

Table 8.1 Observation of handwriting: record sheet

Observation	Comment
Seating position e.g. <ul style="list-style-type: none"> • Position on chair • Distance of eyes from paper • Relative height of seat and desk • Position of non-writing hand 	
Position of paper in relation to handedness	
Pen/pencil hold <ul style="list-style-type: none"> • Handedness • Position of fingers • Distance from tip • Hook position? 	
Grip and pressure	
How each letter of the alphabet is formed	
In the case of cursive writing, are letters joined appropriately?	
Frequency of looking at original during copying task	



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Table 8.2 Assessment of handwriting: record sheet

Characteristic	Comment
Print or cursive	
Consistency of form/shape	
Consistency of size	
Appropriateness of size	
Orientation of letters (reversals, inversions)	
Correct use of upper and lower case	
Mixes upper and lower case	
Ability to write on the line or write in a straight line	
Appropriate height of ascenders and descenders	
Appropriate size and use of punctuation	
Spacing between words	
Appropriateness of layout on page	
Frequent crossing out	
Pressure on page (inconsistency, too much or insufficient)	
Letter joins (where appropriate)	
Handwriting affected by the nature of implement used	



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