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## **TEAMS Process Template: Building Common Formative Assessments**

Name unit assessment:     Essential literacy standard assessed:			Embedded and recursive essential literacy standards assessed:		
Date of common formative assessments:  Date of team data reviews:			Date of summative or unit assessment:		
2. Pace teaching, learning, assessing, and response (essential standard pacing map):					
Day 1	Day 2	Day 3		Day 4	Day 5
Day 6	Day 7	Day 8		Day 9	Day 10
Day 11	Day 12	Day 13		Day 14	Day 15
3. Align with assessment blueprints by finding examples of the following (check all that apply):  Rigor Tasks or behaviors Text complexity Academic vocabulary  Notes:					
4. Format assessment design:  Learning target one:  Check all that apply: Performance Selected response Constructed response  Notes:					
Learning target two:  Check all that apply: Performance Selected response Constructed response  Notes:					
Learning target three: Check all that apply: Notes:	Performance S	elected response		Constructed response	

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5. <b>Select</b> text for this assessment:	
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6. <b>Create</b> assessment, ensuring it matches grade-level expectations of the following (check all that approximately Rigor	му):
Tasks or behaviors	
Complexity of text	
Academic vocabulary	
Link for created or curated assessment:	
7. <b>Review</b> notes from team observations:	

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8. <b>Refine</b> and revise as needed:	Team member assigned:			
9. <b>Determine</b> success criteria:  Level 3 descriptors for attaining grade-level proficiency:				
Level 3 descriptors for attaining grade-level proficiency:  Level 2 descriptors for progressing grade-level proficiency:				
Level 1 descriptors for emerging grade-level proficiency:				
10. Calibrate scoring agreements:				
Test administration agreements:				
Considerations for accommodations:				