

# Agenda for Summative Assessment Pre-Observation Conference Questionnaire (Evidence of Domain 1)

**This information is written up and provided by the teacher/specialist for the Pre-conference with the evaluator prior to each observation. These questions are to serve as a guide in facilitating the discussion. The lesson plan or comparable document, or other forms of evidence selected by the teacher/specialist should also be provided and discussed. The teacher should use the lesson planning style he/she is most comfortable with.**

## **Plan for a Single Observation**

What are your Learning Intentions for the students?

How do these reflect

- The Content Standards; specifically the indicators?
- Curriculum Alignment (if applicable)
- The needs of the students?
- Other students' outcomes?

Explain how you plan to **assess** the students' learning. (formative assessment strategies, summative assessments, rubrics, performance assessments, classroom observations, to name a few)

- What procedures will you use?
- What products will be evident?

Describe the **accommodations** in your plan that address the special needs of your students and the diverse population of the group.

Explain how your plan incorporates the **design qualities** to engage the students in the work (if applicable).

- What will you do?
- What will your students do?
- How much time will be used?

Explain the **difficulties** students typically experience in this area.

- How do you plan to anticipate those difficulties, enabling the students to persist with the work?

State the **instructional materials and/or other resources** (if applicable) you will use.

- What additional resources, if any, are available through the school or in the larger community that could be used to facilitate your students' learning of this topic/concept?

Explain anything else the observer should know about the session or your procedures.

<b>If the evaluator does not observe this specific session, the teacher or specialist is not expected to repeat the formal pre-observation conference.</b>
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