

LAST MINUTE ASSESSMENT DAY ORGANIZER FOR TEAM LEADERS

MORNING NORMING

- For each participant, provide a copy of each student product (“artifact”) you will use to help the group come to a shared consistency in their application of rubric criteria (“norming”), along with a blank rubric. “Consistent criteria application” means the group is scoring pretty consistently, but since assessment is often subjective, the scores don’t all need to be exact.
 - ✓ *Suggestion: Have ready for use sufficient copies of 4 artifacts; you may find you only need to use 3 to come to a shared consistency of criteria application.*
- Remember, the point of the morning is NOT to come to consistent application as quickly as possible, but to encourage thoughtful, reflective, intellectual discussion among all participants based on the use of specific evidence from student work/performance as the basis for evaluating learning and development.
 - ✓ *An effective facilitator will engage participants in an interesting and perhaps lively exchange of perspectives with regard to evaluating student performance.*

AFTERNOON SCORING

- If you are using a spreadsheet to record scores, make sure you’ve installed it on a computer.
 - ✓ Remind scorers to “Save” the spreadsheet every time they record new scores.
- Remember, all artifacts should be scored twice, by two different people.
 - ✓ *Remind scorers to put their initials or name on an artifact after they’ve scored it, so that they aren’t inadvertently the second scorer of the same artifact.*

AFTERNOON DEBRIEF

- Use your spreadsheet of scoring results (or the day’s scoring experience if you have a problem with your spreadsheet) and your Assessment Day Summary Sheet to prompt your debrief session. You may want to ask a colleague to take notes for/with you.
 - ✓ *What did we learn today related to our assessment question?*
 - ✓ *Other observations related to our students’ learning/development/work, our rubric, the assignments?*
 - ✓ *Ideas for follow up summer planning work for which we can apply for funding? (Assessment Day Follow Up Call for Proposals)*
 - ✓ *Overall impressions of today’s experience from start to finish, with suggestions for improvement?*

POST-ASSESSMENT DAY

- **Assessment Day Follow Up Call for Proposals** emailed to Dean, and either Phyllis Gleason or John Savage by end of day Friday, May 4, 2018 (your application for this funding is optional but encouraged!)