှင့် နောက်လာမည့်လကို ဖော်ပြပါ။

(2 points for 2 correct months, 1 point for 1 correct month)
<u>ယခုလသည် သြဂုတ်လဖြစ်ပါက ပြီးခဲ့သောလသည် ဇူလိုင်လဖြစ်ပြီး နောက်လာမည့်လမှာ</u>
<u>စက်တင်ဘာလ ဖြစ်ပါသည်။</u>

ရက်သတ္တပတ်တစ်ပတ်၏ ပထမဆုံးနေ့နှင့် နောက်ဆုံးနေ့ကို ဖော်ပြပါ။

(2 points for 2 correct days, 1 point for 1 correct day)
<u>ရက်သတ္တပတ်တစ်ပတ်၏ ပထမဆုံးနေ့မှာ တနင်္လာနေ့ဖြစ်ပြီး နောက်ဆုံးနေ့မှာ တနင်္ဂနွေနေ့ ဖြစ်ပါသည်။</u>

ယနေ့သည် ကြာသပတေးနေ့ဖြစ်ပါက မနေ့ကသည် ဘယ်နေ့ဖြစ်ပြီး မနက်ဖြန်သည် ဘယ်နေ့ဖြစ်သနည်း။

(2 points for 2 correct days, 1 point for 1 correct day)
<u>ယနေ့သည် ကြာသပတေးနေ့ဖြစ်ပါက မနေ့ကသည် ဗုဒ္ဓဟူးနေ့ဖြစ်ပြီး မနက်ဖြန်သည် သောကြာနေ့ ဖြစ်ပါသည်။</u>

To be completed by the administrator:

Name: _____

Age: _____ **Gender** (Male/Female/Other): _____

Completed: Grade _____ in _____ (year)

Annex IV
Recording of Marks

Sl.	Name	Age	Gen	Grade	Year	Eng	Num	Bur	Total
Sl.	Name	Age	Gen	Grade	Year	Eng	Num	Bur	Total

Accelerated Adult Learning
(Basic and Functional Literacy Courses)
Placement Tool

Time: 60 minutes

Part 1: English

1. Write your full name. _____.

2. Write the letters of the English alphabet in order.

_____.

_____.

3. Answer the questions with complete sentences.

If today is Monday, what day was yesterday and what day will tomorrow be?

_____.

If this month is October, what was last month and what will next month be?

_____.

4. Read the passage and answer the questions with complete sentences.

Faisal is going to the market on Thursday.
He wants to meet the tailor in the market.
He needs to have some new clothes made.
The tailor can make good clothes.
The tailor says he will make the clothes tomorrow.
The tailor uses a sewing machine, fabric and thread to make clothes.

Who can make good clothes for Faisal?

_____.

What is used to make clothes?

_____.

What does the tailor say he will do tomorrow?

_____.

Who is going to the tailor and on which day?

_____.

Part 2: Numeracy

5. Solve the problems.

667	975	373	985	502
+ 855	+ 457	+ 728	- 396	- 416

12	22	600	96
x 7	x 15	÷ 25	÷ 4

Habiba made 150 new pencils. Her son used 16 pencils at school. How many pencils does Habiba have now?

_____ pencils.

Part 3: Burmese

၆။ အောက်ပါမေးခွန်းများကို စာကြောင်းအပြည့်အစုံဖြင့် ဖြေဆိုပါ။

သင်၏ အမည်ကို ရေးပါ။

_____

နှစ်တစ်နှစ်၏ ပထမဆုံးလနှင့် နောက်ဆုံးလကို ရေးပါ။

_____

ယခုလသည် သြဂုတ်လဖြစ်ပါက ပြီးခဲ့သောလနှင့် နောက်လာမည့်လကို ဖော်ပြပါ။

_____

ရက်သတ္တပတ်တစ်ပတ်၏ ပထမဆုံးနေ့နှင့် နောက်ဆုံးနေ့ကို ဖော်ပြပါ။

_____

ယနေ့သည် ကြာသပတေးနေ့ဖြစ်ပါက မနေ့ကသည် ဘယ်နေ့ဖြစ်ပြီး မနက်ဖြန်သည် ဘယ်နေ့ဖြစ်သနည်း။

_____