

Administrative Facilitation Grid for Formative Assessment

Data-driven instruction is described as the systematic, continuous cycle of data collection, analysis, and action. Data-driven instruction toward student growth objectives increases stakeholder accountability and supports student success. Similarly, the cycle of data collection, analysis, and action is integral to the professional development process. By engaging in data-driven professional development, administrators support and model behaviors that create an accountable, whole-school/district learning community.

Teachers who are moving toward a student-driven, differentiated learning environment require examples of instructional strategies that support content personalization. One such strategy is the collection of formative assessment data on a *content facilitation grid*. By using this *administrative facilitation grid* focused on formative assessment, school leaders gain valuable insight into the use of assessment techniques in classrooms while modeling a best practice for teachers, including technology infusion.

The *Facilitation Grid for Formative Assessment* is used to chart effective assessment techniques. Examples of specific formative assessment tools are listed in the left-hand column of the grid. Suggested indicators are provided:

- O — Observed effective use of technique
- D — Discussed more effective use of technique
- S — Suggested teacher use of the technique

The purpose of the grid is to capture data as it presents itself. Data can be viewed horizontally (across the grid) to determine how a specific teacher is progressing, and vertically (down the grid) to determine the effectiveness of school-wide formative assessment implementation. Once collected, data from the grid builds a foundation for ongoing reflection, planning, and effective implementation of formative assessment techniques. This data may also be used to plan for professional development opportunities. Below are scenarios describing the cycle of data collection, analysis, and action.

- During classroom walkthroughs, administrators note teachers' use of formative assessment techniques. At the conclusion of the walkthroughs, data is analyzed to look for trends in formative assessment implementation. Professional development opportunities and resources are made available during faculty and/or professional learning community (PLC) meetings.
- In a pre-observation conference, the administrator asks probing questions to determine what types of formative assessment may be used in the classroom. During the observation, the administrator charts the formative assessment techniques used and makes notes about their effectiveness. In a post-observation conference, the administrator references the *Administrative Facilitation Grid for Formative Assessment* to provide feedback to the teacher. In future observations, the administrator continues to gather data to determine the extent to new techniques are being implemented effectively.
- At the beginning of the academic year, administrators conduct a school-wide walkthrough to gather baseline data on teacher use of formative assessment techniques. Then, school-wide formative assessment goals are created based on the analysis of data. At a mid-year and end-of-year point, administrators could engage in another walkthrough to compare teacher efforts to the baseline data.

Administrative Facilitation Grid for Formative Assessment

Formative Assessment Tools	Teacher 1	Teacher 2	Teacher 3	Teacher 4	Teacher 5
Pre-Assessments					
True/False or Matching Tests/Quizzes					
Multiple-Choice Tests/Quizzes					
Fill-in-the-Blank Tests/Quizzes					
Short Answer or Essay Tests/Quizzes					
Holistic Rubrics					
Analytic Rubrics					
Facilitation Grids					
Checklists					
Higher-Order Questioning					
Open-Ended Questions					
Student Journals					
Student Folders					
One-Sentence Summary					
Do Now					
3-Finger Check-In					
Adjective Check-In					
Exit Cards					
Red, Green, Yellow Cards					
Self-Assessment					
Peer Evaluation					
Notebook/Portfolio Check					
Individual Conferences/Oral Interviews					
Other:					

O = Observed

D = Discussed

S = Suggested