

Teacher(S) using this test _____ School _____

Subject/Grade _____ Grading Period _____

Assessment Criteria Checklist (Unit, 6weeks, or cumulative)

Criteria	teacher √	Principal or designee √	COMMENTS
1. At least 30% of questions are Level 2 questions. <i>Level 2 questions are marked with * on the “grader” copy of the test ONLY. (level 2 questions require a 2-step thinking process)</i>			
2. Test requires interpretation of data using at least one: <i>picture, diagram, chart, graph, etc</i>			
3. Open-ended/short answer questions are included (including at least one level 2) that will be graded using a rubric.			
4. Assessment includes multiple choice questions with meaningful distracters. Of these multiple choice questions, some are level 2.			
5. At least one constructed response question (assesses the most important skill(s) covered this grading period and is based on real world application) is included. (labeled “ <u>Constructed Response</u> ” on social studies, ELA & math tests) (labeled “ <u>Science Task</u> ” on science tests) (graded using a rubric) * CR not required on ELA test			
6. A grade-appropriate writing task is included that will be graded using the 12 point LEAP/GEE rubric. (ELA only) Specific directions are included with minimum number of words expected specified. <u>Writer’s Checklist</u> is used as resource for students in grades 3-12. LEAP/GEE forms for Brainstorming, Rough Draft, and Final draft are part of the answer document.(grades 3-12)			

Unit assessments must have the following: clear, written directions, point values noted for EVERY question, identification of grade and/or subject on EVERY page, page numbers, a separate answer document for grades 3-12 and a place for students’ name, date, etc. A “grader” copy of assessment must be attached to this checklist which includes answers to questions, GLE/Standard numbers and level 2 notations (*), copy of student answer document (grades 3-12).

Teacher should complete the **TEACHER column of this checklist and sign below before turning in to your principal for grading. Be sure each item of checklist has been addressed.*

Teacher’s Signature _____

***Principal or Designee should complete the Principal column. Return to teacher for corrections.**

Principal’s or Designee’s Signature _____ Date _____ Approved _____ Not approved

Explain _____

Next year:

Specify exactly how many writing tasks at high school are required and maybe add minimum words required.
Separate Level 2 MC from just MC District format on tests MC, Short answer, CR, Writing Task, etc. Put 4 Session Titles on ELA as required.