Planning for Summative Assessments  
in Student Learning Objectives (and Local Assessment targets)

*Check the items as they are completed (keep good notes for next year):*

**Before Administration**

* Calendar the assessments so teachers know when they are being given school-wide (to avoid conflicts); discuss w/ teachers target dates for late May or June (unless quarter or semester SLOs)  
  Notes:
* Calendar make-up dates for each assessment  
  Notes:
* Make sure that you have copies of class rosters with baseline data and target information (for all courses with an SLO or LAT)  
  Notes:
* Make arrangements for who will administer the assessments (consider whether teacher of record can proctor alone)  
  Notes:
* Make arrangements for scoring the assessments (teachers can't score their own)  
  Notes:
* Determine process for how summative assessment scores will be entered on to rosters   
  Notes:

* Remind teachers to make sure all accommodations and modifications are met   
  Notes:
* Check to see that any necessary supplies are on hand (Scantron sheets, 3rd party assessments, answer sheets, etc.)  
  Notes:
* Make sure everyone is aware of student testing mods & accommodate those accordingly   
  Notes:
* Have discussion with staff about how to ensure assessments are correctly administered in a way that *doesn’t* cause stress for students and families; a tense climate will *not* increase student achievement  
  Notes:
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes:

* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes:

**Administration**

* Keep a record of everyone involved in the administration of each assessment (consider using simplified proctor roster)  
  Notes:
* Be aware of testing conditions, especially for students w/ IEPs or one-to-one administrations   
  Notes:
* Unobtrusively monitor the testing schedule.   
  Notes:
* Monitor the security and integrity of the assessments  
  Notes:
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes:

* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes:

**After Administration**

* Keep a record of everyone involved in the scoring for each assessment

Notes:

* Meet with teachers to review summative data and calculation of % of students meeting target; convert to points

Notes:

* Convert to points (out of 20 or 15, as applicable)  
  Notes:
* Enter points (out of 20 or 15, as applicable) into APPR system  
  Notes:
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes:

* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes:

**Reflection/notes about overall process** (for continuous improvement):