

Self-Evaluation Checklist: Academic Monitoring

Skill 1. Assignment Clarification			
Students understand what is expected of them.			
Evaluation Questions	Observation 1	Observation 2	Observation 3
a. Are students required to demonstrate they know how to accomplish assignments?	1 2 3 4	1 2 3 4	1 2 3 4
b. Are students taught how to use self-monitoring procedures to evaluate their assignments?	1 2 3 4	1 2 3 4	1 2 3 4
c. Are assignments written out rather than presented orally?	1 2 3 4	1 2 3 4	1 2 3 4
d. Is there a clear procedure for communicating with parents regarding homework assignments?	1 2 3 4	1 2 3 4	1 2 3 4
Notes:			

Skill 2. Assignment Follow-up			
Students are expected to complete their work according to established standards and deadlines.			
Evaluation Questions	Observation 1	Observation 2	Observation 3
a. Are the format requirements of assignments in terms of length, neatness, and accuracy specified?	1 2 3 4	1 2 3 4	1 2 3 4
b. Are students required to make corrections to inaccurate or incomplete assignments?	1 2 3 4	1 2 3 4	1 2 3 4
c. Does the grading of assignments reward accurate and timely completion?	1 2 3 4	1 2 3 4	1 2 3 4
d. Do assignment correction procedures diagnose subskill deficits?	1 2 3 4	1 2 3 4	1 2 3 4
Notes:			

Circle a rating scale number for each question.

Rating Scale: 1 - No Change 2 - Minor Problems 3 - Major Problems 4 - Insufficient Information

Skill 3. Seatwork Monitoring

During seatwork, the teacher circulates around the classroom, checking all students' work and providing assistance to students.

Evaluation Questions	Observation 1	Observation 2	Observation 3
a. Does the physical layout of the room facilitate easy movement among students' desks?	1 2 3 4	1 2 3 4	1 2 3 4
b. Are random selections of students' work checked during independent seatwork?	1 2 3 4	1 2 3 4	1 2 3 4
c. Are students encouraged to recognize when they need help and ask for it?	1 2 3 4	1 2 3 4	1 2 3 4

Notes:

Skill 4. Daily Monitoring

Students' work products are monitored on a daily basis, and rates of learning and levels of understanding, or performance, monitored.

Evaluation Questions	Observation 1	Observation 2	Observation 3
a. Are cues from students used to modify instruction during a presentation?	1 2 3 4	1 2 3 4	1 2 3 4
b. Are students required to demonstrate understanding during instructional presentations?	1 2 3 4	1 2 3 4	1 2 3 4
c. Does teacher recordkeeping monitor individual skill acquisition?	1 2 3 4	1 2 3 4	1 2 3 4
d. Are worksheets checked in an accurate and timely fashion?	1 2 3 4	1 2 3 4	1 2 3 4

Notes:

Skill 5. Instructional Alignment

Academic monitoring reflects alignment among curriculum, instruction, and testing.

Evaluation Questions	Observation 1	Observation 2	Observation 3
a. Do comprehensive tests of student mastery adequately sample the instructional content?	1 2 3 4	1 2 3 4	1 2 3 4
b. Do comprehensive tests of student mastery adequately sample the required curriculum?	1 2 3 4	1 2 3 4	1 2 3 4
c. Are test results used to adjust instructional procedures for the class as a whole?	1 2 3 4	1 2 3 4	1 2 3 4
d. Are test results used to adjust instructional procedures for individuals?	1 2 3 4	1 2 3 4	1 2 3 4
e. Does the instruction focus on the curriculum?			

Notes: