

Writing Tools Assessment and Recording Guide

Quick Guide

Observation	Investigate
<i>The writer has slow or untidy writing, or gets tired handwriting...</i>	pencil grips and paper position seating and table height teaching cursive handwriting structured exercise programme word processor – laptop or desktop
<i>The writer types slowly, or quickly gets tired keyboarding...</i>	lighting high-contrast key stickers programs to teach letter and keyboard familiarity touch-typing programs keyboard adjustments and alternatives word prediction speech recognition
<i>The writer is at secondary school, and/or needs a word processor for all his or her writing...</i>	portable word processor or laptop computer
<i>The writer spells most words (more than 75%) correctly...</i>	teaching spelling with a structured programme spellchecker, either hand-held or with word processor automatic spelling correction/abbreviation expansion topical word banks
<i>The writer cannot tell if words are correctly spelled, or not...</i>	word processor spellchecker – not (just) a Franklin device talking word processor / speech output
<i>The writer cannot copy words reliably...</i>	word processor spellchecker – not a Franklin device
<i>The writer has difficulty spelling many words...</i>	teaching spelling with a structured programme word predictor spellchecker talking word processor / speech output
<i>The writer has difficulty spelling most words...</i>	teaching spelling with a structured programme word / symbol banks word predictor with small lexicon and small word list spellchecker talking word processor / speech output
<i>The writer has difficulty spelling many or most words and has reasonable oral and word recognition skills...</i>	teaching spelling with a structured programme speech recognition spellchecker
<i>The writer has difficulty identifying the word required from a list on screen...</i>	talking word predictor, word bank, spellchecker speech recognition with speech output facility
<i>The writer cannot tell if the word typed by the speech recognition program is the one they want...</i>	speech recognition with speech feedback
<i>The writer has difficulty getting started with writing tasks...</i>	scaffolding writing frames and sentence starters lists of key words picture sequences (all the above using either paper and pencil, or on word processor screens) software to help the writer get going, eg. <i>Writer's Toolkit</i> , <i>StoryBook Weaver</i>
<i>The writer uses the wrong word by mistake...</i>	talking word processor / speech output
<i>Sentences are poorly structured or have poor grammar...</i>	talking word processor / speech output



CALL Centre Writing / Recording Assessment Record

Pupil: _____

Date of Assessment: _____

Background

From test reports:

Reading age _____

Test used: _____

Date of test: _____

Spelling age _____

Test used: _____

Date of test: _____

From samples of work:

Score with very poor, poor, satisfactory, good, very good

	Legibility	Length	Spelling	Vocabulary	Ideas
Handwritten					
Typed					
Dictated					

Resources in class / school

Computers

Software

Printers, scanners, digital cameras etc

1. Handwriting & keyboarding test

Ask the pupil to write about a hundred words of such personal material, e.g. a hobby, favourite football team, music, what I did at the weekend, my family, etc

Set up a suitable font, size and colour, then ask the pupil to copy from the handwriting onto the computer.

Time to copy onto computer: _____

< Insert sample here from Word processor >

The pupil should then copy the printout by hand.

Time to copy by hand: _____

2. Assessment observations

Handwriting	
Handwriting speed Seating & positioning Handwriting technique Pencil grips / stands Comments & opinions	
Keyboarding	
Typing speed Keyboard practice Keyboard adaptations Key stickers Touch typing? Comments & opinions	
Word processor & computer	
Desktop or laptop? Text font and size Text and b/ground colour	

<p>Story starters, pictures etc</p> <p>Writing frames</p> <p>Outliner</p> <p>Graphical outliner</p> <p>Comments & opinions</p>			
Laptops			
<p>Screen size</p> <p>Keyboard size & colour</p> <p>Size and weight</p> <p>Appearance</p> <p>Software built in</p> <p>Extra software needed?</p> <p>Spellchecker</p> <p>Ease of use</p> <p>Transfer to desktop</p> <p>Printing</p> <p>Cost</p> <p>Comments & opinions</p>			
Spellchecker			
<p>Can the writer:</p> <p>- spot errors</p> <p>- copy to/from Franklin</p> <p>spot correct word in list -</p> <p>with/ without speech?</p> <p>Show context ?</p> <p>Check as you type?</p> <p>Autocorrect?</p>			

Comments			
Spellchecker effectiveness at correcting errors			
Speech output			
<p>Does speech output help to spot and correct real word errors?</p> <p>Does speech output help with missing punctuation?</p> <p>Does speech output help improve sentence structure?</p> <p>Is speech output helpful for proof reading?</p> <p>Is speak as you type helpful?</p> <p>Writer's opinion on speech output</p> <p>Staff opinion on speech output</p> <p>Comments & opinions</p>			
Word predictors			
Spot the word in list with/without speech?			

