

Implementing the Assessment Process

There are four steps to the assessment process. Teachers need to know the daily and weekly steps to take in order to intentionally use assessment data to drive their planning.

DAILY

1. Observe and Document

- a. What is my daily goal? (# of pieces of documentation per day)
- b. What do I plan to observe today? (Objective/Dimension)
- c. Who do I plan to observe today? (child/children)
- d. When/Where do I plan to observe chosen children today?
- e. How do I plan to observe and document children? (method)

3 pieces
10a
Sara, Jose, and Nadine
Outdoors, Arrival, Lunch
Video, sticky note, audio recording

2. Analyze and Respond

- a. What other objectives/dimensions did I observe?
- b. Where along the progression was the child's knowledge, skills, and abilities?
 - i. How do I scaffold the child's learning tomorrow?
 - ii. What are my considerations for planning next week?

10b, 9b, and 9c

Teacher observes a child who takes their socks off and tries to put them back on. The teacher considers how to scaffold the child's learning tomorrow. As part of the plan, the teacher decides to sit with child tomorrow and dress and undress a baby doll. Then, the teacher considers plans for the next week. The teacher changes the child's dressing routine to include *Mighty Minutes* 04, "Let's Put On Your Pants" and the story *Where has Ava Gone?* from Highlights Hello 14.

WEEKLY

3. Evaluate

- a. Was the child's knowledge, skills, and abilities within the widely held expectations for that child's age or class/grade?
- b. How did this child compare to other children who are within the same colored band?
- c. Run Documentation Status Report
 - i. Which objectives/dimensions do I need to observe?
 - ii. Which child do I have the most documentation on? Why?
 - iii. Which child do I have the least documentation on? Why?
 - iv. What area do I have the most documentation in? Why?
 - v. What area do I have the least documentation in? Why?

#3 can be answered with Class Profile Report

4. Summarize, Plan, and Communicate

- a. What were my considerations for planning?
- b. What questions arose from the review of my Class Profile Report?
- c. What do I need to observe and document?

Preschool

Incorporate the above information into the weekly plans in the *Teaching Guides*

Infant, Toddler and Twos

- What changes need to be made to routines?
- What changes need to be made to the environment?
- How do I involve families?
- How do I plan for indoor and outdoor experiences?