

DISTRICT ASSESSMENTS WRITING AND REVISION

DATE:

SUBJECT AREA _____

GRADE LEVEL OR COURSE _____

Facilitator:

Team Members:

AGENDA AND PROCESS

1. Review existing curriculum standards, units of study, state frameworks, district calendar, and pacing guides.

	Action	Notes
	Maintain a system to review, address, and store feedback from teachers (CCT)	
	Review concerns and suggestions submitted by teachers (TM)	
	Identify standards for inclusion on district assessment (CCT/TM)	
	Set dates for district assessment (in conjunction with Assessment Office as needed) (CCT)	

2. Train item writers.

	Action	Notes
	Instruct or review team members in best practices of item writing as needed (CCT)	
	Provide templates or formats for items (CCT)	

3. Produce assessments.

	Action	Notes
	Develop items as assigned per standard, including text passages or graphics for stimuli (as needed will indicate mastery level) (CCT/TM)	
	Identify correct answers for each item (CCT/TM)	
	Submit draft items (TM)	
	Arrange editing sessions as needed (CCT)	

4. Finalize assembly and access.

	Action	Notes
	Assemble final version of assessment and notify teachers of access (CCT)	
	Notify Assessment Office of availability as needed (CCT)	
	Load assessment key in TestDrive and open to teacher access (CCT)	
	Other	

*CCT – Curriculum Consulting Teacher

* TM – Team Member