

**Figure 4.3: Common Mathematics Unit
Assessment Analysis Protocol instructions**

Protocol Steps (It should take about sixty minutes to complete the following four steps.)	Directions
1. Identify the focus area or the question that the mathematics team is trying to answer, describe what evidence the team will evaluate, and list the predictions.	<p>This protocol will help your team answer the following three questions.</p> <ol style="list-style-type: none"> 1. How many questions align to the essential learning standard? 2. How many higher- or lower-level-cognitive-demand questions align to each essential learning standard? 3. Does everyone on the team agree on the scoring of each item?
2. Collect the evidence.	Identify a current assessment to analyze. Initially, choose a common assessment that you know needs improvement or a unit assessment on which students typically underperform.
3. Analyze the evidence.	Using the Common Mathematics Unit Assessment Analysis Protocol, complete the analysis of the common assessment and reflection questions.
4. Plan action steps based on the results of the analysis.	Revise the assessment or the instructional plan as you need to.