



## **TOOL // Documentation Forms & Binder**

### **What is it used for?**

The tool is a series of questions for educators to ask of themselves and their students throughout the process of documenting student learning. They can be kept in a binder to be revisited for assessment for or of learning and used for conferencing with parents.

### **How do you use it?**

This tool is used to come to a deeper assessment of a student's thinking or understanding in relation to a particular skill or topic. Documentation can be used to understand more about a student, to further their learning, to further the learning of the class and/or to communicate learning with parents. As students become more accustomed to the process, they begin to reflect on their own learning independently. An educator will document student learning at a point in time. This can be anecdotal notes, pictures, videos, or the actual artifacts. Educators will decide if the moment to be documented will be 'in the moment' or planned to observe the understanding, thinking, application, or communication of a curriculum expectation. The questions help focus and ensure consistency of the teacher's observations. The sheets can be kept on a clipboard and transferred to a binder with student name tabs.

### **How do you adapt it to other subjects and topics?**

This tool could be used together with a list of success criteria, a learning continuum for a specific subject or strand. This process can be used to make students' thinking visible in any subject. The educator might be looking for more information about student interests or their ability or strength in a particular area.

# Documentation Assessment

Subject/strand: \_\_\_\_\_ Date: \_\_\_\_\_ Name(s): \_\_\_\_\_

Purpose: Assessment For, As, Of \_\_\_\_\_ Skill/Process (if applicable): \_\_\_\_\_

## Observation (questions educators to ask themselves)

1. What do I notice about how the child is working or thinking?
2. What do I notice about what the child is curious about?
3. What is the child writing, drawing, or saying that might indicate an understanding or strength?  
(This may relate to a developmental continuum.)
4. What am I curious about?

## Observation Notes

## Questions for Individual Interview (looking at the picture or video with the student)

1. Please tell me about your work.
2. What part of your work are you most proud of?
3. What did you learn?
4. What was your biggest challenge?
5. Would you do anything differently the next time?
6. I noticed you did..., I heard you said... Please tell me more about this.
7. What comment would you like to add to explain this to someone else? (if you post to a portfolio)

## Interview Notes/Next Steps

## Questions for Class Review

1. What do you notice about "student's" work?
2. What strategy or tool did they use to help them think about their work?
3. Who used a similar tool or strategy?
4. How was your strategy similar or different from this one?