**Developing Formative Assessments Together:**

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| **1.** Determine the standard(s) or learning essential(s) to be assessed (be specific and focused.  **2.** Agree on the format for the assessment and create the content.  **3.** Settle on a date the test is to be given.  **4.** Establish a proficiency standard (what score will tell us that a student has learned what we want them to).  **5.** Agree on administration and scoring procedures (acceptable answer variations, team rubric, etc.). |

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| **Team:** | **Assessment Date:** |
| 1. Standard(s)/Target(s) being assessed: |  |
| 2. Assessment Format:  (attach copy or describe here) |  |
| 3. Administration and scoring procedures  (attach copy of rubric) |  |
| 4.Proficiency Score: |  |
| 5. What will the resulting data look like?  (question groupings, overall, etc.) |  |
| 6. Support or intervention for those who do not reach the proficiency score:  (to be filled in when data is gathered and analyzed) |  |

*from Osceola School District, Fla.*