

21st Century Fluencies Quotient Insta-Audit

Ian Jukes, November, 2007

A numerical representation of a student's 21st Century Fluency Quotient can be determined by completing the eight inventories on the following pages. An overall rating can be determined by averaging the results of the eight inventories. The numerical representation is expressed on a four-point scale - Rarely (1), Occasionally (2), Frequently (3) and Always (4). The inventory could be based upon a combination of student self-analysis, peer assessment, or teacher observation using the 21st Century Fluency Quotient Insta-Audit rating system. Fluency Quotient can also be used to assess team performance. For some students it will be necessary to translate these characteristics to a more understandable vocabulary.

Fluency #1: Demonstrate initiative by critically assessing problems & implementing creative solutions

Highlight the portions of the ranking guide which best describe the learner

	Rarely 1	Occasionally 2	Frequently 3	Always 4	Score
.					
Describes a problem's causes as well as its symptoms.					
Uses an appropriate standard for evaluating possible solutions					
Appropriately defines terms used in describing problems & solutions					
Describes problems & solutions from perspectives of all involved					
Describes all possible solutions before selection from alternatives					
Performs an appropriate costs vs. benefits analysis for alternatives					
Describes the effect of each phase of implementation for unintended consequences					
Develops a complete plan for each phase of solution implementation					
Utilizes & leverages appropriate resources for selecting solution					
Provides continuous feedback to those impacted during implementation					
Reviews action plan continuously & revises plan as appropriate					
Solves problems within an appropriate time frame for situation					
Appropriately synthesizes all information into solutions to problem					
Demonstrates an awareness & understanding of whole systems thinking & demonstrates a capacity to appropriately utilize systems thinking					
Maintains focus on the goals driving the problem solving process					

Fluency #2: Behave cooperatively as a member of a team.

Highlight the portions of the ranking guide which best describe the learner

	Rarely 1	Occasionally 2	Frequently 3	Always 4	Score
.					
Performs responsibilities as a team member .					
Describes the situation from the team perspective	e				
Shares & receives views openly, non-judgmentally, & attentively					
Encourages, & is encouraged by, the actions of other team members					
Describes impact of team action on individual members					
Maintains a cognitive focus during problem solving process					
Motivates other team members to focus on problem solving process					
Maintains direction & goals that are inclusive of all team members					
Holds others accountable for actions impacting the team					
Assists in setting self & team standards for performance					
Creates individual & team accountability structure for actions impacting tasks & team					
Non-manipulative of other team members					
Values diversity & accepts differences in people, personalities & ideas					
Demonstrates patience with other team members					
Avoids making false promises to team members					

Fluency #3: Read for information & application.

Highlight the portions of the ranking guide which best describe the learner

	Rarely 1	Occasionally 2	Frequently 3	Always 4	Score
Defines information needs in appropriate terms					
Identifies appropriate sources of written material					
Consults appropriate primary & secondary documents					
Verifies accuracy of information from written sources					
Makes appropriate inferences from written information					
Appropriately documents information sources					
Uses appropriate reading strategy to gather information					
Connects information to appropriate policies & regulations					
Connects information to appropriate context for problem solving					
Integrates information into appropriate systems of data management					
Integrates information into appropriate plan of action					
Integrates appropriate new information after research is complete					
Maintains confidentiality when appropriate					
Reads at appropriate level for problem solving process					

Fluency #4: Calculate & measure for information & application.

Highlight the portions of the ranking guide which best describe the learner

	Rarely 1	Occasionally 2	Frequently 3	Always 4	Score
Uses appropriate calculation & measuring skills for problem					
Chooses appropriate calculation strategies for problem					
Chooses appropriate measurement instruments for problem					
Executes appropriate calculation methods & formulas					
Uses measurement instruments properly					
Demonstrates appropriate mental perspective during mathematical process					
Estimates mentally in rough numbers accurately when necessary					
Records data accurately					
Records problem solving process accurately					
Makes appropriate revisions in calculation methods & formulas					
Represents data accurately in presentations					
Converts data into graphs/statistical tables accurately & appropriately					
Creates & maintains systems for data gathering					
Creates & maintains systems for data management					

Fluency #5: Behave in a responsible manner without supervision.

