



The *Assessment Design Toolkit*, developed by the Reform Support Network is a powerful resource to help teachers and principals write and select assessments.¹ The toolkit is also a resource to help those in district and State offices and educator preparation programs design high-quality assessments that measure student learning effectively. This document includes a number of suggested uses for the toolkit, organized by role. No doubt there are many others. These suggestions are designed to pique your interest and offer ideas for you to adapt for your purposes.



State Department of Education (SEA)

- **Statewide Training Initiative:** An SEA leads a statewide assessment literacy effort. In so doing, it might develop with regional and district partners a plan to promote the toolkit, teach regional and district experts how to use the modules in their jurisdictions and offer, in collaboration regional agencies and districts, a variety of opportunities for teachers or administrators to learn about designing and using high-quality assessments.
- **State Web-Based Presence:** The SEA houses the toolkit on its Website and communicates with districts about how to access the modules.
- **School Building and District Improvement Planning:** The SEA specifies “Assessment Quality” as a component of its building and district improvement planning protocol. The protocol makes reference to the toolkit as a resource to improve building and district assessment practices.
- **Teacher Licensure/Certification:** The State incorporates assessment literacy into its teacher licensure specifications. It requires that teacher preparation coursework include assessment literacy and suggests the toolkit as a potential resource.
- **Educator Preparation Program Approval:** The State incorporates assessment literacy into its education preparation program requirements. It works with colleges of education and other preparation program providers to ensure that curriculum includes assessment literacy components. The State promotes the toolkit as a resource for this purpose.
- **Educator Evaluation:** The State’s educator evaluation frameworks specifically include assessment quality as a component of both teacher and principal evaluations. The toolkit is a resource for improving practice in this area.
- **Parent Information Materials:** The SEA works with the State’s chapter of the Parent Teacher Association (PTA) to develop a “Parent Guide to

¹The *Assessment Design Toolkit* was developed under the auspices of the Reform Support Network, with funding from the U.S. Department of Education under contract #GS-23F-8182H.

Assessments” that aligns to the toolkit modules to improve parental understanding of assessment. The guide is promoted at the State’s PTA conference and at district level PTA meetings.

- **State Board of Education:** The SEA uses the toolkit modules to raise awareness about assessment literacy at its monthly State Board of Education meeting.
- **Presentations at Statewide Conferences:** SEA staff use the modules to raise awareness about assessment literacy at major State education conferences, collaborating with teacher organizations and other key external stakeholders as appropriate.
- **Legislative Outreach:** The SEA invites legislators for a briefing on assessment literacy and uses the toolkit as the basis for information sharing. The presentation features teachers and principals who have used the toolkit and have experienced how improvements in assessments lead to improve student learning. The SEA makes the toolkit available to legislators who want to explore assessment literacy more deeply.
- **Media Outreach:** The State conducts a two-hour session for state education reporters to help them gain better insight into high-quality assessment design. The presentation features teachers and principals who have successfully used the toolkit. The toolkit is used to support this session.



School Districts

- **Districtwide Assessment Quality Initiative:** A district launches an assessment quality initiative. The *Assessment Design Toolkit* informs all professional development offerings, principal training, support for professional learning communities (PLCs), newsletters and highlights of successful practices, etcetera.
- **Teacher/Principal Professional Development Offering:** The district’s professional development office develops assessment quality offerings for

teachers and principals using the toolkit modules. These offerings would be voluntary for teachers and principals interested in improving their assessment practices.

- **Teacher Induction:** Assessment literacy is a component of a district’s teacher induction program. The district trains coaches and mentors to use the modules with newly hired teachers as part of their induction program.
- **Educator Evaluation:** Assessment literacy is an important component of a district’s educator evaluation process. Teachers and principals who need improvement in this area access the modules to improve their practices.
- **Student Learning Objectives:** As teachers and principals develop student learning objectives, they review the modules to develop high-quality assessments to measure student growth.
- **Parent Engagement:** A district collaborates with its parent-teacher organization (or equivalent) to structure opportunities for parents to learn more about quality assessment using modules from the toolkit.
- **Board of Education Briefing:** The district uses the modules to increase the understanding of members of the board of education about assessment design.
- **Wide Dissemination:** The district integrates the toolkit into its online resource library for use by teachers, principals, parents and other stakeholders. It publicizes the availability of the resources and develops simple user guides for different audiences.
- **Communications:** The superintendent and other high level administrators ensure that their messaging about school improvement and student success includes key messages about the importance of quality assessment and links to the toolkit.



School Buildings

- **Building-Level Initiative:** Principals prioritize assessment literacy as a goal for the year. They use specific modules to improve staff understanding of how to develop valid and reliable assessments.
- **Teacher Evaluation:** Principals emphasize assessment literacy in the teacher evaluation process and use the modules to advance understanding of assessment literacy.
- **New Teacher Induction:** A principal uses the modules to ensure that new teachers develop assessment literacy during induction. Mentors review assessments developed by new teachers and use the modules to advance understanding of item development and selection.
- **Professional Learning Communities and Common Planning Time:** A school creates a PLC focused on improving assessment quality. The PLC meets during common planning periods and views the modules over the course of a semester. Participants bring items they have developed for their own assessments to PLC meetings and use the content from the modules to discuss how they might improve them.
- **Identify Teacher Leaders as Assessment Coaches:** A principal choosing to focus on improving assessment quality designates certain teachers as assessment coaches. The assessment coaches

view the modules with the principal in their own PLC to advance their understanding of assessment design. The coaches use the modules to improve assessment literacy among teachers with whom they work.

- **Parent Engagement:** The school hosts, with its PTA, a meeting of parents to learn more about assessment. The toolkit modules form a foundation for this activity.



Higher Education Institutions and Teacher Preparation Programs

- **Pre-Service Teacher Education:** A College of Education uses the *Assessment Design Toolkit* as a core tool for a course on assessment development.
- **Clinical Experience:** A College of Education incorporates the *Assessment Design Toolkit* into clinical experiences. Student teachers use the modules to evaluate their own assessments and the assessments they encounter during their clinical experiences.
- **Certificate Program in Assessment Literacy:** A College of Education or other education preparation provider uses the modules to certify teachers in assessment literacy.