

CAPITALIZATION AND PUNCTUATION EDITING

One skill, start to finish: the IEP goal, six probe forms, the graph. Untimed. Fillable PDF.

CAPITALIZATION AND PUNCTUATION Capitalization and Punctuation Editing – Goal and Directions

Goal, baseline, directions and benchmarks for one skill. Untimed, score is sentences fixed correctly out of 10.

Ten sentences per form, each with one mistake: five need a capital letter (sentence start, a name, I, a day, or a month) and five need the correct end mark. The student finds the mistake and writes only the fix, so the score points at the rule missed.

Sample goal — invented; edit every bracket to fit the student

By [annual review date], when given 10 sentences each with one capitalization or end punctuation error, [Student] will write the correct fix for 8 of 10 sentences on 3 consecutive weekly probes, as measured by teacher scored capitalization and punctuation probes.

BY (DATE) CRITERION (SCORE OUT OF 10, OR PERCENT)

GIVEN CONDITION: WHAT IS SHOWN, ANY ALLOWED SUPPORT

ON ____ OF ____ CONSECUTIVE PROBES

AS MEASURED BY (THIS PROBE: CAPITALIZATION AND PUNCTUATION EDITING, FORMS A–F, PAGE 6–11)

STUDENT WILL (THE BEHAVIOR, IN THE WORDS OF THE PROBE)

Baseline: give Forms A, B and C on three days and take the middle score

BASILINE PROBE 1	BASILINE PROBE 2	BASILINE PROBE 3	MEDIAN (THE BASILINE)

Benchmarks toward the goal

BENCHMARK	TARGET DATE	TARGET SCORE	ACTUAL SCORE	MEET

Giving and scoring the probe

- Say "Read each sentence. Find the one mistake. Write the fix in the box."
- Correct: the exact fix (a capitalized word, or the one correct end mark, ?).
- Same five capitalization kinds and five end-mark kinds every form, so a missed item points at which rule, not just a lower score.
- Untimed. Let the student finish all ten.

Capitalization and Punctuation: Form A

My name: _____ Date: _____

Find the mistake. Write the fix in the box.

FIND THE MISTAKE - WRITE THE FIX IN THE BOX

- Our duck shines over the bridge on sunday.
- My friend omar spins beside the fence.
- i nap behind the shed.
- Omar won the race
- his duck naps by the door.
- Her bird shines by the door?
- Did Nadia rest around the block
- Her ant rolls along the path
- Our cat naps across the room in july.

CAPITALIZATION AND PUNCTUATION Capitalization and Punctuation Editing – Data Log and Graph

One row per probe. Three points in a row under the aim line is a decision, not a feeling: change the teaching and write what changed in the notes.

STUDENT CRITERION / AIM GOAL DATE

CORRECT OUT OF 10 - DRAW THE AIM LINE FROM THE BASELINE TO THE CRITERION FIRST, THEN PLOT EACH WEEK

WEEK	1	2	3	4	5	6	7	8	9	10	11	12

Probe (week)

#	DATE	FORM	CORRECT	ERRORS	SCORES USED ON GRAPH	NOTES (CONDITIONS, WHAT WAS RETEACHED)

CAPITALIZATION AND PUNCTUATION Capitalization and Punctuation Editing – Caseload Summary

Every student on this goal, on one grid. Twelve rows, eight probes, one decision column.

TEACHER / CASE MANAGER SKILL (AS THE GOAL WORDS IT) MARKING PERIOD

STUDENT	BASILINE	CRITERION	P1	P2	P3	P4	P5	P6	P7	P8	TREND	DECISION THIS MONTH

How to fill it

- One row per student who has a goal on this skill.
- Baseline is the median of the first three probes.
- One column per weekly probe; write the score out of 10, not a percent, so the rows compare.
- Trend: up, flat or down over the last four probes.
- That word, not the last score, is what the decision follows.

What it is for

Grouping: When six students sit on the same goal, the individual graphs answer "how is this child doing" and nothing answers "who needs the same fifteen minutes." Rows that are flat together are a group; a row that is flat alone is a different question. Take this page to the data meeting instead of ten folders.

EXAMPLE A Filled-In Data Log (Invented Student)

Jordan is invented. Twelve weekly probes on capitalization and punctuation editing, the aim line, the change that three points forced, and the criterion being met.

The goal, as written for Jordan, third grade (invented)

By May 20, when given 10 sentences each with one capitalization or end punctuation error, Jordan will write the correct fix for 8 of 10 sentences on 3 consecutive weekly probes, as measured by teacher-scored capitalization and punctuation probes (forms A–F).

