Step 1: Writing Assessment
This is a prompted writing. Students should **not** have the opportunity to view the prompt before the assessment.

1. **Teacher:**
   *Today, I would like you to write something for me. I would like you to write about a (picture/word/prompt). You will have 1 minute to plan about what you are going to write, on side A of your paper. At the end of your planning time, I will tell you it is now time to begin writing. You may draw a line under your planning or turn the paper over. You will have three minutes to write your story. Spelling does not count. Don’t worry about the spelling. I want you to use the best words you can think of. Do you have any questions?*

2. Read/display the word prompt or picture-prompt for students.
3. **Teacher:** You may begin planning your story.
4. **After 1 minute has elapsed:**
   **Teacher:** Please draw a line or turn your paper over and begin writing.
5. **Time the student for three minutes.**
   If students stop writing, please encourage them to continue writing.
6. **At the end of the three minutes,**
   **Teacher:** Please put your pencils down and stop writing. Make sure that your name is on the top of your paper.

Step 2: Writing Scoring
1. Type the students’ writing passages.
2. Spell-check the document and record:
   - Total words
   - Flesch-Kincaid readability level
3. Consult the Screening to Monitoring Grid for diagnostic assessments, interventions, and progress monitoring.
4. Once intervention has started, the six traits qualitative analysis should be used to assess ongoing writing samples.

**Recording From Example**

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<tr>
<th>Student</th>
<th>Total Words</th>
<th>Flesch-Kincaid</th>
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**Writing Prompts (2nd-4th Grade)**
Think of your favorite place to play. Describe this place and explain why it is your favorite. Include details so your reader will understand your choice.

**Writing Prompt (5th and higher)**
Your principal has asked you to write about one change you would like made in your school. Name that change and give specific reasons why you like it. Give enough details so your teacher will understand your ideas.