**Protocol For Examining Data**

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| **Prior to Meeting** | * Assessment (common formative or common summative) given by agreed upon date * Data entered into shared document by proficiency levels (sample data sheets) * Be prepared to share analysis of assessment by proficiency levels |
| **Step 1:**  3 min | **What is the overall data? Facts, big picture (ex. 70% scored proficient) (Here’s What)**   * Summarize overall data percentages; minimally proficient, partially proficient, proficient, and highly proficient |
| **Step 2:**  2 min | **What good news is there to celebrate?**   * Look for indicators of success in the overall data |
| **Tier 1- What does the data tell us?** | |
| **Step 3:**  5 min | **What are trends suggested by the data and student work? (So What)**   * Each team member reflects and writes notes on overall trends within each proficiency level:   + Was there a specific question or skill that the students struggled with?   + What were the common error/s that students made with that question/skill?   + Was there a specific question or skill that the students showed a strength in?   + Did you notice a specific strategy or process that students who showed mastery used (or was effective)? |
| 15 min | Discuss as a group (each teacher shares their findings) |
| **Step 4:**  10 min | **What tier one strategies will address the common challenges?**   * What [instructional strategies/best practices](https://docs.google.com/document/d/1-3XY1_pBJH0z6qcEbiYiT09l-Icz126tXyYbBZBrMBI/edit) did you use that were effective in tier one instruction (discuss as a group, each teacher shares)? |
| **Tier 2 - How will we collectively meet all students' needs?** | |
| **Step 5:**  15 min | **How will we meet all students’ needs? (Now What)**   * Determine a collective plan to target learning for each proficiency level. * What skills will be taught? * Which instructional strategies will your team commit to using? * How and when will you re-evaluate minimally and partially proficient students? |