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***SGO Step 1, Form 5: Choose or Develop Quality Assessments***

**Planning Guide for Choosing or Developing a Quality Assessment**

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| Teacher(s) |  |
| Subject |  |
| Grade level |  |
| What period of instruction will the assessment include? (Note: data should be available for annual summative conference.) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| What style assessment will best measure student growth in relation to my SGO? | Check all that apply:   * Predominantly written/multiple choice * Performance-based * Portfolio-based   Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| What assessments do I have now that I might use? (Final exam, benchmark tests, portfolio assessments?) |  |
| If I have an assessment that I might use for SGOs, do I need to modify it? | * I don’t need to modify it. * I will modify it by using the approval checklist for school based assessments and associated assessment forms. (link)   Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If I do not currently have an assessment to use, what resources are available to find or create an assessment? |  |
| What time is available to me (and my colleagues) to devote to developing an assessment?  (SGOs must be approved by your evaluator by November 15, 2013) | Check all that apply and add dates and approximate time available   * PLC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Common planning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Faculty meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * PD time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| How do I intend to collaborate with my colleagues on assessment development? (see sample) | (See workplan as needed) |