Learning Community Meeting Agenda for 10/22:
Designing and Tuning Summative Assessments

Purpose - to collaborate with colleagues to tune/design summative assessments.
- ❖ How does this assessment align with design guide principles?
- ❖ How do I better align assessment and learning targets?

Do Now: (5-7 minutes):
Think back on the article that was read for last Learning Community. If the authors were here, what would you ask them?

Overview of today's agenda & protocol (3 minutes)
Describe the two options: build from a nugget *or* feedback on a completed product
Based on who brought what and needs - decide on how to break up groups

Introduction (5-7 minutes): Facilitator introduces process for assessment review. Distribute materials. All three presenters give brief context of assessment. (We will be hearing about assessments from _____, _____, _____ but then dividing up to closely examine and give feedback about only one of them.)
Give participants 2 minutes to review the Summative Assessment Design Guide.
Take a couple minutes to divide into smaller groups.

Protocol for feedback on completed product
Silently examine the assessment, instructions and other accompanying materials (3 minutes)

Clarifying questions for presenter (3 minutes)

LC members record feedback using the Design Guide (10 minutes):
- Provide written feedback to the owner of the assessment on each row of the feedback sheet (alignment, accessibility, transfer, rigor and scoring).
- Refer to specific parts of the assessment and design guide (criteria, as well as weaker and stronger elements) and be as descriptive and actionable as possible with your feedback.

Discussion Rounds (15 minutes - roughly 3 minutes per round):
- In the small group, starting with alignment, share warm and cool feedback on just this element of the assessment.
- Repeat for accessibility, transfer, rigor and scoring.

Debrief (5 minutes): Come back together
- Discuss how the protocol worked and how it could be used / adapted in the future.
- Give feedback sheets to the presenters
- Discuss new learning or thinking around what makes high quality assessments

Protocol for building from a nugget

[Cleaned up Charrette Protocol]

The requesting team/individual presents its "work in progress" (5-10 minutes). The rest of the group listens then asks clarifying questions before moving on.

The requesting team/individual states what it needs or wants (2-3 minutes). This focus is usually made in the form of a specific request, but it can be as generic as "How can we make this better?" or "What is our next step?"

The group then discusses while the requesting team listens and takes notes (10-15 minutes). There are no hard and fast rules here. Occasionally (but not usually) the requesting team joins in the discussion process. The emphasis is on improving the work, which now belongs to the entire group. The atmosphere is one of "we're in this together," and our single purpose is "to make a good thing even better."

The requesting team/individual briefly summarizes what was gained (5 mins).