

Using Observation and Documentation: *Organizing for Assessment*

Use these ideas and questions to build on what you've learned and extend your practice.

THINK ABOUT IT!

- **Self-Reflection**
Use these questions to think about your own practice.
- **Reflect with Others**
Supervisors, directors, coaches, and teachers/providers can be reflective partners.
- **The Power of Practice**
Invite a colleague to join you; observe or record each other and share ideas.

REFLECTIVE QUESTIONS

- How can I be more intentional in planning observations? How can I plan to assess particular skills or behaviors as part of my daily routine?
- What recording materials do I have in my learning space? How can I make recording materials more accessible throughout the environment?
- What system(s) for storing observational notes and other documentation works best for me? How can I improve my storage system(s) for each child's records?
- What routines do I have in place to reflect on my observations? To share observations with my colleagues?

TRY IT OUT!

Review your current system for assessment and explore ways to improve it.

Divide a paper in four quadrants, and label the quadrants "Plan," "Place," "Store," and "Review."

- For each quadrant, write about:
 - What works well using your current system—what you would not change
 - What is challenging or difficult about your current system—things you would like to change
- Consider ideas for improving your system (i.e., explore colleagues' systems, resources, video clips).
- What changes can you make to improve your system? What materials do you need for recording or storing information? How can you engage your colleagues?
- Over the next week, implement one to two steps to help improve your system.

How Did It Go?

How has your system for assessment become more effective? How does it help you integrate assessment into your daily practice?

What Next?

Track the use of your system over time and note any changes you would like to make. Continue to engage in dialogue with colleagues to learn about other systems for assessment. Check out *Digging In: Organizing for Assessment* from the bundle materials to learn more and reflect on your systems for assessment.