#	DATE	FORM	CORRECT	ERRORS	GRAPHED	NOTES
1	9/9	A	2	8	2	baseline
2	9/9	B	3	7	3	baseline
3	9/10	C	3	7	3	baseline (median of 2, 3, 3 = 3)
4	9/17	D	3	7	3	capitalized the start and I, but missed the name, day and month; caught the question mark, missed the period and exclamation point, and swapped both wrong end marks
5	9/24	E	2	8	2	came pattern
6	10/1	F	3	7	3	3 under aim line: drilled names, calendar words and - versus ? before returning to the probe
7	10/8	A	5	5	5	—
8	10/15	B	6	4	6	—
9	10/22	C	7	3	7	errors narrowing to one pattern
10	10/29	D	7	3	7	—
11	11/5	E	8	2	8	criterion met, 1 of 3
12	11/12	F	8	2	8	criterion met, 2 of 3

How to read the log

- Baseline was the median of three forms on three days: 2, 3, 3, so 3. Not the average, not the best.
- The aim line runs from 3 in week 1 to 8 at the goal date. Probes 4, 5 and 6 (3, 2, 3) sat under it: three in a row, so the teaching changed and the change is written on the row.
- The notes name the pattern, not just the count: "capitalized the start and I, but missed the name, day and month; caught the question mark, missed the period and exclamation point, and swapped both wrong end marks" is what sent the teaching somewhere specific; and a score on its own would not have said that.
- Criterion met on probes 11 and 12; one more consecutive probe at 8 or better and the goal is met.

PROGRESS MONITORING How This Pack Works

Goal, baseline, weekly probe, graph, decision. Six steps, one skill.

A progress monitoring goal needs a thing to count and a page to count it on. This file is both, for one skill; a goal written in the probe's own words, 6 equivalent forms of the probe that measures it, and a graph scaled to it. Nothing has to be built or found.

- Baseline.** Give Forms A, B and C on three different days. The middle score of the three is the baseline; write it on the goal page.
- Write the goal** from the six-part frame on the goal page. Start from the sample and change every bracket: the date, the condition, the criterion, the number of probes.
- Probe once a week** with the forms in rotation (A, B, C, D, E, F, A...). Never the same form two weeks running. Every form is ten items, untimed. Score it against the answer key (pages 16–17).
- Log and plot** the score the same day. Draw the aim line first, from the baseline on the left to the criterion at the goal date on the right, then plot each week's dot.
- Decide from the graph.** Three dots in a row under the aim line: change the teaching this week and write the change on the log. Three in a row over it: raise the target.
- Report from the log.** The log gives the progress report its numbers: baseline, the last two scores, and what the errors keep landing on.

The weekly routine, about five minutes

- Monday: pull the next form in the rotation (A, B, C, D, E, F, A...).
- Any day: give the probe one-to-one, untimed; ten items takes a few minutes.
- Same day: score it, log the row, plot the point, look at the last three points.
- Friday: if three points sit under the aim line, write the change you are making on the log.

Print and prep

- Print one copy per student per week: the student writes on the form and that same sheet is the one you score.
- The forms are student sheets with nothing on them but the problems. The answer key and the Correct ____ / 10 box for every form are on pages 16 and 17; score there, then log it.
- Keep the goal page and the graph page for each student at the front of the data folder; type into them or write on them.
- The caseload page is one grid for every student on this goal; print it once a month.

What this probe is not

It is not a norm-referenced test and it carries no benchmark score. The sample goal uses invented

Equivalent forms, and why it matters

Every form has ten items drawn the same way, from one shuffle of the same bank, and no item appears

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- ☐ Monday: pull the next form in the rotation (A, B, C, D, E, F, A...).
- ☐ Any day: give the probe one-to-one, untimed; ten items takes a few minutes.
- ☐ Same day: score it, log the row, plot the point, look at the last three points.
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What this probe is not

It is not a norm-referenced test and it carries no benchmark score. The sample goal uses invented criteria in brackets; your team sets the real ones from the baseline and the student's IEP. Every form is untimed and ten items long, so a score of 8 means the same thing on every form, and a student is never scored on speed.

Equivalent forms, and why it matters

Every form has ten items drawn the same way, from one shuffle of the same bank, and no item appears on two forms — 60 different items across the six forms. A score on one form means the same as a score on another, so the line on the graph is the student, not the paper. Rotate the forms and the page cannot be memorized.

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Sample goal — invented; edit every bracket to fit the student

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BY (DATE)

CRITERION (SCORE OUT OF 10, OR PERCENT)

GIVEN (CONDITION: WHAT IS SHOWN, ANY ALLOWED SUPPORT)

ON ____ OF ____ CONSECUTIVE PROBES

STUDENT WILL (THE BEHAVIOR, IN THE WORDS OF THE PROBE)

AS MEASURED BY (THIS PROBE: CAPITALIZATION AND PUNCTUATION EDITING, FORMS A–F, PAGE 6–11)

Baseline: give Forms A, B and C on three days and take the middle score

BASILINE PROBE 1	BASILINE PROBE 2	BASILINE PROBE 3	MEDIAN (THE BASELINE)

Benchmarks toward the goal

BENCHMARK	TARGET DATE	TARGET SCORE	ACTUAL SCORE	MET?

Giving and scoring the probe

- ☐ Say: “Read each sentence. Find the one mistake. Write the fix in the box.”
- ☐ Correct: the exact fix (a capitalized word, or the one correct end mark . ? !).
- ☐ Same five capitalization kinds and five end-mark kinds every form, so a missed item points at which rule, not just a lower score.
- ☐ Untimed. Let the student finish all ten.

