

UFLI SPELLING ASSESSMENT SHEET

A blank recording form for spelling dictation: type the words and sentences, mark each one, tally error patterns, log re-tests. Fillable PDF. For use alongside UFLI Foundations. Not affiliated with or endorsed by UFLI.

SETUP Setup: Groups, Marks, and Your Team's Rules

Fill this in once. Every sheet in this file refers back to it, so nothing is missed.

PROGRAM EDITION I USE (MY WORDS)

SCHOOL YEAR

WHO DICTATES

WHO RECORDS THE RESULTS HERE

My groups: Write the focus in your own words.

GROUP NAME	SPELLING FOCUS (MY WORDS)	USUAL DICTATION DAY	WHO IS IN IT

What each mark means to my team. This file sets no pass line.

MARK	WHAT IT MEANS FOR US (WRITE IN)
Right	
Not yet	
Self-read	

RECORD Word Dictation Recording Sheet

Type the words you dictate, write what the student wrote, and mark each one.

STUDENT

DATE

GROUP

DICTATED BY

#	WORD AS DICTATED (TYPE IN)	WHAT THE STUDENT WROTE	MARK	PATTERN I NOTICE (MY WORDS)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

RECORD Sentence Dictation Recording Sheet

One row per dictated sentence: words right, capital letter, and mark.

STUDENT

DATE

GROUP

DICTATED BY

#	SENTENCE AS DICTATED (TYPE IN)	WORDS IN IT	WORDS RIGHT	CAPITAL AND END MARK	NOTE
1					
2					
3					
4					
5					
6					
7					

RECORD Error-Pattern Notes and Tally

Name each pattern in your own words, list where you saw it, and tally it.

STUDENT

GROUP

DATES COVERED

PATTERN (MY WORDS)	WORDS WHERE I SAW IT	DICTATION DATES	TIMES SEEN	PRACTICE I TRIED

SUMMARY Progress Graph for a Meeting

Shade one box per dictation so the change over the year can be seen at a glance.

STUDENT

GROUP

SCHOOL YEAR

DICTATION	DATE	RIGHT	GIVEN	SHADE ONE BOX PER WORD RIGHT (15 BOXES)
Dictation 1				
Dictation 2				
Dictation 3				
Dictation 4				
Dictation 5				
Dictation 6				
Dictation 7				
Dictation 8				
Dictation 9				
Dictation 10				

EXAMPLE A Dictation Sheet, Filled In

An invented second grader. Every number below is checked against the rows it comes from.

An invented second grader, Priya R. Every word and number is made up and is not real student data. Her teacher marks each word by the team rule written on page 5.

Word Dictation Sheet (page 7), Priya R., dictation 3, Oct 6 (invented)

#	WORD AS DICTATED	WHAT THE STUDENT WROTE	MARK	PATTERN (TEACHER'S WORDS)
1	drop	drop	Right	—
2	plant	plant	Right	—
3	boat	bote	Not yet	vowel team
4	lake	lak	Not yet	silent e at the end
5	wish	wish	Right	—
6	cart	cart	Right	—
7	mixed	mixt	Not yet	ending -ed
8	happy	hapy	Not yet	doubled letter
9	jump	jump	Right	—
10	stick	stick	Right	—

Progress Graph (page 12)

DICTATION	DATE	RESULT	BAR (SHADED = WORDS RIGHT, GRAY = NOT GIVEN)
Dictation 1	Sep 8	4 of 10	
Dictation 2	Sep 22	5 of 10	
Dictation 3	Oct 6	6 of 10	
Dictation 4	Oct 20	8 of 10	

Fillable PDF**18 Pages****Error Patterns****Re-Test Log**

ONE: SET UP (once, at the start of the year)

- Page 5: write in your program edition, your groups, what each mark means to your team, and your own re-test rule.
- Page 6: list each student with a group and a next-dictation date.

TWO: PICK THE SHEET THAT FITS TODAY

- **Dictated words:** page 7. Type each word you dictate, write what the student wrote, and mark it.
- **Dictated sentences:** page 8.
- **Spotting what keeps going wrong:** page 9, the error-pattern tally.
- **A student you are testing again:** page 10, the re-test log.
- **The next adult picks it up:** page 14, the team handoff page.

THREE: ROLL IT UP AND REPORT

- Page 11: the whole caseload in one table. Page 12: shade one bar per dictation.
- Page 13: a note home. Page 15: starters for your notes.
- Page 16: see a finished sheet before you start.

FOUR: KEEP IT CURRENT

- Update the roster (page 6) after every dictation day.
- Save a dated copy at the end of each month so you can look back.
- Start a fresh setup page (page 5) every school year.

What this is not

This is a recording form. It contains no UFLI lesson, word list, sentence, passage or script, and it does not dictate, score, or grade anything. You type in the words and sentences you already gave and the result you saw. Example students are invented. Not affiliated with or endorsed by UFLI.

The habits this file assumes

- ☐ Page 5 is filled in before the first row is written.
- ☐ Every sheet has a date and a student name.
- ☐ A mark means what your team says it means, not what this file says.

Why five recording sheets

Words need a row each. Sentences need a different row. Patterns need a tally. A re-test needs before and after. Use whichever fits today.

Word Dictation Recording Sheet

Type the words you dictate, write what the student wrote, and mark each one.

STUDENT

DATE

GROUP

DICTATED BY

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4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

WORDS RIGHT

WORDS GIVEN

SELF-FIXED

What I heard while they wrote

One row per dictated sentence: words right, capital letter, end mark.

Dictated by

#	SENTENCE AS DICTATED (TYPE IN)	WORDS IN IT	WORDS RIGHT	CAPITAL AND END MARK	NOTE
1					
2					
3					
4					
5					
6					
7					
8					

What I saw across the sentences

What to dictate next

Progress Graph for a Meeting

Shade one bar per dictation so the change over the year can be seen at a glance.

STUDENT

GROUP

SCHOOL YEAR

Dictation	DATE	RIGHT	GIVEN	SHADE ONE BOX PER WORD RIGHT (15 BOXES)
Dictation 1				
Dictation 2				
Dictation 3				
Dictation 4				
Dictation 5				
Dictation 6				
Dictation 7				
Dictation 8				
Dictation 9				
Dictation 10				

One sentence for the meeting

"On ___ the dictation was ___ of ___; on ___ it was ___ of ___."

What I will bring

EXAMPLE

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Dictation 5	Nov 3	9 of 10	

Re-Test Log (page 10)

FIRST DICTATION	FIRST RESULT	PRACTICE IN BETWEEN (INVENTED)	RE-TEST	RE-TEST RESULT
Oct 6	6 of 10	Same words, five minutes a day	Oct 20	8 of 10

What the Group Roll-Up (page 11) row would say

Dictations given: 5. Re-tests: 1. First dictation 4 of 10; latest 9 of 10, which is 5 more words right. Dictation 3 below: 6 of 10 right, 4 missed (vowel team 1, silent e at the end 1, ending -ed 1, doubled letter 1).