COMMON ASSESSMENT GUIDELINES

Each teacher must teach Course of Study standards and objectives as well as follow the pacing guide for each course that is taught. Teachers must also document in their lesson plans when each Course of Study standard and objective is taught. Please note the following considerations when developing common assessments:

(a) Tests need to be brief.
(b) Tests must be tied to the specific standards and objectives that are to be taught according to pacing guides.
(c) Aim for “quality” questions, not “quantity” of questions. The questions should address exactly what the standards and objectives ask a student to know (i.e., known as “unpacking” the standards).
(d) Use a test format that is easy and quick to grade.
(e) Collaborate with colleagues in order to develop an efficient way to record and analyze data.
(f) The analysis of the data serves four purposes: (1) to see what students learned; (2) to see what they did not learn; (3) to determine what to do for students who have not learned; and (4) to decide what to teach next when students demonstrate mastery.
(g) A common assessment can be a shared test or a shared set of questions that teachers add to their own unique tests.
(h) The value of each common assessment will be determined by the local school.
(i) The frequency of common assessments will be determined by the local school.