

Encoding

Grade K Teacher Forms Booklet

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Encoding

INSTRUCTIONS:

When using the printed Student Form with numbered lines:

1. Make sure students have the printed Student Form and a pencil. Tell the students to write their name on the line at the top of the paper.
2. If students are unfamiliar with taking a spelling test, say **"I'm going to ask you to write some words."**
3. Say **"Look at the top of your paper and find the line with the number one next to it."** You may help students locate the correct line; Kindergarten forms also have a shape associated with each number to help students locate the correct line. Say **"You will write your first word on that line. I will say a word, use it in a sentence, then say the word again. Write the word I say on your paper. Do your best work! Are you ready?"**
4. Say **"The word is [word]. [sentence]. [word]."** Wait 10 seconds for the students to write their responses.
5. Say **"Look for line number [number]."** You may help students locate the correct line; with Kindergarten students, use the associated shape to help them locate the correct line. Say **"The word is [word]. [sentence]. [word]."** Wait 10 seconds and repeat this step for each word on the assessment.
6. When the assessment is complete, collect the students' papers and say **"Good job! You worked hard!"** or give some other praise for effort.
7. Return to Star CBM Reading to score assessments and record incorrect responses. Score skipped words as incorrect and enter an asterisk (*) in the Student's Misspelling column. You may also upload an image of each written assessment. As always, when capturing or sharing images, please be sure to adhere to your district's technology policies and procedures.

When using a lined sheet of paper:

1. Make sure students have a lined sheet of paper and a pencil. Tell students to write their name on their paper. You may also ask students to number the lines.
2. If students are unfamiliar with taking a spelling test, say **"I'm going to ask you to write some words."**
3. Say **"Start at the top of your paper. You will write your first word on the top line. I will say a word, use it in a sentence, then say the word again. Write the word I say on your paper. Do your best work! Are you ready?"**
4. Say **"The word is [word]. [sentence]. [word]."** Wait 10 seconds for students to write their responses.
5. Say **"Find the next line."** You may help students locate the correct line. **"The word is [word]. [sentence]. [word]."** Wait 10 seconds and repeat this step for each word on the assessment.
6. When the assessment is complete, collect the students' papers and say **"Good job! You worked hard!"** or give some other praise for effort.
7. Return to Star CBM Reading to score assessments and record incorrect responses. Score skipped words as incorrect and enter an asterisk (*) in the Student's Misspelling column. You may also upload an image of each written assessment. As always, when capturing or sharing images, please be sure to adhere to your district's technology policies and procedures.

REMINDERS:

Administration

- Use the same instructions to administer Encoding Assessments to an individual student or a whole class at one time.

Errors

- Do not assist students or provide corrections to students; praise continued effort.

Scoring

- Return to Star CBM Reading to score assessments and record incorrect responses.
- A student response is either correct or incorrect; no partial credit is given.
- A correctly spelled word containing lowercase and uppercase letters in any position is considered correct.
- Optionally, you may upload an image of each student's written responses. As always, when capturing or sharing images, please be sure to adhere to your district's technology policies and procedures.

Word to Spell

Example Sentence

1. O

The letter is **O**. Write the letter O.

2. A

The letter is **A**. Write the letter A.

3. D

The letter is **D**. Write the letter D.

4. M

The letter is **M**. Write the letter M.

5. at

She is **at** home.

6. up

I saw an airplane **up** in the sky.

7. in

Put your toys **in** the toy box.

8. ox

The **ox** pulled a wagon.

9. get

I went to **get** my coat.

10. man

The **man** rode his bike fast.

11. him

The dog is hungry so I will give **him** food.

12. cup

Would you like a **cup** of tea?

13. flag

There's a **flag** on a pole at our school.

14. stem

I pulled the **stem** off of my apple.

15. drop

Did you **drop** this dollar on the ground?

Word to Spell

Example Sentence

1. F

The letter is **F**. Write the letter F.

2. O

The letter is **O**. Write the letter O.

3. S

The letter is **S**. Write the letter S.

4. I

The letter is **I**. Write the letter I.

5. on

It was getting dark, so I turned the light **on**.

6. us

The present is for both of **us**.

7. at

She is **at** home.

8. if

If your work is done, you may go play.

9. ham

Some people have **ham** and eggs for breakfast.

10. web

I watched the spider make a **web**.

11. mop

We need to **mop** this dirty floor.

12. fun

They had **fun** at the park.

13. trap

We set a **trap** to catch the mouse.

14. plum

A **plum** is a fruit that many people like.

15. sled

We will ride our **sled** down the snowy hill.

Word to Spell

Example Sentence

1. H	The letter is H . Write the letter H.
2. E	The letter is E . Write the letter E.
3. U	The letter is U . Write the letter U.
4. R	The letter is R . Write the letter R.
5. us	The present is for both of us .
6. ox	The ox pulled a wagon.
7. in	Put your toys in the toy box.
8. am	I am ready to go to school.
9. hot	When it's hot outside, we go swimming.
10. lid	Put the lid back on the jar.
11. fun	They had fun at the park.
12. get	I went to get my coat.
13. plan	Let's make a plan to play again soon.
14. grip	We learned how to grip a baseball bat.
15. spot	The ketchup left a spot on my shirt.

Word to Spell

Example Sentence

1. A	The letter is A . Write the letter A.
2. R	The letter is R . Write the letter R.
3. G	The letter is G . Write the letter G.
4. I	The letter is I . Write the letter I.
5. am	I am ready to go to school.
6. it	It is time to go to bed.
7. on	It was getting dark, so I turned the light on .
8. us	The present is for both of us .
9. man	The man rode his bike fast.
10. tip	The tip of the pencil is broken.
11. bus	I get to ride the bus to school this year.
12. log	It's time to put another log on the fire.
13. stem	I pulled the stem off of my apple.
14. clog	There was a clog in the bathtub drain.
15. skip	The gym teacher had us skip across the room.

Word to Spell

Example Sentence

1. E

The letter is **E**. Write the letter E.

2. D

The letter is **D**. Write the letter D.

3. T

The letter is **T**. Write the letter T.

4. G

The letter is **G**. Write the letter G.

5. up

I saw an airplane up in the sky.

6. at

She is **at** home.

7. on

It was getting dark, so I turned the light **on**.

8. if

If your work is done, you may go play.

9. mop

We need to **mop** this dirty floor.

10. ten

My son will be **ten** years old tomorrow.

11. rag

She cleaned the window with a **rag**.

12. lid

Put the **lid** back on the jar.

13. snap

I can **snap** my fingers.

14. blot

The pen leaked and made an ink **blot** on my paper.

15. crib

The baby is sleeping in a **crib**.