Assessment Delivery Timeline

Each type of assessment - formative, interim, and summative - plays an important role in a comprehensive assessment system. Done well, assessments can provide instructional value directly to students and teachers, as well as critical data for administrators. The key to success is upfront planning and **carving out the time needed** to complete the activities for each stakeholder.

Here is what highly effective interim assessment design can look like, dedicating time for assessment delivery, feedback cycles, and analysis throughout the school year:

- **Four assessments.** Consistent practice and data collection to prepare for end-of-year summatives.
- **Student engagement.** Conduct 1:1 student-teacher conferences, small group instruction, reflection, goal-setting, and revision.
- **Teacher PLC planning.** Prepare for assessment delivery, predict student misconceptions, and finalize logistics.
- **Teacher PLC data analysis.** Analyze student data for trends, determine re-teach plans, and collaborate on best practices.
- **District leader meetings.** Analyze trends across campuses and allocate resources/coaching as needed.
- **Reflection (~2x year)**. Mid-year “step back” to adjust assessment processes, year-end meeting to collect feedback across stakeholders and generate key improvements for next year.