

INFORMATION PROCESSING CHECKLIST

Student Questionnaire

Name: _____ Birth Date: _____

Grade: _____ School: _____

Date: _____

Please rate yourself on the following areas by checking *Always*, *Often*, *Seldom*, or *No*. Each section represents one component of information processing. This informal measure will be used to plan appropriate school services.

Do you ...

Acquisition of Information	<i>Always</i>	<i>Often</i>	<i>Seldom</i>	<i>Never</i>
Get information by hearing				
Get information by seeing				
Get information by touching				
Get information through multiple senses				
Link new information to that previously learned				
Find key facts or ideas when studying				
Organization	<i>Always</i>	<i>Often</i>	<i>Seldom</i>	<i>Never</i>
Complete work and other activities				
Have an organized desk or locker				
Find appropriate materials				
Align work neatly				
Categorize and put information together				
Tell a story in the correct order				
Make notes or an outline before writing				
Edit/change papers before turning them in				
Planning and Sequencing	<i>Always</i>	<i>Often</i>	<i>Seldom</i>	<i>Never</i>
Prioritize tasks				
Put information in order				
Take needed materials to activities/classes				
Use planning skills or a planning aid				
Get information before beginning a writing project/paper				
Write/Create a logical story				
Turn in assignments on time				
Manage time				
Working Memory (Verbal/Visual/Spatial)	<i>Always</i>	<i>Often</i>	<i>Seldom</i>	<i>Never</i>
Follow two- and three- step directions				
Recall ordered steps to tasks				
Immediately recall information				
Remember facts, names, labels, etc.				
Remember materials seen				
Remember materials heard				
Develop strategies to help recall information				
Remember things just seen or heard				

Visual Processing	<i>Always</i>	<i>Often</i>	<i>Seldom</i>	<i>Never</i>
Notice similarities in pictures, letters, numbers, words, and objects				
Notice differences in pictures, letters, numbers, words, and objects				
Follow directions presented visually (e.g., demonstrations)				
Distinguish left from right when presented visual materials				
Recognize the same word when repeated in a sentence or paragraph				
Notice changes in your surroundings (e.g., new bulletin board)				
Auditory Processing	<i>Always</i>	<i>Often</i>	<i>Seldom</i>	<i>Never</i>
Respond to spoken questions within five seconds				
Immediately recall information presented verbally				
Remember previous information presented verbally				
Repeat spoken directions when given				
Listen to stories without having pictures				
Ask for spoken questions or directions to be repeated				
Hear differences in spoken words and sounds				
Processing Speed	<i>Always</i>	<i>Often</i>	<i>Seldom</i>	<i>Never</i>
Count and calculate automatically				
Respond to others in a timely manner				
Recall information without thinking too hard about it				
Complete tasks easily				
Maintain focus on tasks				
Learn new tasks quickly				
Expression (Verbal/Nonverbal)	<i>Always</i>	<i>Often</i>	<i>Seldom</i>	<i>Never</i>
Communicate information through speech or gestures				
Communicate information through writing				
Speak with ease				
Read with ease				
Write with ease				
Respond appropriately to verbal/nonverbal communication				
Ask questions or give answers related to context/content				
Participate in class				
Transfer of Information (Manipulation)	<i>Always</i>	<i>Often</i>	<i>Seldom</i>	<i>Never</i>
Apply learned information to new situations				
Infer information				
Interpret information				
Summarize information				
Write sentences of varying length and complexity				
Analyze and solve problems of varying complexity				
Find more than one way to answer a question				
Differentiate details from key concepts				
Motor Control for Written Tasks	<i>Always</i>	<i>Often</i>	<i>Seldom</i>	<i>Never</i>
Erase mistakes well before making corrections				
Have good hand-eye coordination (e.g., can use a scissors)				
Print/write letters neat and legibly				
Space letters, words, sentences, or numbers appropriately				
Color/ paint within the lines of a drawing or a sketch				
Easily copy from a book or the board				
Produce neat work				