



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



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.

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