**Step 1: Start of Term**

1. Communicate the Essential Knowledge / Learning Goals/Proficiency Scales and targets to all teachers – and gain collective promises to implement:
* Essential Knowledge / Learning Goals/Proficiency Scales
* Summative Assessment – what and how
* Key spelling/vocab/numeracy
* TASTi Targets
1. Communicate the Essential Knowledge / Learning Goals / Proficiency Scales and targets to students.
2. Students to record their TASTi target on their sheet.
3. Students to have a copy of Proficiency Scales.
4. Teachers complete a Data Placemat for each class to determine possible strategies to support students.
5. Teachers share their Data Placemat to determine faculty support in PLT meetings.

**Step 2 and 3:**

**Question 2: How will we know if our students are learning?**

* Create pre test to determine what kids know – short, sharp common formative test, based on the essential knowledge / learning goals.
* Assessment must not be more than 25 questions
* What common formative assessment will determine if we are successful? (should be similar in nature and skills to that of the summative assessment – no surprises)
* Teachers who teach the content should create the assessment.
* Use this information to identify current reality and put strategies in place to address concerns using the data placemat.
* Track student progress in achieving Proficiency Scales.

**Step 4:**

Use a common formative assessment to check up and find out what students have and haven’t learnt.

Use formative assessment and the Data Analysis Discussion Template below to determine the need for timely, mandatory and directed intervention for:

**Question 3: How will we respond if our students are not learning?**

**Question 4: How will we enrich and extend the learning for students who are proficient?**