

Curriculum Leadership Institute E-Hint

A Checklist for Implementing Common Assessments

The E-Hint "Checklist for Principals" was to facilitate the implementation of new curriculum. This E-Hint deals with the needs associated with the creation and implementation of common assessments for that new curriculum.

The specific tasks are associated with various groups of the district's professional staff and so are listed here accordingly. All of the tasks must be completed for a smooth implementation of this important step.

The Subject Area Committee (SAC) for the target subject is ultimately responsible for preparation of the common assessments to be used in the district. There is more than one way to provide for the writing of the assessments. Two of the most frequently used processes are listed below.

1. The SAC collects assessments used by classroom teachers during the curriculum validation year and then uses those assessments as the basis for one common assessment for each outcome. This process often saves time because the SAC is *editing* and *synthesizing* existing assessments rather than truly *creating* new assessments. Also, since teachers have previously administered the collected assessments, the SAC has feedback on what did or did not work well with each of them.
2. Assessment teams are appointed, each including the SAC member for a particular grade level and two or three other teachers from that grade level. Team members work together to write the assessments. Of course, the SAC could still have collected samples from the curriculum validation year as starting points. The teams meet on a prearranged schedule to write or edit assessments for each outcome. This plan works well in a large district where there are many teachers per grade level. In this way, a team can be put together without having to include teachers who serve on another SAC for a different subject area. This avoids problems of overtaxing any particular individuals, or interrupting the second SAC's schedule.

Checklist for Implementation of Common Outcome Assessments

SAC for Target Subject

- Prepare assessment for each outcome
- Prepare Administration Guidelines for each assessment
- Identify mastery criteria for each assessment

District Level Administration

- Provide for clerical support for the typing/duplicating of assessments, if necessary
- Keep a copy of all assessments in District Office and provide full set to each appropriate building
- Update collection of assessments as changes are made and approved by SAC/CCC
- Provide for annual inventory of common assessments each year at close of school year

Building Level Administration

- Keep a copy of all assessments for classrooms assigned to building
- Keep a log of what assessments have been given and results by classroom
- Provide time for results/scores to be reviewed, discussed, and acted upon by collaborative grade-level or course teams.
- Keep records of students with difficulties or failures, to prepare for intervention needs
- Report to SAC/CCC collective responses/concerns about assessments
- Collect and submit validation forms to SAC/CCC
- Update collection of assessments as changes are made and approved by SAC/CCC
- Provide for annual inventory of common assessments each year at close of school year