

## RESOURCE 3.4

### A Checklist for Planning Common Assessment in Multiple Languages

Who's involved in your school and district? Which languages are represented? Use this checklist to help plan common assessment for multilingual learners.

#### 1. The Role of the Educator Design Team(s)

- The majority of the members are proficient in the languages of instruction for multilingual learners and are certified in language education or multilingual/bilingual education.
- Both language and content teachers contribute resources and ideas to projects.
- School leaders participate in the team or serve as team coaches or advisors.
- Every team member makes a commitment, has a role, and shares responsibility for each project.
- The team is knowledgeable of the students' linguistic, cultural, historical, and experiential backgrounds.

#### 2. The Role of Other Stakeholders

- Staff and school leaders have been informed of and endorse the assessment plan.
- Family members have been consulted or are involved in the planning process.
- The school's local council or the district's Board of Education has been informed and approves the overall assessment plan.

#### 3. The Role of Multilingual Learners

- Multilingual learners have been identified by grade and by language proficiency levels in English and their other language(s).
- The features of the instructional programs for multilingual learners, including language allocation, are carefully considered in planning assessment.
- Provisions for the languages of assessment are synchronized with the languages of instruction for multilingual learners.