Community of Practice (CoP) Meeting

Module 7: Designing and Evaluating Classroom Summative Assessments

Module 7 Overview

This resource is designed as a support for local facilitators who plan to lead Community of Practice (CoP) meetings for educators who have participated in the asynchronous, online professional learning in the Minnesota Data and Assessment Literacy (MnDAL), Strand 2, Module 7 for educators. This resource provides an optional and flexible structure for a collaborative discussion that can extend and apply learning from the module to the local context. Facilitators may adapt this resource to meet their own needs.

Module 7 is focused on bringing together ideas related to eliciting quality evidence and analyzing and responding to student work. We applied and expanded on these ideas in order to explore what makes a high-quality classroom summative assessment. We explored the quality of classroom tests and other assessment tools that are analyzed with an answer key, scoring guide, or rubric to produce a score, grade, or formal feedback.

Module 7 Learning Goals

- Understand what constitutes a high-quality classroom summative assessment.
- Learn how to evaluate the quality of an assessment and how to improve an assessment through an assessment cycle.

Module 7 Success Criteria

- Engage in an assessment validation process.
- Use an assessment cycle to improve the quality of your assessments.

Checklist of Activities in Module 7

Module	Activity	Completed
7.0	Module 7 Overview	
7.1	Reflection: Current Classroom Summative Assessments	
7.2	Article: Quality Classroom Summative Assessments	
7.3	Worksheet: Constructing a Quality Classroom Summative Assessment	
7.4	Tool: Assessment Validation Checklist	
7.5	Narrated Presentation: Assessment Development Cycle	
7.6	Activity: Assessment Reflection	
7.7	MDE Closing Survey and CEU Credits	

Module 7 Considerations for Local Facilitators

Ensure that everyone can access the course materials and resources, including the downloadable content (PDFs, Word) and the narrated presentations (videos).

Module 7 Resources

The facilitator should be familiar with the materials and downloadable resources that support learning in the module.

- 7.2 Handout: Quality Classroom Summative Assessments (downloadable PDF)
- 7.3 Worksheet: Planning a Quality Classroom Summative Assessment (downloadable PDF)
- 7.4 Tool: Assessment Validation Checklist (downloadable PDF)
- 7.5 Narrated Presentation: Assessment Development Cycle
- 7.6 Activity: Assessment Reflection Sample Assessment and Scoring Information (downloadable PDF)

DEPARTMENT OF EDUCATION

WestEd

Facilitator's Agenda—Module 7: Designing and Evaluating Classroom Summative Assessments

Preparing for the Module 7 CoP Meeting

Remind participants to bring the journal entries (print or electronic) that they captured from the module as they will be helpful for discussions.

Discussions for Module 7 will focus on

- design and features of quality classroom summative assessments.

If this CoP meeting will be held remotely, set up your desired meeting platform and create any necessary additional documents or interactions, such as a shared Google Doc or folder, polls, and use of the meeting chat box and question features. See notes in the facilitator agenda below.

Facilitators should send participants the Participant's Agenda (see the last page) prior to the CoP meeting.

Module 7: Community of Practice—Facilitator's Agenda

Estimated Time	Activity
5 min	**Welcome** Review the CoP Learning Goals, Success Criteria, and agenda. Introduce and establish norms (norms previously established can be posted somewhere as a reminder).
10 min	**Sharing** Each participant takes about two minutes to share their experiences, thoughts, and questions about Module 7. (If necessary, you can break into small groups to fit this within a 10-minute window.) Suggested Prompts: - Was there something in the content for Module 7 that stood out to you? - What tools did you find useful and engaging?
30 min	**The Final Word Discussion Protocol** Each participant should have a copy of the article "Quality Classroom Summative Assessments" from Activity 7.2.

Estimated Time	Activity
	Participants read their copy of the article and underline or highlight parts of the text that resonate with them or feel particularly significant in the context of the assessment practices in their own school or district (approximately 15 minutes).
	Divide participants into small groups of 3 to 5 members. Explain that groups will be using The Final Word discussion protocol. (If meeting virtually, consider using breakout rooms.)
	In small groups, one participant begins by sharing a quote from the text. The participant will have no more than three minutes to share why they selected the quote.
	Next, the other participants in the group each have one minute to share a response to the quote. The purpose of the response is to expand on the original participant's ideas, offer a different perspective, or clarify thinking about the quote. Crosstalk and conversation is not allowed.
	When all participants have shared their one-minute responses, the original participant who shared the quote can have the "final word" and have one minute to share their thoughts and reflections. The purpose of their final response is to share reactions to what was discussed and to reveal new thinking that may have resulted.
	Continue following the protocol until each participant has had the opportunity to share a quote from the text.
10 min	**Whole Group Discussion** Volunteers share their thoughts about the following questions: • What new thinking about classroom summative assessments was generated in your group? • What topics from the article or group discussion need additional investigation? After participants have shared their ideas, facilitate a discussion about next steps for collaborative validation of assessments.
5 min	**Closing Reflection on the CoP** As a group, discuss the following questions: • What worked for us? Do we need to change our approach at our next CoP? • What are your key takeaways that you want to reflect and/or act on? • Are there any assessment practices you are likely to change in your classroom?
Total Time	60 minutes

Notes:

Module 7: Community of Practice (CoP)—Participant's Agenda

Estimated Time	Activity
5 min	**Welcome** CoP Learning Goals, Success Criteria, and Agenda Norms
10 min	**Sharing** Consider the following: • Was there something in the content for Module 7 that stood out to you? • What tools did you find useful and engaging?
35 min	**The Final Word Discussion Protocol** Obtain a copy of the article "Quality Classroom Summative Assessment" from Activity 7.2. Read the article and underline or highlight parts of the text that resonate with you or feel particularly significant in the context of the assessment practices in your own school or district. Be prepared to share a quote from the text in a small group discussion using The Final Word protocol.
5 min	**Whole Group Discussion** Share your thoughts about the following questions: • What new thinking about classroom summative assessments was generated in your group? • What topics from the article or group discussion need additional investigation?
5 min	**Closing Reflection on the CoP** Consider the following: • What worked for us? Do we need to change our approach at our next CoP? • What are your key takeaways that you want to reflect and/or act on? • Are there any assessment practices you are likely to change in your classroom?
Total Time	60 minutes