Highlight the portions of the ranking guide which best describe the learner

	Rarely 1	Occasionally 2	Frequently 3	Always 4	Score
Defines own role in problem solving process					
Defines others' roles in problem solving process					
Motivates self to stay focused on problem solving process					
Motivates others to stay focused on problem solving process					
Maintains positive effort in times of frustration during solution process					
Follows directions without being reminded					
Arrives on time & is prepared to work					
Follows through on commitments					
Accepts limitations & seeks assistance when appropriate					
Defines own role in problem solving process					
Represents data accurately in presentations					
Converts data into graphs/statistical tables accurately & appropriately					
Creates & maintains systems for data gathering					
Creates & maintains systems for data management					

Fluency #6: Communicate verbally & in writing to evoke clear understanding.

Highlight the portions of the ranking guide which best describe the learner

	Rarely 1	Occasionally 2	Frequently 3	Always 4	Score
Uses skills for verbal communication					
Uses skills for written communication					
Uses skills appropriately for situation					
Describes situation using appropriate terms & descriptors					
Concisely summarizes information to be communicated					
Uses appropriate vehicle for summarizing situation					
Describes audience needs for information					
Describes time frame available for providing information					
Completes each step of the presentation preparation process					
Delivers information using appropriate media & skill sets					
Incorporates appropriate audience feedback mechanisms					
Uses appropriate reflection strategies after communication is complete					
Revisits communication situation to clarify misunderstandings					

Fluency #7: Seek excellence in individual & group activities.

Highlight the portions of the ranking guide which best describe the learner

	Rarely 1	Occasionally 2	Frequently 3	Always 4	Score
Accurately assesses skill sets possessed by self (strengths)					
Accurately assesses reasonable limitations (weaknesses)					
Motivates self to improve all skill sets					
Motivates others to improve all skill sets					
Accurately assesses potential capability					
Focuses primarily on developing capabilities, not accepting limitations					
Proactively encourages others to set high standards for themselves & team					
Proactively establishes high standards for self-performance					
Assigns responsibilities to self & team members					
Continually examines problem solving process for opportunities to improve					
Continually revises products to increase quality					
Demonstrates continuous proactive initiative					
Demonstrates persistence toward goals in face of resistance & failure					

Fluency #8: Locate & manage resources for problem solving.

Highlight the portions of the ranking guide which best describe the learner

	Rarely 1	Occasionally 2	Frequently 3	Always 4	Score
Uses technical skills to access appropriate people & data					
Uses skill sets required to analyze data gathered					
Uses skill sets required to organize & manage appropriate people, data & resources					
Revises problem definition, solution choices, & processes to reflect data					
Uses skill sets to revise plan of action as necessary to solve problems					
Identifies appropriate resource people & data sources					
Continuously improves systems for locating & managing resources					
Uses technical skills to access appropriate people & data					
Uses skill sets required to analyze data gathered					
Uses skill sets required to organize & manage appropriate people, data & resources					
Revises problem definition, solution choices, & processes to reflect data					
Uses skill sets to revise plan of action as necessary to solve problems					
Identifies appropriate resource people & data sources					

So how did you do?

1. Determining the 21st Century Fluency Quotient®

Average for Fluency# 1 _____

Average for Fluency# 2 _____

Average for Fluency# 3 _____

Average for Fluency# 4 _____

Average for Fluency# 5 _____

Average for Fluency# 6 _____

Average for Fluency# 7 _____

Average for Fluency# 8 _____

Total score from 8 Literacies _____ divide by 8 = _____ (21st Century Fluency Quotient)

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