



Education and Manpower Bureau
Observation Checklist for Teachers
(Standard Version)

*This checklist is to be filled in during
the one-month period between 8
December and 7 January of the
school year.*

Name of School : _____ STRN: _____

Name of Pupil : _____ P.1() No.() sex : M / F

Date of birth : _____ Y _____ M _____ D

Date of completion of this checklist : 200 Y _____ M _____ D

Age : _____ Y _____ M

Name of person completing this checklist :

Notes

Please read the following points carefully before completing the checklist.

1. The checklist should be completed by the teacher who has a considerable knowledge about the pupil being assessed.
2. Teachers are requested to complete all the items in the checklist.
3. Teachers should use their daily observations to determine how often a pupil performs the behaviour. They can choose, according to the frequency of occurrence of the behaviour, one of the following four options: “often”, “sometimes”, “seldom”, “never”. Choose only one option for each item.
4. The items in the checklist relate to the pupil’s behaviors in different subjects at school. Should there be any doubt about the pupil’s performance in any aspect, discussion can be made with the subject teachers concerned or the parents. If decision cannot be made even after discussion, teachers may choose the option of “Can’t Say/Don’t Know”. Nevertheless, this choice should be avoided as much as possible.
5. Results of the checklist should be analyzed along with the “Learning Checklist for Primary One Pupils -- Background Information”.

| | Often | Some- times | Seldom | Never | Can't Say/ Don't Know |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------------|
| (A) <u>Chinese</u> | | | | | |
| * 1. Able to read out simple common words, e.g. "water", "hand", "morning", "rain", "sky" and "flower" | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * 2. Able to read out simple sentences | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * 3. Able to read out a text smoothly without breaking it into segments, wrong pronunciation, skipping words, skipping lines or adding extra words | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * 4. Able to choose words provided to form a 2-word term according to pictures, e.g. "天—空" and "火—車" | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Able to choose terms provided to form simple sentences for describing pictures | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * 6. Able to make sentences orally to describe pictures | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Able to tell a story according to the order of the pictures in the book | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * 8. Able to choose terms provided to form simple sentences without the aid of pictures | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * 9. Able to write simple sentences, e.g. "I have many toys." and "I play with my classmates" | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Able to insert appropriately basic punctuation marks to sentences, e.g. comma and full stop | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Able to grasp a pencil properly, without writing too hard or too gently | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Able to write within the grid | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Order of strokes in word-writing is generally correct | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | Often | Some- times | Seldom | Never | Can't Say/ Don't Know |
|---|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------------|
| * | 14. Does not omit strokes or words in writing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * | 15. Able to complete a copying task not too slowly and within the time needed by the peers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * | 16. Able to write out basic terms which the teacher dictates, such as "playground" and "school" | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * | 17. Able to use terms newly learned | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

(B) Mathematics

| | | | | | | |
|---|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | 1. Able to distinguish positions of up and down, and front and back | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 2. Able to sort objects according to their nature, including weight, length, size and shape | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * | 3. Able to sort objects according to their nature, including weight, length, size and shape, and able to tell briefly the difference | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 4. Able to count from 1 to 20 in one-to-one correspondence | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 5. Able to compare the quantity of two kinds of objects using one-to-one correspondence counting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 6. Able to count forward from 1 to 10 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 7. Able to count backward from 10 to 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * | 8. Able to count forward from 11 to 20 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * | 9. Able to count backward from 20 to 11 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 10. Able to write out any number between 1 and 20 which the teacher dictates | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 11. Able to arrange sequentially numbers up to 20 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | Often | Some- times | Seldom | Never | Can' t Say/ Don' t Know |
|---|---|--------------------------|--------------------------|--------------------------|--------------------------|----------------------------------|
| * | 12. Able to write the odd and even numbers between 1 and 20 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 13. Able to use vertical or horizontal form of computation expression to do one-digit addition with a sum less than 10 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 14. Able to do one-digit subtraction | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * | 15. Able to understand the composition of numbers to 18 and record all basic addition and subtraction facts e.g. $9+8=17$; $17-8=9$ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * | 16. Able to understand the meaning of "difference" | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * | 17. Able to understand the meaning of "compare" | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * | 18. Able to understand the meaning of "sum" | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * | 19. Able to do mathematical reasoning problems involving numbers less than 10 e.g. $+ 4 = 9$; $- 3 = 5$ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

(C) **English**

| | | | | | | |
|---|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | 1. Able to read out the English letters randomly chosen by the teacher | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 2. Able to write out the English letters which the teacher randomly chooses and dictates to the student | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 3. Able to read out basic words, e.g. we, like, book, ten etc | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 4. Able to copy words, including the spacing between words | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 5. Able to write out basic words which the teacher dictates. e.g. we, like, book, ten etc | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * | 6. Able to read words and simple sentences after the teacher | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | Often | Some- times | Seldom | Never | Can't Say/ Don't Know |
|---|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------------|
| * | 7. Able to write out simple sentences which the teacher dictates | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * | 8. Able to comprehend simple verbal instructions, e.g. stand up | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * | 9. Able to describe pictures using simple words | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 10. Able to greet others using simple sentences, e.g. Good morning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 11. Attempt to use English in responding to simple everyday questions e.g. How old are you? I am six. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

(D) Self-care and Social Skills

| | | | | | | |
|---|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| * | 1. Able to handle simple tasks independently without assistance from adults e.g. taking out or putting back books/ stationery items according to instructions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * | 2. Able to follow instructions in class | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 3. Able to identify textbooks, assignments and exercise books of various subjects | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * | 4. Able to bring to school all the assignments and necessary things for class | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * | 5. Able to copy entries into handbook without the assistance or prompts from other people | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * | 6. Able to concentrate on learning for 10 minutes without prompts from adults | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 7. Unwilling to mix with others and tends to stay alone during recess | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 8. Is withdrawn | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | 9. Throws tantrums easily | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | Often | Some- times | Seldom | Never | Can't Say/ Don't Know |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------------|
| 10. Slow in reaction and is indifferent to things around | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Overactive and unable to remain on seat | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

(E) Language Ability

| | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Able to follow two-step instructions, e.g. Take stationery from teachers and distribute them to classmates | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Able to understand simple stories | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Able to express his/her own needs, e.g. Going to the toilet and feeling sick | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Able to tell basic personal information, e.g. number of brothers and sisters, home address and parents' occupations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Able to express ideas in complete sentences | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Able to relay simple verbal messages | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Able to answer simple and direct questions about stories just heard, e.g. Where did the family go? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Able to retell the sentences or other information just heard | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Able to express himself/herself in appropriate words (Does not often use unclear terms such as "things", "those stuff", "these stuff" .) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Able to ask others "What is this?" "Where?" and " Why?" etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | Often | Some- times | Seldom | Never | Can,t Say/ Don't Know |
|--------------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------------|
| (F) | <u>Muscle Control and Co-ordination Ability</u> | | | | | |
| 1. | Able to colour figures and can generally keep to the contour | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Able to use scissors to cut off simple shapes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Able to use a ruler to draw a straight line | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Able to draw identifiable objects, e.g. sun, tree and flower | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * 5. | Able to distinguish between left and right | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Able to walk downstairs in alternate steps without assistance or holding the handrail | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Able to maintain body balance and co-ordinate movements, including walk, run, rush, jump, stand and sit | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Able to perform actions required by the teacher in the physical education lesson | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Items marked with “* ” appear also in the short version of the checklist