Designing Summative Assessments Protocol

1. **Review scoring criteria** (5 min)

   - Give team members time to examine the scoring criteria assembled for this summative assessment.

2. **Brainstorm tasks, products** (10-15 min)

   - 5 min – individuals write down as many ideas as possible about how student might demonstrate the knowledge and skills described by the collected performance indicators.

   - 5-10 min – share ideas without discussion or judgment. Post the ideas or scribe them on chart paper.

3. **Sort tasks, products** (10 min)

   - Group tasks and products that are similar or related (ie: creating a keynote slideshow / creating a Google presentation).

   - Discuss if any of the brainstormed tasks/products might not include one or more of the scoring criteria.

4. **Identify other performance indicators** (10 min)
   - Consult content area Graduation Proficiencies and Transferrable Skills. Discuss other Performance Indicators your assessment could be used to evaluate. Try to keep this number of indicators small--3-5 total per assessment.

5. **Draft assessment directions** (20-30 min)

   - Draft language to share with students—this may take the form of a prompt, a problem to solve or issue to address, a text to respond to, etc.

6. **Tune work with Summative Assessment Design Chart** (10 min)

   - Identify strengths

   - Identify areas for improvement