OBSERVATION FORM ON/OFF TASK

Interval Grid and Time Sampling Sheets

FILLABLE PDF

10 FORMS

10-Second Interval Grid

10 minutes, 6 intervals a minute, 60 boxes in all. Mark each box as its interval ends, using the counting rule you wrote on page 5.

Student (initials) | Date | Setting

Task or activity | Observer | Rule (whole or partial)

How to mark it

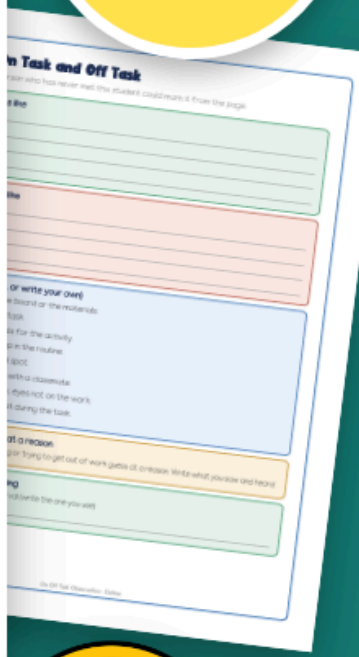
Put **+** for on task and **-** for off task. The On column holds the count of + marks in that minute. Add the On column for the total.

Minute	1st	2nd	3rd	4th	5th	6th	On
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Total on task (of 60 intervals) | Percent on task (see page 13)

On Off Task Observation - 10-Second Interval Grid







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One classroom license

- This file is for one classroom: one teacher and the students he or she observes.
- Please do not share it, post it online, or sell it.
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This is a fillable PDF

- Open it in a PDF reader (Adobe Acrobat Reader, Preview, or your browser), click into a box or a line, type, and Save As.
- There is nothing to unlock or ungroup: every box and line is already a type-in field.
- It works offline. No account, no subscription, no internet connection needed after you download it.

Print at 100 percent

Turn off fit to page and shrink to fit. The grid boxes are small on purpose, so print at full size on letter paper. It also photocopies in black and white.

Keep names private

The session record, the grids and the log can hold a student's name or initials. Keep them at your desk or in your own files. Follow your school's own rules for records.

Need help?

If a box will not take a mark or a page will not print the way you expect, use Ask a Question on the product page before leaving a review. Every question is read, and a fix to the file ships as a free update: re-download it any time from My Purchases.

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PREVIEW

How to Use the Sheets

Five steps, the two counting rules, and print tips.

Five steps

1. Open the PDF in a reader. Click a box or a line and type. Nothing needs unlocking.
2. Fill the session record (page 6) and write the counting rule you use (page 5).
3. Watch the student. Mark each box as its interval ends: + for on task, - for off task.
4. Type each minute's on-task count in the last column, then count the whole sheet.
5. Put the counts and the percent on the summary box (page 13), and add one roll-up row.

Two counting rules (pick one)

- **Whole interval:** + only if the student is on task for the whole interval.
- **Partial interval:** + if the student is on task for any part of the interval.
- Pick one, write it on page 5, and in the Rule box of every sheet you use.

Print and save tips

- Letter paper, black and white is fine. Print at 100 percent so each box stays big enough to mark.
- Save As after each session, so the initials and dates stay on your copy.
- Use one grid for the whole set, so the percents from one session compare with the next.

Names stay private

- Write initials only on any copy that leaves your desk.
- Keep full names in your school's own records.

My own notes

PREVIEW

Session Record

One copy per session. Initials only on any copy that leaves your desk.

Student (initials) _____ Date _____ Setting _____

Task or activity _____ Observer _____ Grid or sheet I am using _____

Counting rule (whole or partial) _____ Start time _____

Before the session

- Read the on task and off task words on page 5 before you start.
- Set a timer for the session length, or for the tick time on the momentary sheet.
- Sit where you can see the student without taking part in the task.

Which grid to pick

- 10-second grid: 60 marks in 10 minutes. The finest count.
- 15-second grid: 40 marks in 10 minutes.
- 30-second grid: 20 marks in 10 minutes. The fewest marks.
- Use one grid for every session in the same set, so the percents compare.

Notes from this session

PREVIEW

15-Second Interval Grid

10 minutes, 4 intervals a minute, 40 boxes in all. Mark each box as its interval ends, using the counting rule you wrote on page 5.

Student (initials) _____ Date _____ Setting _____

Task or activity _____ Observer _____ Rule (whole or partial) _____

How to mark it

Put + for on task and - for off task. The On column holds the count of + marks in that minute. Add the On column for the total.

Minute	1st	2nd	3rd	4th	On
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Total on task (of 40 intervals) _____ Percent on task (see page 13) _____

PREVIEW

Momentary Time Sampling Sheet

At each tick, look up and mark what the student is doing at that exact moment. Write the clock time at each tick.

Student (initials) _____ Date _____ Setting _____

Task or activity _____ Observer _____ Tick every (minutes) _____

Tick	Clock time	On task	Off task	What the student was doing
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

On task at how many of the 16 ticks _____ Percent on task (see page 13) _____

PREVIEW

Setting, Task and Behavior Log

Write what happened in plain words, as soon as you can. One row per event. Leave the rest blank.

Student (initials) _____ Date _____

Time	Setting and task	What the student did	What came right before	What the adult did	What happened next

PREVIEW

Write what you saw and heard

Describe the action and the words, not what you think it meant. Use the words from page 5.

Team and Family Update

A short, plain-words summary to read aloud or send. Fill the blanks, and leave out any sentence that does not fit this student.

Summary

From _____ to _____, I observed _____ during _____ (setting and task), across _____ sessions.

On task in _____ of _____ intervals, which is _____ percent.

What helped

_____

_____

_____

What got in the way

_____

_____

_____

Next step we agreed on

_____

_____

_____

Your district's rule

Write your district's rule for this kind of data, and how it is shared, on the lines below.

_____

_____

PREVIEW