



## **CCEI1220P2: Informal Assessment: Frequency Charts and Checklists - A Practical Application Course Handout**

### **Welcome to CCEI1220P2**

In this practical application course, participants will use a frequency chart and a developmental checklist to assess young children in the classroom setting. Successful completion of the observation activities and short-answer essays is required.

### **Course Objectives:**

By reviewing the information in this course, completing the observations, and successfully responding to assessment questions, participants will meet the following objectives:

- Use a frequency chart to conduct an observation
- Use a developmental checklist to conduct an observation
- Use a rating scale to conduct an observation
- Analyze the pros and cons of these methods of observation

### **References:**

- Morrison, George S. *Fundamentals of Early Childhood Education*, 2013. Pearson Education, Inc., Upper Saddle River, NJ.
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- Herr, J. *Working with Young Children. 8th Edition*, 2012. Goodheart-Wilcox Company.
- Decker, Celia. *Planning and Administering Early Childhood Programs*, 10th Edition (2012). Merrill Publishing. Columbus, OH.
- Reno, Hilde. *Handbook for Early Childhood Administrators*, 2008. Pearson Education, Inc., Upper Saddle River, NJ.
- NAEYC position statement: "Early Childhood Curriculum, Assessment, and Program Evaluation" (2003)
- Pennsylvania BUILD Initiative: Early Childhood Assessment for Children from Birth to Age 8. Pennsylvania Departments of Education and Public Welfare, Harrisburg, PA.
- *A Guide to Assessment in Early Childhood* (2008). A collaborative publication by the Washington State Office of the Superintendent for Public Instruction and numerous partner agencies and organization.
- *Improving Child-Level Assessments in Early Childhood Education Settings* (2013). Forum on Children and Families.  
[http://steinhardt.nyu.edu/scmsAdmin/media/users/lec321/ForumBrief\\_FINAL\\_2.15.13.pdf](http://steinhardt.nyu.edu/scmsAdmin/media/users/lec321/ForumBrief_FINAL_2.15.13.pdf)
- *Authentic Assessment and Early Childhood Education – an Update and Resources*. (2012). Illinois State Board of Education.  
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**Use the space below to record notes from the course slides.**

# **Informal Assessment Using Frequency Charts and Developmental Checklists**

## **Developmental Checklists**

## **Frequency Charts**

## **Rating Scales**

## **Pros and Cons**

## Observation Activities

**It is time for the observation portion of the course. Follow directions for each of the observation activities below. Draft your answers in the space provided, on a separate sheet of paper, or on a personal computer. Then, log back into the course, click "Submit Answers," and submit your final answer for each activity. You will receive feedback from a CCEI Education Coach with two business days.**

### Activity 1:

Create a small **frequency chart** that tracks developmentally appropriate behaviors for the age group you observe. List three behaviors along the left margin, and track three children across the top. Complete three observations over three separate 10-15 minute periods. Report your findings here. (For example: you could choose to list three learning centers, and track how many times each center is chosen by the three children you are observing during center time.)

	Child 1:	Child 2:	Child 3:
Behavior 1:			
Behavior 2:			
Behavior 3:			

**Activity 2:**

Select 3 to 5 developmental milestones from the attached Developmental Checklist. Be sure to match the developmentally appropriateness with the age of the children you observe. Select three children to observe and report whether each milestone is observed or not observed.

	Child 1:		Child 2:		Child 3:	
Observed?	Yes	No	Yes	No	Yes	No
Milestone 1:						
Milestone 2:						
Milestone 3:						

**Short-Answer Essay #1**

Given the developmental milestones you observed using a checklist, how might that checklist be modified to use it as a rating scale? What ratings might you assign? Do you think the rating scale would more useful as an assessment tool? Why or why not?

## **Short-Answer Essay #2**

Write one paragraph that discusses pros and cons of frequency charts, checklists, and rating scales. Use examples from your observations to support your answer.

