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|  | **District Assessment System Design Toolkit**  *Workshop #2* |
| *Workshop Agenda* |

**Developed By**

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| **Joseph Martineau** | Senior Associate |  |
| **Kathy Dewsbury-White**  **Ed Roeber** | President & Chief Executive Officer  Assessment Director |  |
| **Ellen Vorenkamp** | Assessment Consultant |  |
| **Steven Snead**  **Jonathan Flukes** | Supervisor, Curriculum & Instruction Unit  Research, Evaluation, & Assessment Consultant |  |

| **Time** | **Session Topic** | **Session Type** |
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| **9:00 AM** | **Welcome and Session 1 Debrief External Facilitator**  Materials Workshop 2 Slide Deck  **External Facilitator**  Welcome all participants and ask for introductions of any participants that were unable to attend the first workshop  **External Facilitator and District Liaison**  Jointly share a summary of what the team learned from the first workshop and participants’ feedback survey responses. | **Whole Group** |
| **9:15 PM** | **Formative Assessment (FOR Learning) In Depth**  PersonExternal Facilitator  Materials Workshop 2 Slide Deck  The External Facilitator will walk through the slides on formative assessment. | **Whole Group** |
| **10:15 AM** | **Break**  The facilitation team will huddle during the break to make sure we all have a strong handle on any exceptions to the listed uses and purposes. |  |
| **10:30 AM** | **Review District Audit Summary External Facilitator**  Materials WS2 Audit Summary Tab  Project Workbook  Display the district audit summary  Lead a conversation about what may be missing and what may be redundant or unnecessary, thinking about all levels together. | **District Teams** |
| **11:30 AM** | **System Design Activity Part 1** **External Facilitator**  Materials WS2 Activity 1 Tab  Project Workbook  The external facilitator will lead the district team through filling out the WS2 Activity 1 tab of the Project Workbook. It will be important to remind participants that if too many purposes and/or uses are selected, it may be difficult to design a system that functions well and does not collapse under its own weight. In this section teams will select the purposes for their district assessment system. There is a section of the table for each level of team (e.g., elementary, middle, and high school). You will get a caution if the team selects more than 15 purposes. You will get an error if the team selects more than 20 purposes.  There is a space to the right side to keep any notes.  Make sure to save frequently. | **District Teams** |
| **12:00 PM** | **Lunch**  The facilitation team will huddle during the break to make sure we all have a strong handle on any exceptions to the listed uses and purposes. |  |
| **1:00 PM** | **System Design Activity Part 2 External Facilitator**  Materials WS2 Activity 2 Tab  Project Workbook  The external facilitator will orient the team to the part-2 task: prioritizing the purposes selected in part 1. The facilitator will then lead the team through part 2 of the system design activity. In this section, each purpose selected in part 1 is automatically populated from part 1. In this activity, the team will assign priorities to the purposes.  It is important to note that there are not separate priorities by level (elementary, middle, high school) in part 2. This is to maintain some relative simplicity in the tool. If the team has different priorities at different levels, there is room to the right to note those differences to be incorporated into the design documents.  Remind the team members that all of the purposes they have selected are important, and that the purpose of this activity is to assign a relative level of priority (the highest being “critical,” the lowest being “low”). There should generally be at least one “critical” priority, and at least one “low” priority if team members are remembering to prioritize the purposes relative to each other.  As priorities are assigned, the bottom row of the table will begin to fill in with numbers representing the emphasis the envisioned system will have (e.g., types of assessment, who controls the timing of the assessment, who controls the content of the assessment, and the most appropriate scope and timing of assessments). This can give team members a temperature check to see if what they are designing through the activity is something they will be happy with. Check in with the team members periodically to take gauge their satisfaction with what they are designing.  Again, make sure to save frequently | **Whole Group** |
| **2:00 PM** | **System Design Activity 3 External Facilitator**  Materials WS2 Activity 3 Tab  Project Workbook  The external facilitator will orient the team to the part-3 task: determining which of the various ways each purpose could be implemented will be included in the final design. In this task, the team will have the opportunity to trim down the number of assessments by selecting one or two ways to fulfill each purpose from the several that could be used, and to identify whether there are any purposes that can be fulfilled using the same assessments. Facilitators can lead the groups through this activity by referring back to the part-2 table.  The part-3 table will have white-colored cells for each potential characteristic of an assessment that can fulfill each selected purpose. To identify a specific characteristic, an “x” is entered in one (or more) of the white cells for each grouping of characteristics (*mindset/type of assessment*, who has *control over timing*, who has *control over content*, and the *coverage* and *timing* of assessment for the given purpose)  As in part 3, there is not a separate table for each level of school. This is to maintain some relative simplicity in the tool. If the team desires to implement assessments for the same purpose but with different characteristics at different levels, there is room to the right to note those differences to be incorporated into the design documents. | **District Teams** |
| **2:45 PM** | **Feedback for Facilitation Team** **External Facilitator**  Materials Workshop Four-Square Participant  Reflection Worksheet  The facilitator will display the four-square reflection and ask participants for their help in improving the process. The rest of the facilitation team will hand out copies of the participant reflection worksheet. | **Whole Group** |
| **2:55 PM** | **A Look Ahead to Workshop #3** **External Facilitator**  Materials Slide Deck  The lead facilitator will give a brief overview of Workshop #3. | **Whole Group** |
| **3:00 PM** | **Adjourn** |  |