Word Processing Assessment

Student Name:_____School Year:_____

Directions

1. If this assessment is appropriate for this student, use it for planning programming and reporting student performance.

2. Date the assessment. Mark the appropriate boxes (**C** or **G**).

> **C** = **Competency**
> The student demonstrates knowledge consistently in at least one setting with minimal support *and/or* with accuracy but some inconsistency in different settings with minimal support *and/or* with a grade of at least 70%.
>
> **G** = **Generalized Use**
> The student demonstrates knowledge accurately in 3 different settings *and* all components of the skill independently with 80-100% accuracy or 8 out of 10 times.

3. The first time the instrument is used, go over all the areas of the assessment using formal testing or general observation. Add all marks in the Pretest C and G columns and record the subtotals at the bottom of each page and the totals on this page.

4. At the posttest, review the items that were marked in the previous test **C** column and determine if they have been Generalized (**G** column).

5. Also review all areas of the assessment where programming has occurred or IEP goals have been written to determine what new skills are the Competency (C) or Generalized (G) level. Only those parts of the assessment that are appropriate for programming for this student need to be reviewed at this time. Add all marks in the **C** and **G** columns and record the subtotals at the bottom of each page and the totals on this page.

6. The totals on this page will determine the student's progress.

Add subtotals from each page and enter the totals here:

	Date(s) Assessed	Assessor(s)	Total of **C**s	Total of **G**s
Pretest				
Posttest			New Cs	New Gs
Totals				

	Pretest		Posttest	
	C	**G**	**C**	**G**
File Management				
Creates new file.				
Opens file.				
Closes file.				
Deletes file.				
Saves file.				
Renames file.				
Saves as... (different name, different disk location).				
Copies file.				
Saves as text file (or other format).				
Printing				
Prints documents.				
Controls print job.				
Prints selected number(s) of pages.				
Editing				
Moves cursor.				
Selects text.				
Deletes text.				
Cuts and pastes.				
Copies and pastes.				
Makes simple searches.				
Searches and replaces.				
Spell checks.				
Formatting				
Uses and/or adjusts line spacing.				
Justifies and/or aligns center or right.				
Underlines, bolds, italicizes text.				
Numbers pages.				
Changes font size and style.				

Comments:

	Pretest		Posttest	
	C	**G**	**C**	**G**
Subtotals this page				