When you have completed the exercises on this handout you can log back into the course and submit your final written answers for review.

# DEVELOPMENTAL CHECKLIST - 1 TO 3 MONTHS

CHILD'S NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

PARENT OR GUARDIAN: \_\_\_\_\_

DATE  
OBSERVED

## MOVEMENT

- ✓ Raises head and cheek when lying on stomach (3 mos.)
- ✓ Supports upper body with arms when lying on stomach (3 mos.)
- ✓ Stretches legs out when lying on stomach or back (2-3 mos.)
- ✓ Opens and shuts hands (2-3 mos.)
- ✓ Pushes down on his legs when his feet are placed on firm surface (3 mos.)

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## VISUAL

- ✓ Watches face intently (2-3 mos.)
- ✓ Follows moving objects (2 mos.)
- ✓ Recognizes familiar objects and people at a distance (3 mos.)
- ✓ Starts using hands and eyes in coordination (3 mos.)

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## HEARING AND SPEECH

- ✓ Smiles at the sound of voice (2-3 mos.)
- ✓ Cooing noises; vocal play (begins at 3 mos.)
- ✓ Attends to sound (1-3 mos.)
- ✓ Startles to loud noise (1-3 mos.)

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## SOCIAL/EMOTIONAL

- ✓ Begins to develop a social smile (1-3 mos.)
- ✓ Enjoys playing with other people and may cry when playing stops (2-3 mos.)
- ✓ Becomes more communicative and expressive with face and body (2-3 mos.)
- ✓ Imitates some movements and facial expressions

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## **DEVELOPMENTAL RED FLAGS (1 TO 3 MONTHS)**

- ✓ Doesn't seem to respond to loud noises
- ✓ Doesn't follow moving objects with eyes by 2 to 3 months
- ✓ Doesn't smile at the sound of your voice by 2 months
- ✓ Doesn't grasp and hold objects by 3 months
- ✓ Doesn't smile at people by 3 months
- ✓ Cannot support head well at 3 months
- ✓ Doesn't reach for and grasp toys by 3 to 4 months
- ✓ Doesn't bring objects to mouth by 4 months
- ✓ Doesn't push down with legs when feet are placed on a firm surface by 4 months
- ✓ Has trouble moving one or both eyes in all directions
- ✓ Crosses eyes most of the time (occasional crossing of the eyes is normal in these first months)

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### **COMMENTS:**

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# DEVELOPMENTAL CHECKLIST - 4 TO 7 MONTHS

**CHILD'S NAME:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**PARENT OR GUARDIAN:** \_\_\_\_\_

**DATE  
OBSERVED**

## **MOVEMENT**

- ✓ Pushes up on extended arms (5 mos.)
- ✓ Pulls to sitting with no head lag (5 mos.)
- ✓ Sits with support of his hands (5-6 mos.)
- ✓ Sits unsupported for short periods (6-8 mos.)
- ✓ Supports whole weight on legs (6-7 mos.)
- ✓ Grasps feet (6 mos.)
- ✓ Transfers objects from hand to hand (6-7 mos.)
- ✓ Uses raking grasp (not pincer) (6 mos.)

## **VISUAL**

- ✓ Looks for toy beyond tracking range (5-6 mos.)
- ✓ Tracks moving objects with ease (4-7 mos.)
- ✓ Grasps objects dangling in front of him (5-6 mos.)
- ✓ Looks for fallen toys (5-7 mos.)

## **LANGUAGE**

- ✓ Distinguishes emotions by tone of voice (4-7 mos.)
- ✓ Responds to sound by making sounds (4-6 mos.)
- ✓ Uses voice to express joy and displeasure (4-6 mos.)
- ✓ Syllable repetition begins (5-7 mos.)

## **COGNITIVE**

- ✓ Finds partially hidden objects (6-7 mos.)
- ✓ Explores with hands and mouth (4-7 mos.)
- ✓ Struggles to get objects that are out of reach (5-7 mos.)

## **SOCIAL EMOTIONAL**

- ✓ Enjoys social play (4-7 mos.)
- ✓ Interested in mirror images (5-7 mos.)
- ✓ Responds to other people's expression of emotion (4-7 mos.)

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## **DEVELOPMENTAL RED FLAGS (4 TO 7 MONTHS)**

- ✓ Seems very stiff, tight muscles
- ✓ Seems very floppy, like a rag doll
- ✓ Head still flops back when body is pulled to sitting position (by 5months still exhibits head lag)
- ✓ Shows no affection for the person who cares for them
- ✓ Doesn't seem to enjoy being around people
- ✓ One or both eyes consistently turn in or out
- ✓ Persistent tearing, eye drainage, or sensitivity to light
- ✓ Does not respond to sounds around them
- ✓ Has difficulty getting objects to mouth
- ✓ Does not turn head to locate sounds by 4 months
- ✓ Doesn't roll over (stomach to back) by 6 months
- ✓ Cannot sit with help by 6 months (not by themselves)
- ✓ Does not laugh or make squealing sounds by 5 months
- ✓ Does not actively reach for objects by 6 months
- ✓ Does not follow objects with both eyes
- ✓ Does not bear some weight on legs by 5 months

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### **COMMENTS:**

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# DEVELOPMENTAL CHECKLIST - 8 TO 12 MONTHS

**CHILD'S NAME:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**PARENT OR GUARDIAN:** \_\_\_\_\_

**DATE  
OBSERVED**

**MOVEMENT**

- ✓ Gets to sitting position without assistance (8-10 mos.)
- ✓ Crawls forward on belly
- ✓ Assumes hand and knee position
- ✓ Creeps on hands and knees
- ✓ Gets from sitting to crawling or prone (lying on stomach) position (10-12 mos.)
- ✓ Pulls self up to standing position
- ✓ Walks holding on to furniture
- ✓ Stands momentarily without support
- ✓ May walk two or three steps without support

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**HAND AND FINGER SKILLS**

- ✓ Uses pincer grasp (grasp using thumb and index finger) (7-10 mos.)
- ✓ Bangs two one-inch cubes together
- ✓ Puts objects into container (10-12 mos.)
- ✓ Takes objects out of container (10-12 mos.)
- ✓ Pokes with index finger
- ✓ Tries to imitate scribbling

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**COGNITIVE**

- ✓ Explores objects in many different ways (shaking, banging, throwing, dropping) (8-10 mos.)
- ✓ Finds hidden objects easily (10-12 mos.)
- ✓ Looks at correct picture when image is named
- ✓ Imitates gestures (9-12 mos.)

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**LANGUAGE MILESTONES**

- ✓ Responds to simple verbal requests
- ✓ Responds to "no"
- ✓ Makes simple gestures such as shaking head for no
- ✓ Babbles with inflection (8-10 mos.)

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DATE  
OBSERVED

**LANGUAGE MILESTONES (cont)**

- ✓ Babbles “dada” and “mama” (8-10 mos.)
- ✓ Says “dada” and “mama” for specific person (11-12 mos.)
- ✓ Uses exclamations such as “oh-oh”

**SOCIAL/EMOTIONAL**

- ✓ Shy or anxious with strangers (8-12 mos.)
- ✓ Cries when mother or father leaves (8-12 mos.)
- ✓ Enjoys imitating people in his play (10-12 mos.)
- ✓ Shows specific preferences for certain people and toys (8-12 mos.)
- ✓ Prefers mother and/or regular care provider over all others (8-12 mos.)
- ✓ Repeats sounds or gestures for attention (10-12 mos.)
- ✓ Finger-feeds himself (8-12 mos.)
- ✓ Extends arm or leg to help when being dressed

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**DEVELOPMENTAL RED FLAGS (8 TO 12 MONTHS)**

