

Protocol for Assessment Planning

Steps	Team Notes
1. Determine which essential learning targets to include on the assessment and list them in the first column of the template.	Five minutes For a common formative assessment, there should be a maximum of three learning targets.
2. Review the DOK level associated with the learning target.	Three minutes
3. Decide what type of assessment item to use and how many will be necessary to ensure reliability. Match the rigor and type of learning target to the type of item that will best assess it.	Five minutes
4. Decide how many questions the student must get correct or what level of the rubric the student must achieve in order to be considered proficient, and list it in the final column under "What Proficiency Will Look Like."	Five minutes
5. Review the plan to consider how much time the assessment will take.	Five minutes