

2020-2021 Work Sampling Online (WSO) Guidance Georgia's Pre-K Program

This document is intended to provide guidance to teachers implementing Work Sampling Online (WSO) during the 2020-2021 school year. If you have questions about this guidance for WSO, contact your Pre-K Specialist.

All Georgia Pre-K Programs use a formative assessment called Work Sampling System. Pre-K classrooms use the online version *Work Sampling Online (WSO)*. The Work Sampling System is an authentic performance assessment. Unlike group-administered, norm-referenced, multiple-choice achievement tests that are designed to rank and compare children, the WSS is an instructional assessment; its primary focus is on helping teachers make instructional decisions in their classrooms. Without this information, teachers may overlook students in need of additional instructional support as well as students who may need intervention or support services.

In addition to informing instructional planning, WSO also serves as an effective means for sharing children's progress with parents/guardians so they can follow their child's progress, understand their child's strengths and challenges, and plan how they can effectively support their child's learning in the home.

WSO Training for New Teachers

WSO will not be offered as a stand-alone training this school year. WSO training will be provided throughout New Lead Teacher Training (virtual and face to face). A WSO webinar will be available for returning lead teachers who did not complete WSO training in the 2019-2020 school year.

WSO Materials

- Traditional Model and Hybrid Model: Teachers should have access to high speed internet, a device (desktop, laptop, or notebook computer), digital camera, and printer.
- Full Distance Model: Teachers should have access to high speed internet and a device (desktop, laptop, or notebook computer).

Collecting Assessment Data

During the 2020-2021 school year, teachers will collect documentation for the Language and Literacy and Mathematical Thinking domains only. Documentation is NOT required to be collected for Personal and Social Development, Scientific Thinking, Social Studies, The Arts, and Physical Development, Health and Safety. Although not required, if a teacher feels it is necessary for him or her to collect documentation in these domains prior to entering a rating on the WSO Developmental Checklist, the teacher may choose to collect documentation.

WSO Developmental Checklist

Teachers should link student assessment documentation for the language and literacy and mathematical indicators on a weekly basis. Teachers should also review linked documentation and enter ratings on the WSO Developmental Checklist weekly.

DECAL recognizes that based on the classroom instructional model, it may not be possible to teach and assess all indicators. However, teachers should make an effort to rate as many indicators as possible. When an indicator has not been observed, the indicator should be marked DNO (Did not Observe).

WSO Narrative Summary Report

Teachers should enter attendance information on the Narrative Summary Report. Due to the impact of the current health pandemic, absences may be more common this school year. When marking attendance, a child should be marked present if the child is quarantined, not sick, and able to participate in distance learning activities. If a child is quarantined and is sick or not able to participate in distance learning activities, then the absence should be recorded as an excused absence.

Printing Copies of Narrative Summary Reports and Developmental Checklists

- Traditional Model and Hybrid Model: Teachers should print a copy of the Narrative Summary Report and Developmental Checklist for the students in their class.
- Full Distance Model: Teachers should download and save a copy of the Narrative Summary Report and Developmental Checklist for the students in their class. When students and teachers return to the classroom, the teacher should print Narrative Summary Reports and Developmental Checklists.

Family Conferences/Sharing Assessment Information with Families

Family conferences which are normally held in person may be done via a web-based platform (i.e. Skype, Zoom, etc.) or by phone. If family conferences are conducted remotely, teachers should provide families a copy of the Narrative Summary Report prior to the meeting. If a parent/guardian is unable to return a signed copy of the Narrative Summary Report, the teacher should note the name of the parent/guardian who attended the meeting on the signature line, or the teacher may document the meeting in a contact log.

Each Pre-K program is responsible for developing a written process for how children's performance will be shared with families. The process should include the method for providing information to parents (on-site or remote meeting), when family conferences will be scheduled, and how family conferences will be documented. Programs should share their written process with teachers and provide teachers the contact information for parents. Teachers who have questions about their program's plan for sharing assessment information with parents, should direct their questions to their employer. The program director can answer questions specific to the program.

Programs should maintain a copy of their written process for review by DECAL staff.

Record Keeping Requirements

The following student assessment data must be retained for a minimum of three years:

- *The Work Sampling System P-4 Developmental Checklist*
- *Work Sampling Online Narrative Summary*