- ✓ Does not crawl
- ✓ Drags one side of body while crawling (for over one month)
- ✓ Cannot stand when supported
- ✓ Does not search for objects that are hidden (10-12 mos.)
- ✓ Says no single words (“mama” or “dada”)
- ✓ Does not learn to use gestures such as waving or shaking head
- ✓ Does not sit steadily by 10 months
- ✓ Does not show interest in “peek-a-boo” or “patty cake” by 8 mos.
- ✓ Does not babble by 8 mos. (“dada,” “baba,” “mama”)

**COMMENTS:**

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# DEVELOPMENTAL CHECKLIST - 12 TO 24 MONTHS

CHILD'S NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

PARENT OR GUARDIAN: \_\_\_\_\_

DATE  
OBSERVED

## MOVEMENT

- ✓ Walks alone (12-16 mos.)
- ✓ Pulls toys behind him while walking (13-16 mos.)
- ✓ Carries large toy or several toys while walking (12-15 mos.)
- ✓ Begins to run stiffly (16-18 mos.)
- ✓ Walks into ball (18-24 mos.)
- ✓ Climbs onto and down from furniture unsupported (16-24 mos.)
- ✓ Walks up and down stairs holding on to support (18-24 mos.)

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## HAND AND FINGER SKILLS

- ✓ Scribbles spontaneously (14-16 mos.)
- ✓ Turns over container to pour out contents (12-18 mos.)
- ✓ Builds tower of four blocks or more (20-24 mos.)

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## LANGUAGE

- ✓ Points to object or picture when it's named for them (18-24 mos.)
- ✓ Recognizes names of familiar people, objects, and body parts (18-24 mos.)
- ✓ Says several single words (15-18 mos.)
- ✓ Uses two-word sentences (18-24 mos.)
- ✓ Follows simple, one-step instructions (14-18 mos.)
- ✓ Repeats words overheard in conversations (16-18 mos.)

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## COGNITIVE

- ✓ Finds objects even when hidden under 2 or 3 covers
- ✓ Begins to sort shapes and colors (20-24 mos.)
- ✓ Begins make-believe play (20-24 mos.)

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## SOCIAL

- ✓ Imitates behavior of others, especially adults and older children (18-24 mos.)
- ✓ Increasingly enthusiastic about company or other children (20-24 mos.)
- ✓ Demonstrates increasing independence (18-24 mos.)
- ✓ Begins to show defiant behavior (18-24 mos.)
- ✓ Episodes of separation anxiety increase toward midyear, then fade

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## **DEVELOPMENTAL RED FLAGS (12 TO 24 MONTHS)**

- ✓ Cannot walk by 18 months
- ✓ Fails to develop a mature heel-toe walking pattern after several months of walking, or walks exclusively on toes
- ✓ Does not speak at least 15 words by 18 months
- ✓ Does not use two-word sentences by age 2
- ✓ By 15 months does not seem to know the function of common household objects (brush, telephone, bell, fork, spoon)
- ✓ Does not imitate actions or words by 24 mos.
- ✓ Does not follow simple one-step instructions by 24 mos.

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### **COMMENTS:**

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# **DEVELOPMENTAL CHECKLIST - 24 TO 36 MONTHS**

**CHILD'S NAME:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**PARENT OR GUARDIAN:** \_\_\_\_\_

**DATE  
OBSERVED**

## **MOVEMENT**

- ✓ Climbs well (24-30 mos.) \_\_\_\_\_
- ✓ Walks down stairs alone, placing both feet on each step (26-28 mos.) \_\_\_\_\_
- ✓ Walks up stairs alternating feet with support (24-30 mos.) \_\_\_\_\_
- ✓ Swings leg to kick ball (24-30 mos.) \_\_\_\_\_
- ✓ Runs easily (24-26 mos.) \_\_\_\_\_
- ✓ Pedals tricycle (30-36 mos.) \_\_\_\_\_
- ✓ Bends over easily without falling (24-30 mos.) \_\_\_\_\_

