

TOOLS FOR TEACHERS PLANNING FOR ASSESSMENT

EXAMPLE: WEEKLY ASSESSMENT PLANNING MATRIX

This example of a completed assessment planning matrix shows **what**, **how**, **who** and **when** teachers plan to gather information across daily activities and routines. There is a blank copy of the *Weekly Assessment Planning Matrix* on the next page for use in your own classroom.

What, How, Who, and When							
Activity or	All children:	Individual children:					
routine:		Etienne	Aiden	Olivia			
Arrival	Recognize name on cubby Checklist All Adults		Responds to greeting Anecdotal Teacher				
	All children by end of week		Monday, Wednesday				
Free play	Engage in conversation Checklist Teacher All children by end of week Use writing tools Work samples Assistant All children by end of week		Responds to peer Checklist Assistant Tuesday, Thursday	Joins group successfully Anecdotal Any adult Tuesday, Thursday			
Circle	Attend and participate Video to watch later Assistant Wednesday, Friday	Pretends to read Anecdotal Assistant Tuesday, Thursday					
Snack	Use one-to-one counting Checklist Adults at table All children by end of the week						



For more information, contact us at: NCQTL@UW.EDU or 877-731-0764 This document was prepared under Grant #90HC0002 for the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start, by the National Center on Quality Teaching and Learning. SPRING 2014



WEEKLY ASSESSMENT PLANNING MATRIX

Use this chart to plan how to gather assessment information across daily activities and routines for all children, as well as for individual children. For each activity or routine, specify what (learning goals), how (which assessment methods), who will collect the data, and when they will collect it.

What, How, Who, and When						
Activity or routine:	All children:	Individual children:				



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