

Purpose: The purpose of this protocol is to review assessments developed by colleagues and to provide descriptive, actionable feedback that will help them improve their assessments. It can also bring a group together around common understanding of high quality assessment.

Materials Needed:

- Copies of assessment, including instructions, related standards / performance indicators, scoring criteria or rubric, and examples of student work (optional) for every participant
- [Summative Assessment Design Guide](#) (1 per person)
- [Feedback sheet](#) (1 per person)
- Timer or stopwatch to time rounds

1. Introduction (5-7 minutes)

Facilitator introduces process for assessment review. Distribute materials. Presenter gives brief context of assessment. Give participants 2 minutes to review the Summative Assessment Design Guide.

2. Silently examine the assessment, instructions and other accompanying materials. (3 minutes)

3. Clarifying questions (3 minutes) for presenter.

4. Participants record feedback (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.

5. Discussion Rounds (15 minutes - roughly 3 minutes per round)

- In groups of 3-5, starting with alignment, share warm and cool feedback on just this element of the assessment.
- Repeat for accessibility, transfer, rigor and scoring.
- If discussion leads to additional feedback, record this on one of the feedback sheets.

6. Debrief (5 minutes)

- Discuss how the protocol worked and how it could be used / adapted in the future.
- Give feedback sheets to the creator / owner of the assessment.