## **HAND AND FINGER SKILLS**

- ✓ Makes vertical, horizontal, circular strokes with pencil or crayon (30-36 mos.) \_\_\_\_\_
- ✓ Turns book pages one at a time (24-30 mos.) \_\_\_\_\_
- ✓ Builds a tower of more than 6 blocks (24-30 mos.) \_\_\_\_\_
- ✓ Holds a pencil in writing position (30-36 mos.) \_\_\_\_\_
- ✓ Screws and unscrews jar lids, nuts, and bolts (24-30 mos.) \_\_\_\_\_
- ✓ Turns rotating handles (24-30 mos.) \_\_\_\_\_

## **LANGUAGE**

- ✓ Recognizes and identifies almost all common objects and pictures (26-32 mos.) \_\_\_\_\_
- ✓ Understands most sentences (24-40 mos.) \_\_\_\_\_
- ✓ Understands physical relationships (on, in, under) (30-36 mos.) \_\_\_\_\_
- ✓ Can say name, age, and sex (30-36 mos.) \_\_\_\_\_
- ✓ Uses pronouns (I, you, me, we, they) (24-30 mos.) \_\_\_\_\_
- ✓ Strangers can understand most of words (30-36 mos.) \_\_\_\_\_

DATE  
OBSERVED

**COGNITIVE**

- ✓ Makes mechanical toys work (30-36 mos.)
- ✓ Matches an object in hand or room to a picture in a book (24-30 mos.)
- ✓ Plays make-believe with dolls, animals, and people (24-36 mos.)
- ✓ Sorts objects by color (30-36 mos.)
- ✓ Completes puzzles with 3 or 4 pieces (24-36 mos.)
- ✓ Understands concept of "two" (26-32 mos.)

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**SOCIAL/EMOTIONAL**

- ✓ Separates easily from parents (by 36 mo.)
- ✓ Expresses a wide range of emotions (24-36 mos.)
- ✓ Objects to major changes in routine (24-36 mos.)

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**DEVELOPMENTAL RED FLAGS (24 TO 36 MONTHS)**

- ✓ Frequent falling and difficulty with stairs
- ✓ Persistent drooling or very unclear speech
- ✓ Inability to build a tower of more than 4 blocks
- ✓ Difficulty manipulating small objects
- ✓ Inability to copy a circle by 3 years old
- ✓ Inability to communicate in short phrases
- ✓ No involvement in pretend play
- ✓ Failure to understand simple instructions
- ✓ Little interest in other children
- ✓ Extreme difficulty separating from primary caregiver

**COMMENTS:**

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# DEVELOPMENTAL CHECKLIST - 3 TO 4 YEARS

CHILD'S NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

PARENT OR GUARDIAN: \_\_\_\_\_

DATE  
OBSERVED

## MOVEMENT

- ✓ Hops and stands on one foot up to 5 seconds
- ✓ Goes upstairs and downstairs without support
- ✓ Kicks ball forward
- ✓ Throws ball overhand
- ✓ Catches bounced ball most of the time
- ✓ Moves forward and backward
- ✓ Uses riding toys

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## HAND AND FINGER SKILLS

- ✓ Copies square shapes
- ✓ Draws a person with 2-4 body parts
- ✓ Uses scissors
- ✓ Draws circles and squares
- ✓ Begins to copy some capital letters
- ✓ Can feed self with spoon

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## LANGUAGE MILESTONES

- ✓ Understands the concepts of "same" and "different"
- ✓ Has mastered some basic rules of grammar
- ✓ Speaks in sentences of 5-6 words
- ✓ Asks questions
- ✓ Speaks clearly enough for strangers to understand
- ✓ Tells stories

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## COGNITIVE MILESTONES

- ✓ Correctly names some colors
- ✓ Understands the concept of counting and may know a few numbers
- ✓ Begins to have a clearer sense of time
- ✓ Follows three-part commands
- ✓ Recalls parts of a story
- ✓ Understands the concept of same/different

