

Alphabetic Knowledge Assessment

This assessment is **completed three times per year**: 1. Screening date (late July or August 2002); 2. Mid-year assessment date as determined yearly (January 2003); 3. End of year screening date determined yearly (May 2003). The assessment will become part of the child's portfolio and record. **The white copy is turned into the Head Start office at the completion of each scheduled assessment to determine first a baseline, mid-year progress, and finally to measure outcomes. The yellow copy goes in each child's portfolio.** The results will be utilized at each interval to individualize for each child's needs (and collaboration with parents for home activities) as well as to provide the knowledge of children in the classroom as a whole to direct the instructional emphasis for letter recognition.

Allow 5-10 minutes to complete the assessment

Materials needed:

1. **Master Card of Alphabet Letters**-The letters are deliberately positioned out of alphabetical sequence.
2. **Alphabet Knowledge Record Form** on which to record answers
3. **Directions**

Step 1

- Sit beside the child.
- Give the child the master card.
- You have the **Alphabet Knowledge Record** form on which to record responses.
- Fill in child's name, age, and date of check. Check initial, mid-year, or year end

Step 2

- Point generally to the letters on the master card and ask, "What are these?" Record the child's statement.

Step 3

- Say, "Would you look at each of these letters and tell me what they say? If you don't know, just go on to the next one."
- Record each correct response with a check. Count as correct those responses which include
 - Alphabet letter name ✓Al
 - Sound ✓Sd
 - Word beginning with ✓ word given
- Underline each letter not known or circle misidentified letters

Examples:

- No response B
- Incorrect response (B)^M

Step 4

- Record total correct
- Note preferred mode of response, i.e., alphabet letter name, sound or word beginning with.
- Talk with child and highlight letters known—be positive.
- Make a comment on such things as
 - Confidence with which the child approached the task.
 - Instructional implications

Example of a completed form

ALPHABET KNOWLEDGE RECORD									
✓ = Correct response, i.e., Alphabet Name, Word, or Letter/Sound ○ = Incorrect response ___ = No response									
Name <u>Caitlin Hayward</u> Age <u>5</u> Date <u>Sept. 16</u>									
Response to question "What are these?" "You write with them."									
<u>L</u> <i> Gina</i>	<u>J</u> <i> Jammy</i>	<u>M</u>	<u>L</u> <i>S</i> / <i>Al</i>	<u>O</u> <i>O</i> / <i>Al</i>	<u>C</u> <i>My name</i> / <i>Caitlin</i>	<u>J</u>			
<u>U</u> <i>Up</i>	<u>V</u> <i>S</i>	<u>B</u> <i>D</i> / <i>Al</i>	<u>R</u> <i>D</i> / <i>Sd</i>	<u>W</u>	<u>Q</u> <i>Al</i>	<u>E</u> <i>He</i>			
<u>D</u> <i>Al</i>	<u>F</u> <i>Al</i>	<u>Z</u> <i>Zoo</i>	<u>S</u> <i>Sd</i>	<u>H</u> <i>My name</i> / <i>Caitlin</i>	<u>X</u>	<u>N</u>			
<u>K</u>	<u>A</u> <i>Al</i>	<u>Y</u>	<u>P</u>	<u>I</u> <i>One</i>					<u>10</u>
Comments: <i>Word responses indicate visual recall/memory relating to names, and familiar words dominate.</i>									
Further information can be found in <i>Highlight My Strengths</i> in Rigby's CLPs Package. May be freely copied.									

Remember that

- It is not necessary that a child recognize every letter consistently in all three categories at once.
- The purpose of the record is to observe how a child recognizes individual letters of the alphabet, how many, what individual support is needed, and what the instructional emphasis in the classroom needs to be as well as what individualization the child requires.
- The best observation of a child's facility with sound-symbol relationships can be seen in his/her reading and in his/her writing.
- It is important to always talk about letters by alphabet name, and the sounds they make in the **context** of interesting words at the same time.
- The results of the Alphabetic Knowledge Record will be recorded and evaluated for outcomes.
- The white copies sent to the Head Start Office will become a permanent part of a child's records and will be placed in the record in June.

ALPHABET KNOWLEDGE RECORD

- ✓ = Correct response, i.e., Alphabet Name, Word, or Letter/Sound
○ = Incorrect response
_ = No Response

Check One
Initial _____
Mid-year _____
End of year _____

Name: _____ Age _____ Date _____

Center: _____ Class: A B C D

Response to question "What are these?"

G	T	M	L	Q	C	J
U	V	B	R	W	O	E
D	F	Z	S	H	X	N
K	A	Y	P	I		

g	t	m	l	q	c	j
u	v	b	r	w	o	e
d	f	z	s	h	x	n
k	a	y	p	i		

Total Correct _____ Preferred Mode of Response _____

Comments: