How to get the Readability (Grade Level) Score of a

Document in Microsoft Word

1. Open Microsoft Word.
2. Click 'File' in the upper left hand corner.
3. Click 'Options'.
4. Under Options, click 'Proofing'
5. Under heading "When correcting spelling and grammar in Word' select 'Show readability statistics.
6. Click 'OK'.
7. Run spellcheck on your document and at the end Word will present the Readability Statistics box. At the bottom of the box is the Flesch-Kincaid Grade Level Score.

General Consent Form Readability Level

Consent forms should be written at a readability level appropriate to the proposed participant population. For adults, it is recommended that consent forms not exceed the 8th grade reading level in most cases. Remember to take into account the reading level of your target participant population, the reading level may have to be lowered.

Child Assent Form Readability Level

For children ages 7-12, an assent form is used. The assent form should be written in a simpler format with language appropriate to the youngest child in this age range. It is recommended that the reading level be no more than 3rd or 4th grade. This form is required to be used with the Parent/Guardian Consent Form.

Adolescent Assent Readability Level

For children ages 13-17, the child signs the bottom of the Parent/Guardian Consent Form. Remember to take into account the reading level of your target participant population, the reading level may have to be lowered.