

# Curriculum Assessment Tool

This assessment tool is provided to determine the mastery level of the goals and objectives that accompany all lessons included in this unit. It is also intended to guide teacher decisions about children's progress in a timely manner and assist the teacher/therapist in the selection of appropriate activities and experiences based on individual student needs and abilities.

## Components of Assessment Tool

1. Introduction Letter
  - a. Introductory Letter
  - b. At-A-Glance
  - c. Goals and Objectives from each domain
2. Assessment/Conclusion Letter
  - a. Assessment Letter
  - b. At-A-Glance
  - c. Goals and Objectives from each domain with rating scale
3. Assessment Grid

## Implementation

### Beginning the Unit

1. Using the CD accompanying each unit, open the "Parent Letter/Assessment Tool" in WORD format. Select the "edit" function found at the top left corner of your screen. Choose "Select All", then "Copy". Create a new page and select "Paste" to transfer the complete parent letter assessment document to your new pages. From this point on you will be working from this document. It is yours to manipulate as needed. Name and save this file in a folder on your computer.
2. Print the Introduction Letter. The letter may be personalized to include classroom news or specific information. You may type additional words inside the text box and add or delete graphics as necessary.
3. Print the At-A-Glance. The At-A-Glance provides parents with an overview of vocabulary and concepts that will be addressed during the unit.
4. Review the goals and objectives following the At-A-Glance. Delete those goals and objectives that may not apply and add individualized goals as necessary. For children with an IEP (Individual Educational Plan), this amended list of goals and objectives should mirror their existing IEP.
5. Print a copy of amended goals and objectives.
6. Send a copy of the Introduction Letter, the At-A-Glance, and amended goals and objectives to parents as you begin a new unit. This information will provide parents with an understanding of the focus for this unit. It also helps to give meaning to some of the activities and projects that go home with the child on a daily basis.

## Ongoing Assessment and Data Collection

1. Print a copy of the Assessment Grid found at the end of this section or go to the CD and select Graphic/Lesson Plans/Grid. On the assessment grid, list the student names along with goals and objectives to be covered during the week.
2. Make several copies of the completed assessment grid. The grids are designed to be placed on clipboards and positioned in strategic locations around the classroom where it is most convenient to immediately document data as it is being observed.
3. Use the 1-5 rating scale at the bottom of the assessment grid to indicate mastery level of each goal and objective. Using the assessment grid on a daily basis encourages ongoing, systematic observations as the child participates in daily activities.
4. The assessment grid should be updated weekly to adjust goals and objectives as necessary. Save past assessment grids with collected data. This observed information will be used to complete the final assessment letter.
5. On-going data collected for the final assessment letter is gathered through observation and can be recorded by teachers, therapists, or paraprofessionals.

## Concluding the Unit Assessment

1. Print the concluding Assessment Letter. The letter may be personalized to include classroom news or specific information. You may type additional words inside the text box and add or delete graphics as necessary.
2. Print the At-A-Glance as a reminder of the overview of vocabulary and concepts that were addressed during the unit.
3. Print a copy of amended goals and objectives.
4. Transfer the collected data from the saved assessment grid to the amended goals and objectives.
5. Make 2 copies of the assessed goals and objectives, one to be kept in the student's file and one for the parents.
6. Send home a copy of the concluding Assessment Letter along with the At-A-Glance and assessed list of goals and objectives.

## Suggestions

1. Send a copy of the storybook along with the concluding Assessment Letter. Providing the child with his/her own storybook to keep at home promotes literacy in the home. With the information from the assessed goals and objectives, parents are able to focus on their child's needs as they read the storybook together with their child. In this way, learning introduced in the classroom can now be continued in the home as well. Storybooks for each unit are available at a discount from Scholastic Literacy Partners (Click here for Scholastic storybook ordering information).
2. Use past assessed goals and objectives along with work samples and unit activities as information showing student progress to be presented at parent teacher conferences or IEP meetings.
3. Use past assessed goals and objectives to update or create new IEP's.

4. An electronic version of the assessment grid is available on the CD for those who choose to enter and save data electronically.