

Table 1.3

**Before-the-Unit-Begins Status Check Tool for HLTA 3—
Developing Common Assessment Instruments**

Directions: Discuss your perception of your team’s progress on the third high-leverage team action—developing common assessment instruments. Defend your reasoning.

Stage I: Pre-Initiating	Stage II: Initiating	Stage III: Developing	Stage IV: Sustaining
We do not develop or use common assessment instruments.	Some members of our team develop common assessment instruments.	We develop common assessment instruments as a team, but not before the unit begins.	We design and write common assessments as a team before the unit begins.
We do not know if the end-of-unit assessments given by each member of the team are balanced for cognitive demand, provide sufficient time, and use clear language and vocabulary.	We develop end-of-unit common assessments connected to the learning standards, but they are not checked for balance of cognitive demand or clarity.	We develop common end-of-unit assessment instruments connected to the learning standards. They are either balanced for cognitive demand or clear but not both.	We develop common end-of-unit assessments that are clear, balanced, and connected to all aspects of the essential learning standards for the unit.
We do not know if our assessments are aligned to our instructional practices and reflect the essential learning standards of the unit.	We develop common assessments as a team, but not all members use them to influence their instructional plans for the unit.	Our planning for common assessments influences our instructional plans for the unit.	Our common assessments are deeply aligned with our instructional discussions and practices.