

Written Productivity Profile

Worksheet 1

Data Collection Worksheet

Date of Assessment: _____

Student's Name: _____

School: _____ Evaluator: _____

1. Handwriting Assessment LPM WPM

Alphabet			Handwriting observations:
Sentence copy			
Dictated sentence			
Independently composed sentence			

2. Keyboarding Assessment LPM WPM

Alphabet			Handwriting observations:
Sentence copy			
Dictated sentence			
Independently composed sentence			

3. Spelling

Developmental Spelling Levels	Number of Words at this Developmental Level	Spelling observations:
1. Prephonetic		
2. Consonant Frame		
3. Phonetic		
4. Transitional		
5. Conventional		

4. Writing Traits

Six-Traits Analysis	Six-Trait Scores		Observations on Writing Traits:
	Sample #1	Sample #2	
Ideas			
Organization			
Voice			
Word Choice			
Sentence Fluency			
Conventions			

Assistive technology options to consider:

Summary:

Written Productivity Needs Assessment

Worksheet 2

Date of Assessment: _____

Student's Name: _____

School: _____ Teacher completing form: _____

1. Does this student have difficulty with written work? Yes _____ No _____

2. What is the student's primary means of written communication?

_____ manuscript (printing) _____ cursive _____ typing other _____

3. Approximately what percentage of the student's writing is legible? _____

4. Please check areas of difficulty with handwriting:

_____ speed of writing: Too slow _____ Too fast _____

_____ letter formation

_____ spacing between letters/words

_____ use of lines

_____ other (specify) _____

5. What percentage of the student's written work contains correct spelling? _____

6. Is handwritten work completed in the same time frame as peers? Yes _____ No _____

7. Is endurance a problem with written work? Yes _____ No _____

8. Is the student able to copy from the board? Yes _____ No _____

9. Is the student able to copy from a desk copy? Yes _____ No _____

Please check the type of written work used during the school day, the approximate amount of time spent on this, and whether this student is successful in completing this type of written work:

	Time Spent	Successful? yes/no
_____ Fill-in-the-blank worksheets	_____	_____
_____ Short answers (phrases/single sentence)	_____	_____
_____ Short in-class assignments (1 to 4 paragraphs)	_____	_____
_____ Reports or longer writing assignments (more than 1 page)	_____	_____
_____ Note taking	_____	_____
_____ Written homework	_____	_____

What handwriting modifications or alternatives are being used?

Successful? (yes/no/sometimes)

Adapted with input from N. Farley and M. Kaplan

Student Handwriting Worksheet

Worksheet 3

Date of Assessment: _____

Student's Name: _____

Letters of the alphabet:

Copied sentence:

Dictated sentence:

Composed sentences:

Written Productivity Profile

Worksheet 4

Student: _____ Date of Report : _____

Date of Birth: _____ Chronological Age: _____ Student ID # _____

School: _____ County/State: _____

Student's Native Language: _____ Grade: _____ Program: _____

Examiner: _____ Date(s) of Assessment: _____

Purpose:

Background Information:

General Observations:

Written Productivity Profile

1. Handwriting Profile:

2. Keyboarding Profile:

3. Spelling Profile:

4. Writing Traits:

Summary and Recommendations:

Assistive Technology Considerations: