

# EFF Assessment Task

## Register to vote

### Characteristics of this Assessment Task

#### **Action (Performance Goal)**

Read a Scenario about a neighbor who wishes to vote, and read the instructions for completing a Voter Registration Form, in order to fill out the form for the neighbor and determine if the neighbor is eligible to vote in the next election

#### **Text Type**

1-page written scenario with narrative paragraphs and complex sentence structure; half page of densely-written information/instructions, and half page of personal information questions (including abbreviations for titles and dates) with spaces for written answers, on a 1-page form; 5 simply-written questions

#### **Content**

Some specialized content and vocabulary (“mailing address” in contrast with home address, citizen, resident, legal name/signature or mark, witnessing a signature or mark) and two digit numbers for months/days/years

#### **Environment**

Familiar environment, such as the classroom

#### **Estimated time to complete task**

35 minutes

#### **Materials**

Written Scenario

Copy of Voter Registration Form

Question/Answer Sheet – labeled “Answer Sheet 1”

Pens, pencils, highlighters, dictionaries (bilingual dictionaries may be used in addition to English dictionaries)

#### **Knowledge and strategies that are the focus of this assessment task**

(individuals performing at this level will fluently and independently use the following knowledge and strategies in this task)

- Recognizing and interpreting abbreviations and specialized vocabulary
- Familiarity with everyday and some specialized content knowledge and vocabulary, and with paragraph structure and document organization
- Locating important information, reading identified sections for detail, and determining missing information using a wide range of strategies (such as skimming, scanning, and using headings/titles, key words, context clues, and graphics/pictures)
- Monitoring and enhancing comprehension using a wide range of strategies (such as recalling, restating and summarizing information from multiple sources)

- Organizing and analyzing information and reflecting upon its meaning using a range of strategies (such as classification, categorization, comparison/contrast).
- Using new information to evaluate prior knowledge

**Additional knowledge and strategies that may affect performance on this task**

Some familiarity with concepts of U.S. citizenship, “Residence” vs. “mailing” address, “Legal Mark” to replace signature

Some familiarity with short but densely-written forms

**Evidence of learner performance that will be collected using this assessment task**

***Observations***

[None in this task]

***Work Products***

1. The Voter Registration Form, completed by learner according to instructions and with necessary information from Scenario
2. Completed Question/Answer Form (Answer Sheet 1)

## Step-by-step procedures for administration

This task may be administered to an individual or to a group of learners. While there is no time limit on this task, it should take no longer than 35 minutes. You may repeat the reading of any of the steps as needed, but repetition must be in English and you must read these steps exactly as they are written in the scripts each time. You may also model any requirement of the task to help clarify, as needed.

Step 1. Explain the task expectations/requirements to the learners:

*This task assesses how well you can read the instructions for filling out a Voter Registration Form and information a person who wants to register to vote.*

Step 2. Pass out copies of the Scenario, the Voter Registration Form, and Answer Sheet 1. Ask the learners to read the Scenario and the Voter Registration information and fill out the form and answer the questions on Answer Sheet 1:

*Please read this scenario about your neighbor, Samuel, silently to yourself. When you are finished reading the story, please look at the Voter Registration Form. Find the instructions for filling out the form and read them silently to yourself. You may make notes or highlight on any of the documents I have given you. If you come across a word you do not understand, you may use a dictionary.*

*When you have finished reading these documents, use the information from them to fill out the Voter Registration Form. Please follow the directions carefully and complete all of the information asked for on the form except for the legal signature or mark. For the purposes of this exercise, you do not need to use a black pen when you fill out this form.*

*When you have completed the Voter Registration form, you will decide if Samuel is eligible to vote in the election on November 3. You may go back and read the section of the Voter Registration Form that gives information about qualifying to vote.*

*Then, answer the questions on the form labeled Answer Sheet 1. Each question requires you to answer by circling either Yes or No; the first question also asks you to write down a reason to support your "yes" or "no" answer.*

*Are there any questions?*

After answering student questions (or if there are none), instruct learners to begin:

*Begin reading the Scenario, filling out the form, and answering the questions on Answer Sheet 1 now. When you have finished, please bring your copy of the Scenario, the completed Voter Registration Form, and your completed Answer Sheet to me.*

Step 3. Collect all task materials and record approximate time taken by student to complete the task.



