

**Short cycle data protocol sheet for grade level team**

**DATE:**

**SUBJECT:**

**TEACHER:**

**GRADE LEVEL:**

<p><b><u>Success</u></b></p>	<p><b><u>Challenges</u></b></p>
<p><b><u>Solutions</u></b></p>	<p><b><u>Action plans</u></b></p>

**Peer Feedback notes**

**PART B**

**STANDARDS AND SKILLS TO BE ASSESSED IN THE NEXT SHORT CYCLE:**

**ASSESSMENT QUESTIONS FOR FORMATIVE SHORT CYCLE ASSESSMENT:**

### Short cycle protocol for grade level teams

The start of the cycle begins with a unit review of the curriculum, standards and skills that students are asked to master. This review needs to take place prior to the team meeting. For the first meeting of a unit the team will start with Part B. After that the meeting will begin with Part A.

#### **Regular scheduled short-cycle meetings:**

Part A (20-25) Minutes:

Prior to the team meeting each educator will complete the four box short cycle data protocol sheet for the data they have collected. (Save Action Plan for when you're with your team) Using the agreed upon assessment and questions.

**Success:** List the positive results and trends from the common assessment given.

**Challenges:** List the areas of improvement and trends identified including groupings of students

**Solutions:** List the possible remediation strategies from the areas of improvement and trends identified in the Challenges box.

**To be done with the team, Action Plan:** Identify a solution and describe your steps to implement the solution.

During the short cycle meeting each participant describes the information from their classroom using the completed four box short cycle data protocol sheet. When everyone has shared the team then goes around and provides feedback to the individuals on their successes, challenges, and solutions. Then the action plan/steps can be developed.

Part B (20-25 Minutes)

*Identify key standards and skills for the development of a common formative assessment for the next short cycle.*

The team will identify what standards and skills will be addressed during the next two weeks for development of the net short cycle common assessment and add these skills and concepts to the document.

Then the team will then identify or develop formative assessment questions for the team to administer prior to the next team meeting. **Be sure to use end of unit assessment types of questions so they align with expectations.**