<p>On-screen keyboard?</p> <p>Lexicon type/size</p> <p>New vocab added?</p> <p>No. of words in list</p> <p>Font, size, colours</p> <p>Effect of word prediction:</p> <p> writing speed</p> <p> spelling accuracy</p> <p>Comments & opinions</p>	
Word banks	
<p> ...for prompting?</p> <p> ...for structuring?</p> <p> ..with topical words</p> <p> ...with difficult words</p> <p>... alphabetical vocabulary</p> <p> ...pictures/symbols</p> <p>Size & layout of grid</p> <p> No. of cells</p> <p>Cell and text colour</p> <p> Text font & size</p> <p> Grid organisation</p> <p>Comments & opinions</p>	

Supportive Writing Technology Suppliers

- Crick Software**, 35 Charter Gate, Quarry Park Close, Moulton Park, Northampton NN3 6QB. Tel. 01604 671691. <http://www.cricksoft.com>. *Creators of Clicker and other products for Acorn, Mac and PC.*
- Don Johnston Special Needs Ltd.**, 18 Clarendon Court, Calver Road, Winwick Quay, Warrington, WA2 8QP. Tel. 01925 241642. <http://www.donjohnston.com/uk/> *Mac and PC SEN software and hardware, including CoWriter and the Discover series.*
- Dolphin Systems for the Disabled Ltd**, Unit 96C, Blackpole Industrial Trading Estate West, Worcester, Tel. 01905 754577. *Software for people with visual impairment.*
- iANSYST Ltd**, The White House, 72 Fen Road, CAMBRIDGE, CB4 1UN, FREEphone 0500 14 15 15, www.dyslexic.com. *Specialists in software and hardware (e.g. speech recognition, scanning and OCR, speech output, textHELP! etc) to support students and others with dyslexia.*
- Inclusive Technology**, Saddleworth Business Centre, Huddersfield Road, Oldham OL3 5DF, Tel. 01457 819790. <http://www.inclusive.co.uk>. *Major Mac and PC SEN software and hardware.*
- NTS Computer Systems (UK) Ltd**, Unit F11, Business and Innovation Centre, Aston Science Park, Love Lane, BIRMINGHAM, Tel. 0121 687 8767. <http://dreamwriter.com>. *DreamWriter portable computers.*
- Penfriend**, 20 South Oswald Road, Edinburgh EH9 2HG. Tel. 0131 668 2000. <http://www.jasper.co.uk>. *Publishers of Penfriend word predictor.*
- REM** Freepost TU823, Great Western House, Lamgport, Somerset TA10 9BR. Tel. 01458 254700. Fax 01458 254701. <http://www.r-e-m.co.uk>. *Major software suppliers.*
- SCET** Sales Centre, FreePost GW7572, Glasgow G12 8BR. Tel. 0500 51 51 52. Fax. 0141 337 5050. <http://www.scet.com> *Major educational software suppliers.*
- SEMERC**, Granada Learning, Granada Television, Quay Street, Manchester M60 9EA. Tel. 0161 827 2927. <http://www.semerc.com>. *Wide range of Acorn and PC SEN software and hardware.*
- Sight & Sound Technology**, Angel House, High St. Sherston, Malmesbury, Wiltshire SN16 0LH. Tel. 01666 843200. <http://www.dyslexia.co.uk>. *Software and hardware for people with visual impairment and dyslexia, e.g. screen magnification & readers, scanning & OCR software.*
- TAG Developments**. FREEPOST SEA1562, 25 Pelham Road, Graysend, Kent DA11 0BR. Tel. 0800 591262, Fax. 01474 537887. <http://www.tagdev.co.uk>. *Software suppliers and AlphaSmart dealers.*
- textHELP! Systems Ltd**. Enkalon Business Centre, 25 Randalstown Road, Antrim, Co. Antrim, N. Ireland, BT41 4LJ Tel. 01849 428105. <http://www.texthelp.com>. *Publishers of textHELP!.*
- Widgit Software**, 102 Radford Road, Leamington Spa CV31 1LF, Tel. 01926 885303, <http://www.widgit.com>. *Publishers of Writing with Symbols and other software for symbol and switch users.*
- Words Wordwide**, Ash House, Belle Villas Ponteland, Newcastle Upon Tyne NE20 9BE. Tel. 01926 885303. <http://www.keyspell.com/>. *Suppliers of KeySpell spellchecker and Keystone speech recognition programs.*