



Equipping Literacy Assistants

Running Records and book leveling

A Running Record

- A test to see how well a student can read.
- The test is conducted one-on-one, by asking the student to read a short story or piece of information. (This is called a **text**).
- Whenever the student makes a mistake, it is marked as an **error**. The errors are counted and a score is given.
- The test results show us whether the text is too easy, too difficult or at the right level for the child.

Why Running Records?

- In one class, there will be a wide range of reading ability levels.
- One standard reading book will not be suitable for all children in the class.
- Those who cannot cope will be left behind
- Therefore, children should be reading texts suited to their own reading ability level.

Text leveling

- Texts are leveled from 1 to 30
- Level 1 is very simple, suitable for someone just starting to learn to read, e.g. beginning of Year 1
- Level 30 texts are the most difficult, suitable for students who can read very well.
- A school student could reach Level 30 by the end of Year 5 or 6
- BUT reading levels are not fixed to Year levels. Every child progresses at their own rate.

Example of a Level 1 story



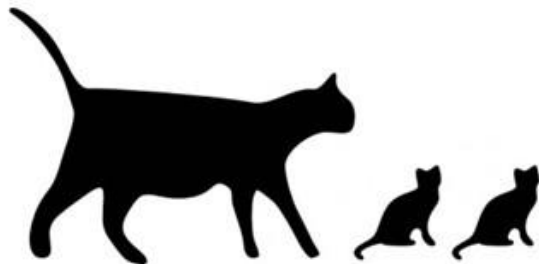
At night

1



The bats come out.

2



The cats come out.

3



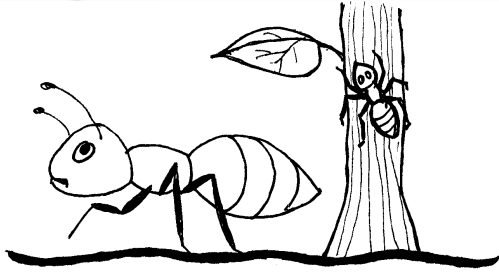
The geckoes come out.

Level 1

4

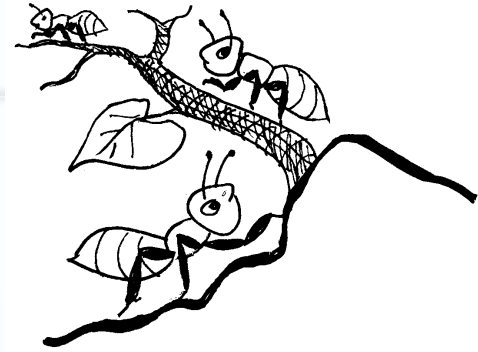
Example of a Level 6 story

Ants



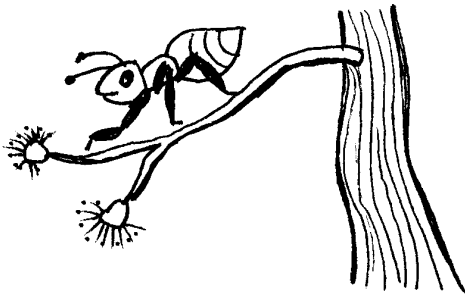
Ants go here, ants go there.

1



Ants are busy everywhere.

2



Getting food for when there's none,

3



there's so much work to be done.

4

Individual reading levels matched to individual reading texts

- The whole-class approach to teaching reading will mean many students will fail to read. The text might be too hard for some children. There must be MANY reading resources for each class... Simple texts and more advanced texts, to suit the learner.
- Our literacy resource program contains many texts at different levels.

How texts are leveled

Levels 1 - 2

- Direct match between text and pictures
- One line of text per page plus a picture.
- Word count between 0 and 50 words.
- Repetitive sentences using sight words. Students rely on pictures for meaning.

Levels 3 - 5

- 1-5 lines of text per page
- Direct speech used – “said” and “asked”
- Beginning to make use of phonics, including 3-letter words

Levels 6-12

- Sentences may contain more than one idea.
- A full range of punctuation used.

Level 18 up

- The story may be in episodes.
- A more complicated story

Activity

- Look at some of the Beacon Media leveled reading resources.

Testing a new student

- Imagine that you are meeting a student for the first time. You do not know how well they can read.
- You will have to find out which level the child is at. In this case use the “Quick Test”.
- The Quick Test starts at Level 3. If the student makes 2 errors or more in the first line, we know that the student is below Level 3.

Activity: Look at the “Quick Test” and watch a role play of a student being tested on the “Quick Test”.

What next?

- Once you know the approximate level of the new student, start them on that level in the Beacon Media resources.
- Note that if a student cannot read the first sentence in the Quick Test they have to start at Level 1.

