



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	Recognize name on cubby Checklist All Adults All children by end of week		Responds to greeting Anecdotal Teacher 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			



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:		