



The Assessment Guide

How to conduct & record early-childhood assessment

Milestones · Development Progress · Term Report Cards

Aligned with NEP 2020 · NCF-FS

WELCOME

Assessment that fits how young children learn



The three modules at a glance

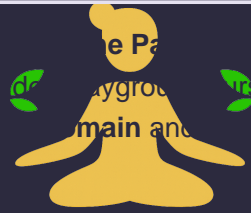
- 1. Milestone Assessment** — continuous, observation-based tracking of developmental milestones, domain by domain.
- 2. Development Progress** — a termly percentage rating across broad development areas.
- 3. Term Report Cards** — the formal, printable end-of-term summary parents download.

How to conduct & record early-childhood assessment

Module	What it measures	How often	Who does it
Milestone Assessment	Specific developmental skills (cleared / grooming / not yet)	Continuously; reviewed each term	Teacher observes; Parent views
Development Progress	Broad areas as a % (e.g. Language, Motor, Social)	Once per term	Teacher rates; Parent views
Term Report Card	Scholastic + social + personal summary & grade	End of each term	Teacher fills; Admin templates; Parent downloads

A simple rhythm ties them together: **observe daily** → **mark milestones** → **rate progress each term** → **publish the report card**. Each module feeds the next.

Milestone Assessment



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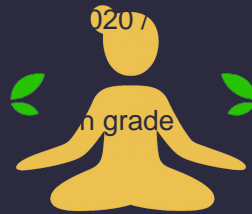
Domain	Example milestone pointers
Physical & Motor	Hops on one foot · holds a pencil with tripod grip · threads beads
Cognitive	Sorts by colour & shape · completes a 6-piece puzzle · counts to 20
Language & Literacy	Names 8 colours · recognises own name · narrates a short story
Social & Emotional	Takes turns · expresses feelings in words · helps a friend
Creative & Aesthetic	Sings a rhyme · role-plays · draws a recognisable figure
Self-help & Habits	Washes hands · packs own bag · uses the toilet independently

The 3-state assessment scale

Each milestone is marked per child in one of three states — no marks, no ranking:

- **Not yet** — the skill hasn't emerged.
- **Grooming** — emerging / works on it with support.
- **Cleared** — demonstrated confidently, on more than one occasion.

- 1.
- 2.
- 3.
- 4.



- 1.
- 2.
- 3.
- 4.
- 5.

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— a child moves from Not yet → Grooming →
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How to "test" a milestone — observe, don't examine

Set a natural task, not an exam. To check "hops on one foot", play a hopping game; to check "sorts by colour", offer mixed blocks during free play.

Observe more than once. A skill seen on a single lucky day isn't yet *Cleared*.

Watch in context. Language shows in conversation; social skills show with peers — not in isolation.

Keep it pressure-free. Children perform best when they don't know they're being assessed.

Development Progress



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remove areas under Progress Setup to match
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- 1.
- 2.
- 3.

A simple rubric for turning observation into a %

0–25% Emerging — the skill is just beginning to appear.

26–50% Developing — shows the skill with adult support.

51–75% Progressing — does it independently most of the time.

76–100% Secure — confident, consistent, ready for the next challenge.

Tip: derive the % from milestones — mostly *Cleared* in an area ⇒ a higher band.

Development Progress is deliberately broad and kind. It is a growth indicator for parents, not a grade or a rank.

Term Report Cards



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- 3.
4. **Aligned with NEP 2020 · NCF-ES**
15 mins per month (teachers can fine-tune per class)

- 1.
- 2.
- 3.
- 4.
- 5.

How to assess a scholastic area without an exam

Use playful tasks & portfolios. Judge "Maths" from sorting, counting games and worksheets gathered over the term — not a single test.

Map to your grade scheme. Convert your overall observation to the grade band the Admin defined.

Be consistent. Apply the same evidence standard to every child.

Lead with strengths. Frame remarks around what the child *can* do and the next step.



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Putting it together



Stage	Module	Cadence	Output
1. Observe & record	Milestone Tracker	Every day / week	Cleared · Grooming · Not yet per skill
2. Summarise the term	Development Progress	Each term	% per development area
3. Formalise & share	Term Report Card	End of term	Published PDF for the parent

A term at a glance — suggested rhythm

Weeks 1–10: observe at play and mark milestones as they emerge (Module 1).

Mid-term: a quick milestone review — note who needs grooming time.

Term end, step 1: set Development Progress percentages (Module 2).

Term end, step 2: fill and publish the Report Card (Module 3).

assessment is built on
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Continuation — assess through everyday play and

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© AlmaPlay — The AlmaPlay Assessment Guide. For preschools using the AlmaPlay platform. Module names and screens may evolve as the product improves.