Scoring rules for this student (accepted answers, reversals, supports allowed)

What the errors say to reteach (carry over from the log)

My name: _____

Date: _____



Find the mistake. Write the fix in the box.

FIND THE MISTAKE · WRITE THE FIX IN THE BOX

1. Our duck shines over the bridge on sunday.

2. My friend omar spins beside the fence.

3. i nap behind the shed.

4. Omar won the race

5. his duck naps by the door.

6. Her bird shines by the door?

7. Did Nadia rest around the block

8. Her ant rolls along the path

9. Our cat naps across the room in july.

10. Did Farah roll along the path.

My name: _____

Date: _____



Find the mistake. Write the fix in the box.

FIND THE MISTAKE · WRITE THE FIX IN THE BOX

1. i float under the tree.

2. her duck grows through the park.

3. The cat waits past the gate

4. Did Theo roll near the pond

5. Did Kian spin by the door.

6. Our turtle wanders through the park on monday.

7. Watch out for the puppy

8. My cat waits over the bridge in april.

9. My friend noah floats by the door.

10. The bird rests behind the shed?

Capitalization and Punctuation Editing — Data Log and Graph

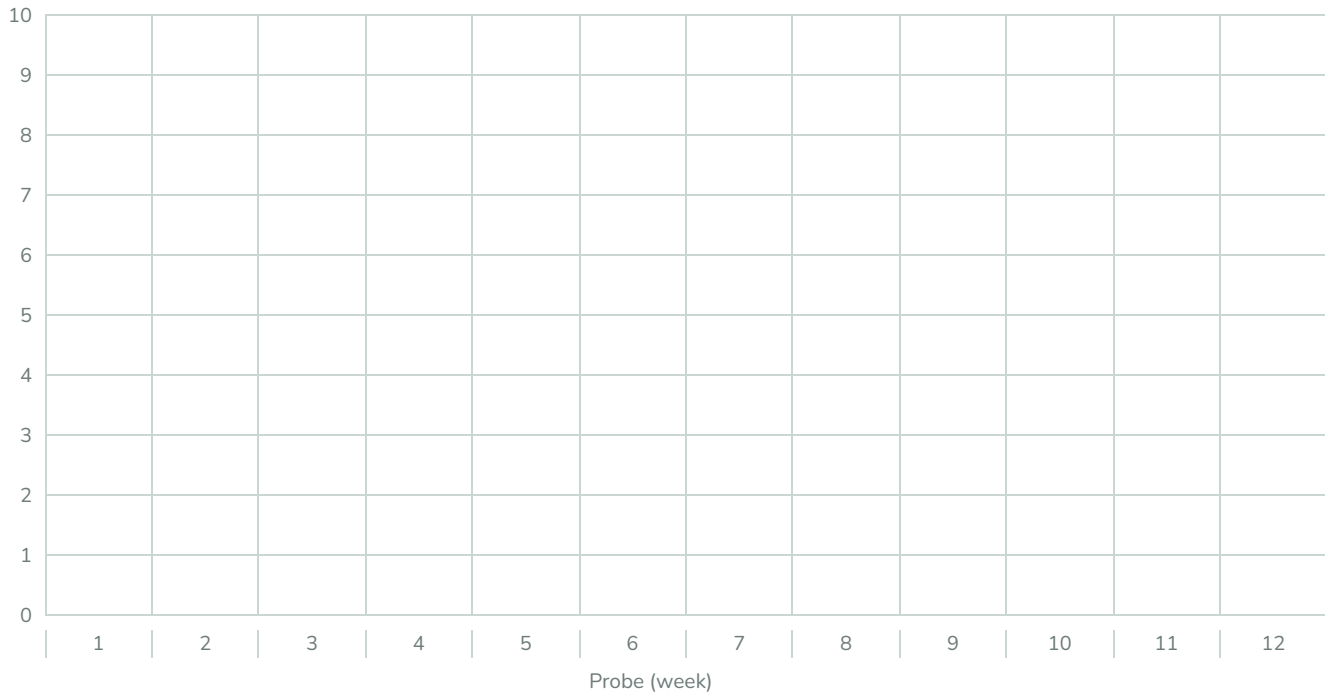
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STUDENT

CRITERION / AIM

GOAL DATE

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TEACHER / CASE MANAGER

MARKING PERIOD

How to fill it

- ## What it is for

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6	10/1	F	3	7	3	3 under aim line: drilled names, calendar words and . versus ? before returning to the probe
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- ☐ Criterion met on probes 11 and 12; one more consecutive probe at 8 or better and the goal is met.

The progress report sentence this log produces

“On weekly capitalization and punctuation editing probes (10 items, untimed), Jordan scored 3 of 10 at baseline in September and 8 of 10 on each of the two most recent probes in November. Progress is sufficient to meet the goal of 8 of 10 on three consecutive probes by May.” Every number in it is on the log above; nothing is from memory.