

Exercise: Create Student Checklists

Once your team's common rubric is complete, collaborate to design an accompanying student writing checklist for a common assessment. Write items in first-person point of view with present-tense verbs and accessible language so students can use the checklist as a guide while they address the formative or summative writing task. The questions that follow can guide you in revising an existing checklist or steer you in creating a new one.

Use the following questions to guide this exercise.

- Are items on the checklist aligned to standards and the rubric?
- Is each sentence written in first-person point of view and with present-tense verbs?
- Is the assessment task written at the top of the checklist?
- How will we introduce the checklist so it captures students' attention and they use it as a useful tool to guide their writing? When might we give students an opportunity to create their own checklists?