

Figure 5.5: Protocol for Examining Data

Prior to Meeting	Give assessment (common formative or common summative) by agreed-on date. Enter data by performance level into a shared document.
Step 1 Three minutes	What is the overall data (fact, big picture, and so on)? Summarize the overall data and sort by performance level.
Step 2 Two minutes	What good news is there to celebrate? Look for indicators of success in the overall data.
What does the data tell us?	
Step 3 Five minutes	What trends are suggested by the data and student work? - Each team member reflects on and writes notes on overall trends within each performance level: <i>Was there a specific question or skill in which students showed strength?</i> <i>Did you notice a specific strategy or process that was effective or used by students who showed mastery?</i> <i>Was there a specific question or skill with which students struggled?</i> <i>What were the common errors or misconceptions that students made with that question or skill?</i>
Fifteen minutes	Discuss as a group (each teacher shares their findings).
Step 4 Ten minutes	What strategies will address the common challenges? What instructional strategies or best practices did you use that were effective in core instruction (discuss as a group, each teacher shares)?
How will we collectively meet all students' needs?	
Step 5 Fifteen minutes	How will we meet all students' needs? - With what skills do students need to be re-engaged? - What will the re-engagement lesson look like? - Which instructional strategies will your team commit to using? - How and when will you re-evaluate? - What extensions will foster a deeper conceptual understanding?