**Guidance on Common District Assessment for All Secondary Teachers**

| Expectations | Flexibility |
|---|---|
| Do not duplicate.  Common Content Assessments are the core of your classroom assessments | You can augment the core questions with your own (process TBD) |
| We are moving from end-of-year and semester tests towards Unit Common Content Assessments | Can be done paper/pencil, computer lab, mobile lab, devices |
| Data will be used in PLC & SIP, and will be one of the multi-measures used to determine instructional needs and changes | Larger test windows with specific end dates determined by quarterly implementation guides |
| Assessment scores must be included in grade-books | **Teachers/departments** will determine the weighted percentages of the total grade points for the quarter, semester, year. |
| The **Common Content Assessments** will not be used as a pre-test. Teachers may develop pretests based on the standards for their adopted curriculum. | Teachers can make their own pre-tests in the new system |
| The new system allows teachers to use building's copy/scanning machine or other devices to score bubble sheets.<br> **Building principals will give direction on how Common Assessments will be scanned, scored will be printed.** | No need to wait for LXR clerk and machines, data results are available to the teacher and administrator once they have completed scanning or online testing |
| Common Content Assessment Protocols must be followed to ensure reliability of test data | Protocols will be reviewed annually by committee of building representatives coordinated by the district assessment office |
| All students in AP and dual credit courses will take common assessments **unless** they are taking the AP or College test.<br><br>AP and Dual credit Instructors will review  the results of the  common AP and College exams to inform their instruction during PLCTs. | IEP students  will take common assessments with specified  accommodations |

Check-ins throughout the year:

- Updated Test window schedule  was given to secondary building leadership on August 12, 2016
- Building principals designated AP will check in on department's progress towards completing by deadlines (vital for PLC meetings) and gradebook entries of common assessment scores.
    - All teachers within the department are responsible for knowing and adhering to their common assessment timelines and grade book entries.
- End of May principals will have preliminary look at building data (meeting with Kristin)
- June SIP meetings at building – common content assessments data will be included in the discussion

**2120 INSTRUCTION**
Curriculum and Assessment

The Board is responsible for curriculum adoption and must approve all significant changes, including the adoption of new textbooks and new courses, before such changes are made. The Superintendent is responsible for making curriculum recommendations. The District shall ensure their curriculum is aligned to all content standards and the appropriate learning progression for each grade level.

A written sequential curriculum will be developed for each subject area. The curricula will address learner goals, content and program area performance standards, and District education goals and will be constructed to include such parts of education as content, skills, and thinking. The District shall review curricula at least every five (5) years or consistent with the state's standards revision schedule, and modify, as needed, to meet educational goals of the continuous school improvement plan pursuant to ARM 10.55.601 & 10.55.603.

The staff and administration will suggest materials and resources, to include supplies, books, materials, and equipment necessary for development and implementation of the curriculum and assessment, which are consistent with goals of the education program.

The District shall maintain their programs consistent with the state's schedule for revising standards.

The District shall assess the progress of all students toward achieving content standards and content-specific grade-level learning progressions in each program area. The District shall use assessment results, including state-level achievement information obtained by administration of assessments pursuant to ARM 10.56.101 to examine the educational program and measure its effectiveness. The District shall use appropriate multiple measures and methods, including state-level achievement information obtained by administration of assessments pursuant to the requirements of ARM 10.56.101, to assess student progress in achieving content standards and content-specific grade-level learning progressions in all program areas. The examination of program effectiveness using assessment results shall be supplemented with information about graduates and other student's no longer in attendance.

**Philosophy:**

**4 questions to drive professional learning community time:**

- **What do we want our students to Learn (Know, Understand and Do)?**
- **How do we know that they have learned it?**
- **What do we do if they didn't learn it?**
- **What do we do if they already have learned it?**

Each teacher will utilize common content assessments to determine how well the content standards are being mastered by students in their respective disciplines. **Teachers and students must see these assessments as integral to the learning process**. The development of these assessments will be done in

collaboration with grade level and content area colleagues with assistance from our assessment coordinator to insure consistency as well as valid and reliable measures. Changes and adjustments in the common content assessment items must be done in collaboration with teachers and the assessment coordinator. These common assessments and the resulting data will be housed in an electronic data (PowerSchool Assessment) base, which will be accessible by teachers, building administrators and district level administrators. The analysis of assessment results will take place during regular professional learning community time by individual teachers, departments, or at the building level. An annual report of the common assessment results will be available to all building and district level administration.

**Logistics for 2016/2017 School year:**

**August : Introduce PS Assessment Tool ( Admin and Teacher leaders)**

**August- January: common unit assessments aligned with content standards with PS Assessment:**

- **7th Grade Science**
- **6/7th math course**
- **Algebra I**
- **US History?**

**August- January: Introduce Secondary teachers to the PS Assessment program in PLCT and invite them to explore the system in a Sand box environment.**

**January- June: Open the PS Assessment program for departments to begin developing and migrating classroom/unit assessments into PS Assessment platform.**