

Common Assessment Meeting Protocol

Department/Grade Level: _____ **Name of Assessment/Unit** _____ **Date Given** _____
Members Present: _____

Essential Standard(s) measured by assessment:

SMART Goal:
 The percent of _____ scoring at proficiency or higher in _____ will increase from _____ % to _____ % by the end of _____ as measured by _____ given on _____.

1. What are the students' strengths and weaknesses on the assessment?

Strengths: _____ **Weaknesses:** _____

2. Student performance results on targeted standard/skill:

Teacher Names	# / % of students taking assessment	# / % scoring Prof/Adv (Benchmark)	# / % Strategic (Basic)	# / % Intensive (BB and FBB)
1.				
2.				
3.				
4.				
5.				

3. We *did* / *did not* meet our SMART goal.

4. Identify any achievement gaps in student performance.

5. What successful strategies were used in areas where strong results were observed?

6. Analyze Strengths and Challenges

	Strengths	Challenges
Proficient/Benchmark Students		
Strategic Students		
Intensive Students		
Subgroup _____		

7. Names of Focal/Target Students:

Teacher Name	Student Name /subgroup	Student Name /subgroup	Student Name /subgroup

8. Based on student results and discussion of successful strategies, agree on one or two key strategies everyone will use to target identified student learning needs.

9. New and/or Revised SMART Goal:

The percent of _____ scoring at proficiency or higher in _____ will increase from _____% to _____% by the end of _____ as measured by _____ given on _____.

Other variables to consider. Please note any changes/next steps:

- Alignment issues
- Motivational and engagement strategies
- Homework assignments
- Sequence of curriculum, time allocation, pacing
- Grouping strategies
- Guided practice in class
- After/in-school interventions