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DATE  
OBSERVED

**COGNITIVE MILESTONES (continued)**

- ✓ Engages in fantasy play
- ✓ Understands causality ("I can make things happen")

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**SOCIAL MILESTONES**

- ✓ Interested in new experiences
- ✓ Cooperates/plays with other children
- ✓ Plays "mom "or "dad"
- ✓ More inventive in fantasy play
- ✓ Dresses and undresses
- ✓ More independent

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**EMOTIONAL MILESTONES**

- ✓ Often cannot distinguish between fantasy and reality
- ✓ May have imaginary friends or see monsters

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**DEVELOPMENTAL RED FLAGS (3 TO 4 YEARS)**

- ✓ Cannot jump in place
- ✓ Cannot ride a trike
- ✓ Cannot grasp a crayon between thumb and fingers
- ✓ Has difficulty scribbling
- ✓ Cannot copy a circle
- ✓ Cannot stack 4 blocks
- ✓ Still clings or cries when parents leave him
- ✓ Shows no interest in interactive games
- ✓ Ignores other children
- ✓ Doesn't respond to people outside the family
- ✓ Doesn't engage in fantasy play
- ✓ Resists dressing, sleeping, using the toilet
- ✓ Lashes out without any self-control when angry or upset
- ✓ Doesn't use sentences of more than three words
- ✓ Doesn't use "me" or "you" appropriately

**COMMENTS:**

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# DEVELOPMENTAL CHECKLIST - 4 TO 5 YEARS

CHILD'S NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

PARENT OR GUARDIAN: \_\_\_\_\_

DATE  
OBSERVED

## MOVEMENT

- ✓ Stands on one foot for 10 seconds or longer
- ✓ Hops, somersaults
- ✓ Swings, climbs
- ✓ May be able to skip

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## MILESTONES IN HAND AND FINGER SKILLS

- ✓ Copies triangle and other geometric patterns
- ✓ Draws person with body
- ✓ Prints some letters
- ✓ Dresses and undresses without assistance
- ✓ Uses fork, spoon
- ✓ Usually cares for own toilet needs

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## LANGUAGE MILESTONES

- ✓ Recalls parts of a story
- ✓ Speaks sentences of more than 5 words
- ✓ Uses future tense
- ✓ Tells longer stories
- ✓ Says name and address

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## COGNITIVE MILESTONES

- ✓ Can count 10 or more objects
- ✓ Correctly names at least 4 colors
- ✓ Better understands the concept of time
- ✓ Knows about things used every day in the home (money, food, etc.)

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## SOCIAL MILESTONES

- ✓ Wants to please and be with friends
- ✓ More likely to agree to rules
- ✓ Likes to sing, dance, and act
- ✓ Shows more independence

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## **DEVELOPMENTAL RED FLAGS (4 TO 5 YEARS)**

- ✓ Exhibits extremely aggressive, fearful or timid behavior
- ✓ Is unable to separate from parents
- ✓ Is easily distracted and unable to concentrate on any single activity for more than 5 minutes
- ✓ Shows little interest in playing with other children
- ✓ Refuses to respond to people in general
- ✓ Rarely uses fantasy or imitation in play
- ✓ Seems unhappy or sad much of the time
- ✓ Avoids or seems aloof with other children and adults
- ✓ Doesn't express a wide range of emotions
- ✓ Has trouble eating, sleeping or using the toilet
- ✓ Can't differentiate between fantasy and reality
- ✓ Seems unusually passive
- ✓ Can't understand two-part commands and prepositions ("put the cup on the table"; "get the ball under the couch")
- ✓ Can't give his first and last name
- ✓ Doesn't use plurals or past tense
- ✓ Cannot build a tower of 6 to 8 blocks
- ✓ Seems uncomfortable holding a crayon
- ✓ Has trouble taking off clothing
- ✓ Can't brush teeth or wash and dry hands

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