



Quick Reference Instructions

Step 1: Record and calculate the learner's data.

Initial Placement Ranges

Initial Level	WCPM Score
1.0 to 3.0	30 to 60
3.5 to 5.0	60 to 80
5.6 to 7.0	80 to 100
8.0	100 to 140

Record the data requested for Step 1 on the Checking Initial Placement Worksheet (right): grade (Gr), initial level (IL), initial goal (IG), and initial placement range (IPR, see Initial Placement Ranges table [left]).

Then, record the cold-timing scores, number of practices, hot-timing scores, and comprehension results from the learner's first three stories in the IL. Use

this data to calculate average cold-timing wcpm score (avgCT), average number of practices (avg#P), average hot-timing wcpm score (avgHT), and percent correct on the comprehension questions (%Comp).

Step 2: Check the initial level.

Use the IPR, avgCT, and %Comp with the Short-Form Level Analysis table (right) to determine whether to raise, continue, or lower the initial level.

If you continue the initial level, skip to Step 3: Check the initial goal.

If not, use the Level Adjustment table below to select the new level.

Level Adjustment

If the initial level (IL) is...	0.8 ¹	1.3/ ¹ 1.5	1.8/ ² 2.0	2.3/ ² 2.5	2.6/2.7/ ³ 3.0	3.5	4.0	4.5	5.0	5.6	6.0	7.0	8.0 ³
Raise to...	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	5.6	6.0	7.0	8.0	8.0
Lower to...	0.8	1.0	1.5	2.0	2.5	3.0	3.5	4.0	4.5	5.0	5.6	6.0	7.0

¹If the learner is in Level 0.8, knows beginning sounds and about 50 words, and the suggested action is to lower the level, continue the level.

²If the learner is in Level 1.0, knows beginning sounds and about 50 words, and the suggested action is to lower the level, lower to Level 0.8.

³If the learner is in Level 8.0 and the suggested action is to raise the level, continue the level.

Then, set a goal for the new level by adding 30 (Gr 1-4) or 40 (Gr 5+) to the first cold-timing score in that level and rounding down to the nearest 5. Recheck placement after three stories in the new level.

Step 3: Check the initial goal (only if continuing initial level).

Fill in the equations and calculate the answers in the first column of the Goal Analysis table (right).

Goal Adjustment

Number of signs the goal may be...			Suggested Action
Too Low	Appropriate	Too High	
3	0	0	Raise goal
2	1	0	
2	0	1	Raise or continue goal
1	2	0	
0	3	0	Continue goal
1	1	1	
0	2	1	Continue or lower goal
1	0	2	
0	1	2	Lower goal
0	0	3	

Compare each answer with the three statements in the same row and mark the one true statement.

Count and record the total number of marks in each column (signs that the goal may be Too Low, Appropriate, or Too High).

Compare these totals to the information on the Goal Adjustment table (left) to determine whether to raise, continue, or lower the goal.

If you adjust the goal, add

30 (Gr 1-4) or 40 (Gr 5+) to the avgCT and round down to the nearest 5. Verify that the new goal is at or below avgHT.

Recheck the goal after the next three stories in the level.

Checking Initial Placement Worksheet

Step 1: Record and calculate the learner's data.

Gr: _____ IL: _____ IG: _____ IPR: _____

cold timings: $(\frac{\quad}{\text{story 1}} + \frac{\quad}{\text{story 2}} + \frac{\quad}{\text{story 3}}) / 3 = \text{avgCT: } \underline{\quad}$

of practices: $(\frac{\quad}{\text{story 1}} + \frac{\quad}{\text{story 2}} + \frac{\quad}{\text{story 3}}) / 3 = \text{avg\#P: } \underline{\quad}$

hot timings: $(\frac{\quad}{\text{story 1}} + \frac{\quad}{\text{story 2}} + \frac{\quad}{\text{story 3}}) / 3 = \text{avgHT: } \underline{\quad}$

total score from comp. questions: $\frac{\quad}{\text{\# correct}} / \frac{\quad}{\text{total \# questions}} = \text{\%Comp: } \underline{\quad}$

Step 2: Check the IL.

Find the intersection of the true statements about the IPR, avgCT, and %Comp. Mark the suggested action.

Short-Form Level Analysis

If avgCT is...	AND if %Comp is...		
	≥ 80% then:	60-79% ¹ then:	≤ 59% ¹ then:
> IPR	↑ level	Cont. level	↓ level
within IPR	Cont. level	Cont. level	↓ level
< IPR	↓ level	↓ level	↓ level

¹Support comprehension if %Comp is below 80%

If continuing the level, circle IL (above) and skip to Step 3.

If not, see the Level Adjustment table (left) and record the new level. **New Level =** _____

Then, set a new goal using the first cold-timing score from the new level in the formula below.

_____ + _____ = _____ = **New Goal =** _____

1st cold timing in new level +30 (Gr 1-4) or +40 (Gr 5+) Round answer down to nearest 5 for new goal. Recheck placement after 3 stories in the new level.

Step 3: Check the IG (only if continuing IL).

Find the answers in the first column of the Goal Analysis table below. Compare each answer to the statements in the same row and mark the true one. Then, record the number of marks in each column (signs that the goal may be Too Low, Appropriate, or Too High). See the Goal Adjustment table (left) to find the suggested action.

Goal Analysis

If the answer below...	...meets the corresponding criterion, count it as a sign that the goal may be:		
	Too Low: # of signs: _____	Appropriate: # of signs: _____	Too High: # of signs: _____
_____ - _____ = _____ IG avgCT	≤24 (Gr 1-4) ≤34 (Gr 5+)	25-35 (Gr 1-4) 35-45 (Gr 5+)	≥36 (Gr 1-4) ≥46 (Gr 5+)
_____ - _____ = _____ avgHT IG	>10	0-10	<0
avg#P = _____	<3	3-10	>10

If continuing the goal, circle IG (above).

If not, calculate and record a new goal.

_____ + _____ = _____ = **New Goal =** _____

avgCT +30 (Gr 1-4) or +40 (Gr 5+) round answer down to nearest 5 for new goal

Circle the new level and/or new goal if either changed.