



# ASSESSMENT TOOL TO DETERMINE ENGLISH PROFICIENCY

This assessment tool was adapted from a Bench Card for judges. It has been designed to help employee/contract staff determine an individual’s ability to communicate adequately in English, as it may vary according to the situation.

For instance, an individual may be able to ask a living unit employee for a lower bunk and understand the response. The same individual may not be able to make a statement in an infraction hearing or describe symptoms to medical employees.

If uncertain about an individual’s ability to communicate adequately in English, ask at least 3 of the following questions and mark the appropriate boxes:

**1. How did you learn to speak English?**

- Did not appear to understand the question.
- Appeared to understand the question and responded adequately.

**2. Tell me about your ability to read and write in English.**

- Did not appear to understand the question.
- Appeared to understand the question and responded adequately.

**3. Tell me about your job or the job you would like to have.**

- Did not appear to understand the question.
- Appeared to understand the question and responded adequately.

**4. Prisons - How do you plan to make use of your time in Prison?  
Community Corrections - How do you spend your time in the community?**

- Did not appear to understand the question.
- Appeared to understand the question and responded adequately.

If you determine the individual is Limited English Proficient (LEP), state slowly, “You have the right to an interpreter and we will make arrangements to provide one for you.”

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 Name Signature Date

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - LEP Coordinator      **COPY** - Case manager, Incarcerated individual file