

Child Assessment Procedures (Pre-K)

Statement Builder Prompts

PROMPT	WRITER'S TIPS
How are child assessments conducted?	Writer's Tips and Think Abouts ~ Are assessments formal/informal or both? ~ How are children's behaviors recorded?
Who conducts the child assessments?	Writer's Tips and Think Abouts ~ Turn the question into a sentence to make it easier to edit your statement later. For example, you might begin your response with "Assessments are conducted by ..."
How often are assessments conducted?	Writer's Tip and Think Abouts ~ Are assessments conducted daily, weekly, monthly?
What tools are used for ongoing child assessment?	Writer's Tips and Think Abouts Describe the way any or all the following assessment tools are used in your program: • Observation • Developmental checklists • Early Learning Assessment • Anecdotal records • Portfolios

How are the different tools used?	Writer's Tips and Think Abouts Observation/Anecdotal Records ~ How do you capture what children do and say (i.e. notes jotted on paper/sticky pads, clipboard with note paper, computers/laptops, video recording, or audio recording)? ~ Are notes transcribed and made available to families and other staff members? ~ Are notes part of discussions about a child's progress? ~ How are anecdotal records or notes used in planning or adjusting activities? ~ How are anecdotal records used to track a child's progress over time? Developmental Checklists ~ What types of developmental checklists does your program use? ~ How are checklists used to guide children's development and learning? ~ Are checklists used to guide discussions with other staff members and families? If so, how? Portfolios ~ What types of artifacts are included in a child's portfolio (examples: work samples, photographs, art work, descriptions of a child's interests, experiences, background, and behaviors)? ~ How does the program decide on what to put in a child's portfolio? ~ How are portfolios used to guide children's development and learning? How are they used in discussions with families or others?
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