Purpose: The purpose of this process is to review assessments developed by colleagues and to provide descriptive, actionable feedback that will help them improve their assessments.

Materials Needed:
- One copy of each assessment, including instructions, related standards / clusters / performance indicators, and scoring criteria or rubric
- Summative Assessment Design Guide (1 per person)
- Feedback sheet (1 per assessment)
- Timer or stopwatch to time rounds

Ground Rules:
- Provide written feedback that is descriptive and actionable so that it is useful to the owner of the assessment.
- Remain silent during the rounds of feedback so that others can concentrate on reading the assessments and providing feedback.

Introduction (10 minutes)
PLG Facilitator introduces process for assessment review. Give participants 2 minutes to read through the Summative Assessment Design Guide. Each round will focus on one of the five areas—Alignment, Accessibility, Transfer, Rigor, and Scoring.

Place each Assessment, Design Guide, and Feedback sheet around the room on tables.

Rounds (1 hour total, 10 minutes per round)
ROUND 1 - Feedback on ALIGNMENT (about 5 minutes per assessment)
   a. Each person starts at the assessment to the left of their own.
   b. Read the assessment and rubric, looking for evidence of ALIGNMENT (according to the descriptors on the Summative Assessment Design Guide)
   c. Provide written feedback to the owner of the assessment on page 1 of the packet of questions. Refer to specific parts of the assessment and design guide and be as specific as possible with your feedback.
   d. When the facilitator indicates that 5 minutes are up, continue moving left to the next assessment. Repeat the Round 1 process through 2 (or possibly 3) assessments. You may find that 3-4 minutes is enough time for later rounds.
ROUNDS 2 - 5 - Feedback on ACCESSIBILITY, TRANSFER, RIGOR, and SCORING

e. Continue moving in the same direction around the table, but switch to giving feedback in the next category.

f. Skip your own assessment, when you get to that.

g. You may get back to an assessment that you already viewed in a different category. This may allow you to give feedback on 3 assessments on the later categories.

Debrief (10-15 minutes)

1. Take 2 minutes to read through the feedback you received.

2. Whip-Around Questions: Each person in the group has the opportunity to ask ONE clarifying question to the group about a piece of feedback they received.

3. Whip-Around Reflections: Each person should report out on ONE thing they will consider modifying about their assessment as a result of the feedback they received.