How to take a Running Record

- Give a copy of the reading test text to the student.
- Sit next to the student. Read the story **title** to them.
- Ask the student to start reading.

Take a record of every word that is:

- unknown (give about 3 seconds)
- incorrect
- left out
- added.

Also record words that the child self-corrects (not errors).

- Note that the title of the story is not counted in the score because YOU read it to them.

Recording

Name:

Date:

Recorded by:

Errors	S C

Total errors:

Total sc:

Percentage:

Comprehension

Comments:

Scoring

- The aim is to find out the percentage of words read correctly.
- If there are 99 words in the passage, and the child makes 8 errors, then his score is 91 out of 99.
- Convert this to a percentage: 92%
- “Self-corrections” are not marked as errors.

Activity

- We will be conducting a Running Records test.
- Someone will read the text to you as if they were the student. You will hear them make mistakes. You have to record every mistake you hear. Also note the self-corrections.
- Remember to look for: words left out, words added, words unknown, wrong words

Activity

Draw up a table like this and get ready to start!

Errors	S C
--------	-----

Total errors:

Total sc:

Percentage:

Comprehension

Comments:

- words left out
- words added
- words unknown
- wrong words

Do not help the student. Just make a mark for every word that is an error or self-correction.

Listen carefully as someone read the following, and put stokes on your chart to mark the errors and self-correction. Remember the errors are what you HEAR, Not what you see.

The wheel comes off the truck.

It rolls down the hill, faster and faster.

The wheel rolls along the road.

It rolls past the houses, faster and faster.

The wheel rolls past the gate.

It rolls past the farm, faster and faster.

The wheel rolls towards the river.

It rolls over the bridge, faster and faster.

The wheel rolls into the school.

It rolls out the door, faster and faster.

The wheel rolls through the town.

It rolls past the policeman, faster and faster.

The wheel rolls into the garage.

It stops rolling.

The wheel is on the truck.

How many errors did you hear?

How many self-corrections did you hear?

99 words

SC: 3

Errors: 8

Score: 91 out of 99

As a percentage: $91/99 \times 100/1 = 92\%$

Examples of errors

The actual text (correct)	The child's reading effort (with errors)
The wheel comes off the truck.	' of ' Self corrected to 'off' (SC)
The wheel rolls along the road.	The wheel rolls over the road. (wrong word)
The wheel rolls towards the river .	The wheel rolls towards the water . (wrong word)
It rolls out the door.	It rolls out of the door. (added word)
The wheel is on the truck .	The wheel is on the track . (wrong word)

This child uses meaning to work out unfamiliar words, but makes little use of phonics.

Comprehension and fluency

- Ask a few questions after the child has read a story, to test comprehension.
- Fluency refers to the speed of reading, the expression and observance of punctuation.
- Make your own comments on fluency at the bottom of the Running Records assessment sheet.
- If a child scores over 95% for word accuracy, but is poor on comprehension and fluency, then they stay on the same level for a while and practice these.

How to use the test results

- **Independent level** – 100% accuracy. A good level to use for take-home books.
- **Instructional level** – 95% accuracy with good comprehension. This is the text level you work on with the student.
- **Frustration level** - less than 95% accuracy and poor comprehension. This text is too hard for the child.

Try taking another Running Record

The little red hen

The little red hen has six chicks.

She wants to make some food.

She gets some wheat and some water.

“Who will help me to make the food?” she says.

The dog will not help.

The cat will not help.

The pig will not help.

Will her little chicks help?

Yes they will.

The little red hen and the little chicks make the food.
The little red hen and the chicks eat the food.
The dog will not get any.
The cat will not get any.
The pig will not get any.
They did not help to make the food.

100 words

Keeping records organized

- One sheet for each child
- Record date, score and comments

How often to test

- If we find out that a new student is on Level 1, they must read all the stories in Level 1. Then they sit the Level 1 test again.
- If they get 95% or more they go on to Level 2.
- For the test ...NO COACHING, NO PRACTICING, NO HELPING during the test.

Summary

- Count the number of errors.
- Count the number of self-corrections. (This shows you how fluent their reading is.)
- Work out the percentage of errors.
- Ask a few questions about the text to see if they have understood what they read, (comprehension)
- Write some comments, e.g. How fluent? Do they use expression? Do they stop at full stops? Did they understand what they read? Can they sound out words?

Keep a record of all tests

- Keep Running Records progress sheets for each student record results of each test.
- These should be kept in their manilla folder.

How to test sounds

- Write the sounds a – z vertically down the side of an A4 sheet of paper.
- Show the student the alphabet letters chart and ask them to say the sounds.
- On your A4 sheet of paper, put a tick for the known and sounds and a cross for those unknown.
- Write a summary when you have finished the test: “Sounds unknown”.