

**FORMATIVE ASSESSMENT TOOL FOR
PROFESSIONAL LEARNING COMMUNITIES**

School: _____ **Date:** _____

A. Leadership Team Indicators

In Place / In Progress / Not Yet

1. The Leadership Team meets regularly.
2. The Leadership Team uses norms and protocols.
3. There are products and artifacts from Leadership Team meetings.
4. The Leadership Team monitors school and team goals.
5. The Leadership Team communicates the school's focus on learning clearly.
6. The Leadership Team coordinates building level school improvement efforts.

Describe the evidence or documentation you have for each mark above.

School: _____ Date: _____

B. Collaborative Team Indicators

In Place / In Progress / Not Yet

1. Systems and structures are in place to facilitate collaborative work (such as time to collaborate).
2. Collaborative teams meet regularly using norms and protocols.
3. Collaborative teams use the Eighteen Critical Issues for Team Consideration as a guide for their work.
4. Collaborative teams have set SMART goals related to student learning.
5. Members of teams work collectively to monitor progress towards these goals.
6. Collaborative teams produce materials, artifacts or instruments focused on the Eighteen Critical Issues for Team Consideration.

--	--	--

Describe the evidence or documentation you have for each mark above.

School: _____ Date: _____

C. Clarifying Priorities Indicators

In Place / In Progress / Not Yet

1. The school has collectively developed mission, vision, values (commitments) and building goals.
2. The structure and culture of the school demonstrate that its primary purpose is learning.
3. The school uses the four corollary questions as guides:
 - What do we want students to learn?
 - How will we know if they have learned it?
 - What are we going to do if they do not learn it?
 - What will we do if they already know it?

Describe the evidence or documentation you have for each mark above.

School: _____ Date: _____

D. Examining Current Reality

In Place / In Progress / Not Yet

1. School-wide data are analyzed in order to set school goals.
2. Multiple sources of data are used in guiding decisions.
3. Each student's learning is closely monitored on a timely basis.
4. Results of common formative and summative assessments are studied to determine if adjustments are needed.

Describe the evidence or documentation you have for each mark above.

School: _____ Date: _____

F. Focusing on Results

In Place / In Progress / Not Yet

1. Collaborative teams study the results of SMART goals and act upon them to improve student learning.
2. Teams utilize common formative assessments throughout the year to:
 - identify students who need additional time and support,
 - help individual teachers identify areas of strength and weakness in their instruction,
 - help the team measure progress towards its goals and identify areas needing attention.
3. Teams have agreed on proficiency standards and applied criteria for judging the quality of student work on common formative and summative assessments.
4. There is a process for celebrating progress and results.

Describe the evidence or documentation you have for each mark above.

School: _____ Date: _____

G. Pyramid of Interventions Indicators In Place / In Progress / Not Yet

1. Students experiencing initial difficulty in learning are provided additional time and support in a systematic way.
2. The response is systematic, school-wide and timely (quickly identify students in need).
3. The response is increasingly directive and not invitational.
4. The number of students diminishes as intervention strategies approach the apex of the pyramid.
5. The results of interventions are monitored and changes implemented if needed.

--	--	--

Describe the evidence or documentation you have for each mark above.

School: _____ Date: _____

E. Assessment For Learning

In Place / In Progress / Not Yet

1. Teams understand the difference between Assessment Of and For Learning,
2. Teams understand the connection between assessment and student motivation.
3. Teams use assessment as a tool for student learning and use the five keys for quality assessment.

--	--	--

Describe the evidence or documentation you have for each mark above.