**Scoring Rubric for Register to Vote (Level 5)**

**Student Name:**

Unable to Score	Beginning	Proficient	Advanced
	<ul style="list-style-type: none"> <li>• May confuse meanings and functions of some abbreviations and/or specialized vocabulary related to filling out a voter registration form by correctly answering less than half of the personal information questions on the registration form</li> <li>• Locating and summarizing skills need improvement; accurately locates and summarizes some key information from the texts; may fill out the voter registration form with incorrect information or without sufficient attention to detail</li> <li>• Responses to Questions on Answer Sheet 1 indicate poor understanding of the scenario and/or the application materials; learner does not combine appropriate information not in the reading with information from the reading to answer these questions; learner correctly answers 3 or fewer of the questions on Answer Sheet 1</li> <li>• Completes task with some hesitation; has some difficulty completing the task without direction or support</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Demonstrates ability to recognize and accurately interpret abbreviations and specialized vocabulary related to filling out a voter registration form, by correctly answering most (more than half) of the personal information questions on the registration form</b></li> <li>• <b>Shows effective locating and summarizing skills by completing the voter registration form with few major errors</b></li> <li>• <b>Demonstrates understanding of reading material and draws on prior knowledge by correctly answering 4 questions on Answer Sheet 1 and providing some appropriate justification for responses to at one of the follow up parts of questions 1 and 5; learner shows use of prior knowledge by using appropriate information not in the reading in his or her response and combines this with information from the reading</b></li> <li>• <b>Completes task with little apparent difficulty, needing little direction or support</b></li> </ul>	<ul style="list-style-type: none"> <li>• Interprets abbreviations and specialized vocabulary related to filling out a voter registration form effectively and appropriately, providing the appropriate information to answer all personal information questions on the form</li> <li>• Shows superior locating and summarizing skills by accurately filling out the entire form with few minor errors</li> <li>• Demonstrates superior understanding of the reading and integration of prior knowledge in Questions on Answer Sheet 1; provides thorough justification for responses to questions 1 and 5; learner shows use of prior knowledge by using appropriate information not in the reading in his or her response and combines this with information from the reading</li> <li>• Completes task without hesitation, direction, or support</li> </ul>

Name \_\_\_\_\_

Date \_\_\_\_\_

### Scenario for “Register to Vote”

Today is October 9, and your neighbor Samuel Griggs would like to register to vote. He has never registered to vote. He has never learned to read and write and needs you to help him with his Voter Registration Form so he can vote on Election Day which is November 3rd of this year.

Samuel lives next door to you and so you know his address. It is 2741 Maple Lane in the city of Dupont in the beautiful state of Ohio. However you know that the mailman never brings mail to Samuel’s house. When you ask Samuel about his mail, you find out that his mail goes to his brother’s post office box. It is P.O. Box 112. The zip code for Dupont is 45056. Dupont is in Butler County.

You are aware that Samuel was born to immigrant parents after they arrived in this country. The story is fascinating. Samuel was born in Boston, Massachusetts the same day that his parents arrived in this country. They arrived on May 22 in 1944. Samuel lived in Boston until his parents died two years ago. He moved to Dupont right after their death to be near his brother.

The rest of the information needed to fill out the form is not as easy to get from Samuel. After explaining that a legal name would include a middle name or initial Samuel tells you that his middle initial is B. However, he will not give you his social security number. His phone number is 513-815-3324.

You can help Samuel fill out his Voter Registration Form and determine whether or not he is eligible to vote in the next election. First, fill out the form for Samuel using the information above. The instructions for filling out the Voter Registration Form are on the top of the form.

Student Name:

Answer Sheet 1

**Instructions: Please read the Scenario about your neighbor, Samuel, silently to yourself. When you are finished reading the story, please look at the Voter Registration Form. Find the instructions for filling out the form and read them silently to yourself. You may make notes or highlight on any of the documents. If you come across a word you do not understand, you may use a dictionary. When you have finished reading these documents, use the information from them to fill out the Voter Registration Form. Please follow the directions carefully and complete all of the information asked for on the form except for the legal signature or mark. For the purposes of this exercise, you do not need to use a black pen when you fill out this form. When you have completed the Voter Registration form, you will decide if Samuel is eligible to vote in the election on November 3. You may go back and read the section of the Voter Registration Form that gives information about qualifying to vote. Then, answer the questions on this form. Each question requires you to answer by circling either Yes or No; the first question also asks you to write down a reason to support your “yes” or “no” answer.**

(1) Is Samuel a U.S. citizen? Yes or No

How do you know this?

(2) Is Samuel old enough to vote? Yes or No

(3) Has Samuel been a resident of Ohio long enough to vote there? Yes or No

(4) Will Samuel be registered to vote in time? Yes or No

(5) Based on your answers to questions 1-4, will Samuel be able to vote in the next election? Why or why not?

## Answer Key for Answer Sheet 1

*Note: The content of specific answers will vary; the answers below are examples of proficient responses to the questions. Proficient responses will have the correct answers to the questions and some explanation, where required.*

**Instructions: Please read the Scenario about your neighbor, Samuel, silently to yourself. When you are finished reading the story, please look at the Voter Registration Form. Find the instructions for filling out the form and read them silently to yourself. You may make notes or highlight on any of the documents. If you come across a word you do not understand, you may use a dictionary.**

**When you have finished reading these documents, use the information from them to fill out the Voter Registration Form. Please follow the directions carefully and complete all of the information asked for on the form except for the legal signature or mark. For the purposes of this exercise, you do not need to use a black pen when you fill out this form.**

**When you have completed the Voter Registration form, you will decide if Samuel is eligible to vote in the election on November 3. You may go back and read the section of the Voter Registration Form that gives information about qualifying to vote.**

**Then, answer the questions on this form. Each question requires you to answer by circling either Yes or No; the first question also asks you to write down a reason to support your “yes” or “no” answer.**

- (1) Is Samuel a U.S. citizen? Yes or No

*Yes.*

How do you know this?

*He was born in the United States.*

- (2) Is Samuel old enough to vote? Yes or No

*Yes.*

- (3) Has Samuel been a resident of Ohio long enough to vote there? Yes or No

*Yes.*

- (4) Will Samuel be registered to vote in time? Yes or No

*No.*

- (5) Based on your answers to questions 1-4, will Samuel be able to vote in the next election? Why or why not?

*No, he will not be able to vote in the next election. A voter registration form must be received 30 days prior to election day. Samuel is filling out his form on October 9, which is less than 30 days before election day (November 3).*