Performance Plus Assessment Protocol

When using the Performance Plus system to administer an assessment the following guidelines should be followed.

The Performance Plus system should be used for **common assessments** which were agreed upon by the teachers teaching a **common course**. The only exception would be if a teacher teaches a singleton course which is only taught by that one teacher. Teachers of common courses should not use the system to administer individual assessments only for their classes.

STEP 1 – The teachers should collaborate before the assessment date and agree on the types of questions, the point values, align the questions to standards, create the assessment and fill out the P+ submission form. The submission form can be downloaded by going to the Data Driven Instruction webpage or contacting your department's data lead.

STEP 2 – The teachers would then **email** a copy of the assessment to their department supervisor for approval. This should be done at least 7 schools days before the assessment date. The department supervisor will let the teachers know if the assessment was approved via email.

STEP 3 – Once assessment is approved, the spreadsheet should be sent to the department's data lead. The spreadsheet should be submitted at least 5 schools before the test date. This will allow the data lead enough time to input the assessment into the P+ system, print the bubble sheets and distribute them to the teachers.

STEP 4 – A few days prior to administering the assessment the teachers should check the bubble sheets to make sure that they have the correct bubble sheets. If bubble sheets are missing the teacher should contact the data lead. <u>It is extremely difficult for a data lead to generate, print and deliver bubble sheets the day of a test.</u>