

ICT Self-Assessment Recording Sheet with Space for Teacher Comments

When introducing the unit, the teacher will show examples of what can be achieved with this use of ICT. The children will be inspired to do the same. Through discussion with their peers they will decide what they want to be able to do by the end of the unit. They will describe this in their own words in this space.

As they work through the short focused tasks pupils should be encouraged to decide what skills they have mastered and tick the appropriate I can statements as they go. You may prefer to let them use their own symbols rather than ticks e.g.



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Name: _____

Unit 3a: Combining Text and Graphics

What skills and techniques have I learned?

- I can highlight a word.
- I can change the font type.
- I can change the font size.
- I can change the font colour.
- I can highlight and insert a word.
- I can insert a picture from Clip Art.
- I can size my picture bigger or smaller.
- I can move my picture around the screen.
- I can copy and paste a picture from a CD, DVD.
- I can use the shift key to add speech marks.
- I can use the shift key to make capital letters.
- I can align my text to the left.
- I can align my text to the centre.
- I can align my text to the right.

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My Plan

The Filename for my Completed Task

My Evaluation

Teacher Comments

- Combine graphics with text.
- Combine graphics with text, use appropriate effects and resize graphics.
- Combine graphics with text, choose effects that match their purpose so that graphics and text complement each other.

After the short focused tasks, the teacher will introduce the integrated task. Here it is important that the children have the opportunity to think and talk about how they will carry this out. They can describe what they plan to do in words and/or pictures in this space.

It is a good idea for children to record their filename(s) here. It reinforces the need for appropriate file naming and provides a reminder for both teacher and pupil.

Children should have the opportunity to reflect on, and evaluate their finished work. Printouts and associated work should be added to their ICT ring binder/ book next to this sheet. Through discussion with their peers they can evaluate their work against what they said in their aim and in their plan. They can record their thoughts by annotating their work and/or writing/ drawing in this space.

Looking at pupils' work at the end of a unit does not always tell you a great deal about their ICT capability. Particularly when they have worked in a group and the work is in the form of a computer printout. Looking at it in conjunction with what they have written in this sheet, however, should provide a much clearer picture of what they understand. It should be possible to decide how effectively they can apply what they have learned in new situations, and this is the essence of ICT capability. This, together with observations of the children working, should make it easier to decide which of the 3 expectations for the unit the pupil has achieved.