

Listening & Following Directions Assessment Tool

Background:

- Because this is one of my report card standards I not only whole-group assess on a daily basis, I give a monthly assessment as well so that I have a “hard copy” to show parents, and proof of a student’s grade.
- I have students open a file folder and put it in front of their work station so that they can keep their eyes on their own paper.
- Sometimes I have them spread out and work on their tummies on the floor putting their paper on a work mat and using a box of crayons. Sometimes I take them to the cafeteria after lunch hour block so that they can spread out at the big tables.
- I let them know that I will be assessing how well they **listen** and follow **directions** and that this will be a grade on their report card. We have already gone over what assessing and grades and report cards are via a show and tell format.
- We’ve also discussed why these things are important and why their parents are interested in how they are doing. I think it is extremely important to let children know WHY they are doing something. For little ones it is important to define the words as well. To explain that it’s important because it’s going on your report card when they are clueless to what a report card is, doesn’t help.
- I think they try a bit harder when they understand things.

Directions:

- Run off the master.
- Have the students WRITE their names on the paper.
- Remind them to keep their eyes on their own papers, as the other child may not be doing the correct thing.
- Remind them to listen carefully. i.e., COLOR means to COLOR. TRACE means to Trace. Do your best effort. This is not a race.
- Collect the papers and correct them.
- I keep the ones that are correct in one pile and the ones that are incorrect in another.
- I alphabetize these according to their first name so that I can find them fast then I paper clip them together.
- I high light a class list with the ones who did NOT get it correct.

Listening & Following Directions!

- I label the list Listening and Following Directions and write down the date and theme page that I gave and tuck the list under the paper clip.
- Instead of filing the paper under each child, I file all of the assessments together in an assessment box. It saves lots of time.
- I put the most current assessment of this type on the top of the file folder that is labeled Listening and Following Directions.
- I keep the folders in alphabetical order according to report card standards.
- When it comes time to grade this standard I can see at a glance who has and who has not passed this standard via the class list.
- I also see who I need to work with, and who I need to re-test.
- I can also easily pull work for Parent-Teacher conferences to share with parents.
- I keep all of my Master Assessments for each report card standard in a folder ahead of the completed ones.
- This system has really worked for me as a great time saver, space saver, and easy access when I need to find it fast, as well as keep me organized. I keep this metal file box under my desk and can tote it to another table where I usually assess, correct papers, work one-on-one or even copy papers in another room. There's also enough room in the back of the box to keep a few baggies of my manipulatives that I use for one-on-one assessing of shapes, letters, numbers, patterns etc.

