

Directions for Administering and Scoring the Kindergarten Writing Readiness Probe

Copy Letter Probe



Timing: 1 minute.

Materials needed: Probe sheets for each student, pencils for each student, digital timer

1. Arrange students so that they can only see their own work. Tell students, **“You will be doing a fun activity for practice. When you get your paper, write your name at the top and then put your pencils down so we can start together.”**
2. Distribute probe sheets. Prompt students, **“Put your pencil down when you have finished writing your name on your paper so that we can all start together.”**
3. **“If you are ready look at me”** (make sure all eyes are on you). Say, **“Look at the letter in the box. When I say ‘start,’ you will copy the letter in the box underneath it** (point). (Go to the chalkboard.) **Let’s pretend that this letter is written in the top box.** (Draw a letter “C” on the chalkboard.) **Your job would be to copy the same letter underneath it** (demonstrate). **Remember to work quickly, but do your best work at the same time.”** Monitor for compliance and understanding. If students continue working, remove their papers and give them a new one.
4. Say, **“I’ll tell you when to start and stop. It’s okay if you don’t finish your paper. Is everyone ready? On your mark, get set, start.”** Begin the timer. Prompt students to turn the page if they finish the first page and continue working. If a student finishes all three pages before 1 minute has elapsed, give the student a fresh probe and instruct the student to “keep working.”
5. Do not assist or teach students the task during the timed probe. Say only, **“Do your best work”** if students ask questions during the probe.
6. When the timer rings say, **“Stop. Put your pencils down and hold your papers up in the air so we can pick them up.”** Monitor to ensure that all papers are held up so that students cannot continue working.

Scoring:

1. Count number of items correct in one minute. Items with exactly the correct answer choice circled are counted correct.
2. Count number of errors. Items not answered are *not* counted as errors. Errors are defined as letters written improperly; as set by the following criteria:

Specific Criteria:

- * Must be an exact replica of the letter (i.e., lowercase letters are counted as errors).
- * Reversals are not counted as errors.
- * More than a 45-degree rotation on the copied letter is counted as an error.
- * More than ¼ of an inch overhang on any letter is an error (e.g., T, Y).
- * To be counted correct, the E must contain exactly 3 horizontal lines in addition to the other criteria.
- * To be counted as correct, the F must contain exactly 2 horizontal lines in addition to the other criteria.
- * To be counted correct, the O must be closed with no more than ¼ inch overhang.