



Activity 4.4

Establish a School Baseline

Learning Target for the Activity

- Know how to determine the current status of formative assessment practices in your school.

Purpose

In this activity you will examine evidence from a range of sources to understand where your school is now with respect to implementing formative assessment effectively. You will use this information to prioritize steps in building formative assessment capacity. We recommend that you conduct this activity with a leadership team.

Time

Ongoing

Materials Needed

- Answers to Study Guide question 3
- Notes from Activities 4.2 and 4.3
- See “Directions” for a list of resources to consult.
- Electronic or paper copies of the note-taking form shown in Figure 4.16

Suggested Room Setup

Not applicable

Directions

Complete each step in the order below:

1. Collect documents and artifacts that relate to the use of formative assessment at the school and district levels.
Some suggestions:
 - School board policies on assessment, grading, and homework
 - School-level policies on assessment, grading, and homework
 - Faculty handbook
 - Teacher evaluation criteria
 - School and district professional development offerings and priorities
 - Formative assessment professional development materials in use in classrooms
 - Formative assessment instructional resources in use in classrooms
 - Data on implementation (e.g., which practices are observed most frequently)

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- Communications to parents regarding formative assessment practices
 - Grading programs or software that incorporate recordkeeping for formative assessment results
 - Any instrument in use across classrooms labeled as "formative"
2. For each document or artifact you examine, determine which of the six components of formative assessment it addresses. Check all boxes that apply.
 3. Determine the extent to which it accurately reflects the intent of the practice(s). Note any issues. Is it accurate? What steps will you take to correct inaccuracies or misconceptions (if any)? Who else might need to be involved?
 4. Determine the extent to which it includes all important elements of the practice(s) that are germane to the purpose of the document/artifact. Note any issues. Is it complete? What steps will you take to address what is missing (if anything)? Who else might need to be involved?

Closure

Make a plan for next steps.

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FIGURE 4.16 Note-taking form for Activity 4.4

Name of Artifact/Document: _____

Components of Formative Assessment Addressed (check all that apply)

- Establishing clear learning goals and success criteria

- Using classroom questioning to elicit evidence of student thinking

- Diagnosing learning needs to inform instructional next steps

- Offering actionable feedback

- Engaging students in self-assessment, peer feedback, and goal setting

- Providing opportunities for students to track learning and self-reflect

Accuracy of Representation

Completeness of Coverage
