

Purpose: To refine an assessment task

Preparation: Prior to meeting, the group reviews the assessment task and determines areas in need of feedback. If applicable, group determines a focus question for feedback.

Materials: Design Guide for Assessment Tasks

Time: 45 minutes

Roles: Facilitator, Presenter (LLC), Timekeeper

Process:

1. Introduction (2 minutes)

Facilitator introduces the protocol goals, guidelines, and timeframe.

2. Presentation (10 minutes)

Presenter shares work with the group.

- Explain the unit and provide context for the assessment task.
- Describe what students need to do to show evidence of their learning.
- Share the focus question or area of focus for feedback.
- Participants listen and take notes during this time.

3. Clarifying Questions (5 minutes)

Participants ask clarifying questions of the presenter.

- Clarifying questions should be easily answered (yes/no, timeframe, number, etc.). They should not be probing questions or suggestions.
- What do you need to know about the task prior to giving feedback?

4. Examination of Assessment Task (5 minutes)

Participants silently examine task.

- Use the assessment design guide as a lens to examine the task.
- Consider the focus question of the presenter as you review the task.
- Record written feedback as you read the task.

5. Warm Feedback Round (5 minutes)

Participants share warm (positive) feedback.

- Where does the task align to the design guide?
- What are the strengths of the task?
- Presenter is silent and records feedback.



6. Cool Feedback Round (10 minutes)

Participants share cool feedback, questions, or suggestions.

- Where could the task be improved to align to the design guide?
- What questions does the task raise for you?
- Consider the focus question and offer suggestions.
- Presenter is silent and records feedback.

7. Presenter Reflection (3 minutes)

Presenter reflects on feedback and identifies potential next steps.

8. Debrief the Process (2 minutes)

Group reflection

- What worked about this process?
- What might you adjust?
- How could you use this at your school?