

Using the Summary Report Based on the Work Sampling System

In FACE preschool classrooms, the Work Sampling System (WSS) is the primary assessment tool used to document and evaluate children's developing skills, knowledge and behaviors, and to support teachers as they make instructional decisions and design lessons for their students. The WSS is an authentic performance assessment that allows teachers to collect information on children's skills and progress by observing them as they actively engage in everyday classroom activities. The seven domains assessed in the WSS align with the FACE Preschool Standards and the use of the WSS Developmental Checklists and a Summary Report based on the Work Sampling System. This process helps teachers ensure that their classroom instruction addresses all relevant areas of students' learning and development.

Assessing children's progress with the WSS involves collecting evidence of children's developing knowledge and skills by observing students' performance in the classroom, recording anecdotal notes, and collecting samples of their work. Teachers then interpret the evidence they have gathered by completing the ratings in each area of the Developmental Checklist. Finally, the teacher completes the Summary Report and shares the report with families. This WSS assessment cycle is completed three times each year and is aligned with the due dates for administering the EOWPVT.

To write the **Summary Report** narrative comments, teachers need to:

- observe,
- record notes,
- collect samples,
- interpret data, and
- write a Summary Report.

After marking the developmental progress of each domain on the Developmental Checklist, teachers should use that and all other documentation to talk about what each child demonstrates in each domain. There should be at least two statements in the **Child Demonstrates** column for each domain. Teachers will then recommend at least one concrete way families can **support** their child at home to strengthen the child's progress in each domain. For example, they can determine if a child can count to three correctly. That would be listed with the **Mathematical Thinking** domain under the **Child Demonstrates** column. The expectation is for a four-year-old to be able to count five to ten objects correctly (in an organized arrangement). The **Support at Home** could be to have the child count objects like coins, beans, etc. Start with five objects and increase the number as the child consistently shows he or she can count the number of objects given correctly. The focus for the Summary Report is to emphasize the strengths of the child and how families can support growing the strengths at home.

Teachers will schedule a formal conference with each child's parents to share the WSS Summary Report at the end of all three assessment periods. In addition to describing children's skills and progress, this is an important time to listen to parents' observations about their child's development and address any concerns they may have.

A copy of the Summary Report is given to the parents at the conference and one copy is placed in the child's file.