



SAMPLE MATERIAL

Collaborative Assessment Conference Protocol

Jacob Hiatt Magnet School, Massachusetts

Topic: Using Student Achievement Data to Support Instructional Decision Making

Practice: Cycle of Improvement

The Jacob Hiatt Magnet School Instructional Leadership Team (ILT) modified a collaborative assessment protocol developed for the Evidence Project at the Harvard Graduate School of Education to meet the school's needs. Teachers routinely use this five-step protocol to structure collaboration time to review student work. After working through the steps, teachers conclude by discussing possible next steps to provide additional support and instruction for the student.

Schools can use this as a model in designing their own protocol for teacher collaborative review of student work samples. To learn more about how teachers at Hiatt use this protocol, view *Supporting Data Use Through Teacher Collaboration Time, Part 1*. To see three teachers at Hiatt modeling the use of this and other similar protocols, view *Supporting Data Use Through Teacher Collaboration Time, Part 2*.

Jacob Hiatt Magnet School

Massachusetts Department of Education Expanded Learning Time School

Modified Collaborative Assessment Conference Protocol

Developed for the Evidence Project, Harvard Graduate School of Education

Modified by JHMS Instructional Leadership Team

- Presenting teacher reminds the group of his/her question.
- Presenting teacher puts evidence on the table (but says nothing about it).
- Group describes the evidence (no judgment or expression of personal taste).
- Group raises questions about the evidence.
- Presenting teacher speaks:
 - Tells why he/she chose this particular piece of evidence (how it relates to question).
 - Provides some context about how the evidence was carried out.
 - Comments on anything interesting or surprising he/she has heard in the group's descriptions and/or questions.
- Whole group discusses:
 - What this evidence tells them about the question.
 - What other evidence they would find helpful in considering this question.