

# Assessment at-a-Glance

## Preparation

### Materials

- ▶ Benchmark Books
- ▶ Recording Forms
- ▶ Student Writing Materials
- ▶ F&P Calculator/Stopwatch
- ▶ Assessment Summary Form

## Administration

1. **Record** student information on the Recording Form.
2. Read the **title** and the **introduction** to the student.
3. Start the **timer** (Start Time) on the calculator. \*
4. Have the student start **reading orally**.
5. **Code** the reading behaviour on the form.
6. Stop the **timer** (End Time) on the calculator and record the time on the form. \*
7. Enter number of **running words (RW)**, **errors (#Errors)** and **self-corrections (#SC)** on the calculator.
8. Make brief notes about **fluency** and/or circle a fluency rating.
9. Have a **conversation** with the student about the text. Use prompts as needed and score each area.
10. Press buttons (**Accur. %, SC, WPM**) to obtain and record scores.
11. Repeat the process until you have determined **independent, instructional** and **hard** text levels.
12. **Record** the results on the Assessment Summary Form.

\* Only if calculating rate, recommended at Level J and above.