

TEAMS Process Template: Building Common Formative Assessments

1. 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): <input type="checkbox"/> Rigor <input type="checkbox"/> Tasks or behaviors <input type="checkbox"/> Text complexity <input type="checkbox"/> Academic vocabulary Notes:				
4. Format assessment design: Learning target one: Check all that apply: <input type="checkbox"/> Performance <input type="checkbox"/> Selected response <input type="checkbox"/> Constructed response Notes:				
Learning target two: Check all that apply: <input type="checkbox"/> Performance <input type="checkbox"/> Selected response <input type="checkbox"/> Constructed response Notes:				
Learning target three: Check all that apply: <input type="checkbox"/> Performance <input type="checkbox"/> Selected response <input type="checkbox"/> Constructed response Notes:				

5. **Select** text for this assessment:

6. **Create** assessment, ensuring it matches grade-level expectations of the following (check all that apply):

Rigor

Tasks or behaviors

Complexity of text

Academic vocabulary

Link for created or curated assessment:

7. **Review** notes from team observations:

