Agenda SI/PD December 14, 2015

Illuminate Info -

* Removing questions before administering the test will result in scrambled numbers
* This can be fixed through Set up → Sheet designer, where you renumber the questions in order

Please use Naming Conventions!!!!

* Using our naming convention is VERY IMPORTANT. example: chemistry CQE1A 15-16
* (class name from curriculum guide, CQE, Card-marking number, version (if used), school year)
* For all tests - make your own naming convention or develop a department format

Department Folders on Google Drive

* Teachers need to add a saved file (copy) of actual CQE for each course into department folders on Google drive - this needs to become a regular habit for everybody - this replaces handing them in.
* Communicators should organize the department folder CQEs with a sub-folder for each school year, keeping at least one previous year and current year updated for all courses.

TODAY:

Complete and submit: Form 1 (Evaluation)

Pick up from work done at the last meeting - continue to examine data as needed

Please utilize sentence starters and expectations from our Document:

Evaluation → Resources → SS/GG Planning Outline for Form 1

Continue Linking standards and forming question groups

FOR ALL CQEs

All questions should be linked, starting with your primary course group