**Formative Assessment Pilot Participation Agreement 2014-2015**

The Virginia Department of Education (VDOE), in collaboration with the Appalachia Regional Comprehensive Center (ARCC), is piloting the implementation of formative assessment modules developed from the work of Dr. Margaret Heritage by the Center of Standards and Assessment Implementation. These modules represent evidence-based practices for promoting formative assessment strategies in the classroom drawn from years of work with real teachers. The results of the pilot will be used to inform the expansion of formative assessment professional development opportunities available from the VDOE for school divisions across Virginia. In collaboration with ARCC, VDOE will provide:

* + support to facilitators throughout the implementation;
	+ resources and materials needed for implementation;
	+ an online community dedicated to the implementation;
	+ initial in-person training, including an overview of the concept of formative assessment and the use of the online community; and
	+ data-collection instruments for participants to report on the professional development and changes in instruction that may occur.

Schools selected for participation in the Formative Assessment Pilot agree to the following requirements.

School Division Responsibilities:

* Support school participation in the Formative Assessment Pilot.
* Support a two-year commitment to the implementation of the formative assessment program in the participating school.
* Support expansion of the use of formative assessment in the school division.
* Provide financial support for costs associated with the team’s travel to the initial Formative Assessment Pilot meeting. Depending on the school division’s calendar, this cost may include substitutes for the participating teachers. No additional costs are expected for the 2014-2015 school year.

Principal/ School Leader Responsibilities:

* Establish a team/professional learning community (PLC) comprised of teachers from the school that will meet at a minimum of every two weeks for 60 minutes each session for the explicit purpose of the pilot. The team should include at least three but no more than eight teachers.
* Commit to a two-year implementation of the formative assessment program within the school.
* Identify a division-level contact person to support the expansion of the use of formative assessment in the school division.
* Identify a facilitator for the program at the building level. The facilitator may be the principal, content coach, teacher leader, or other educator with the skills to lead a professional learning community. Expertise in formative assessment is not necessary.
* Sign and return the Participation Agreement by September 5, 2014.

Facilitator Responsibilities:

* Commit to support a two-year implementation of the formative assessment program within the school.
* Lead the PLC at least two times each month, facilitate activities and discussion.
* Complete Modules 1-4 by the end of the 2014-2015 school year.
* Observe others in a classroom setting and provide feedback on implementation of formative assessment strategies observed.
* Provide feedback on the professional development and its impact on instruction and student learning within the school.

Teacher Responsibilities:

* Meet with the PLC at least two times each month, participate in activities and discussion.
* Use and document formative assessment strategies in a classroom setting.
* Complete two self-reflections focused on formative assessment.
* Provide feedback on the professional development and its impact on instruction and student learning within the classroom.
* Observe others in a classroom setting and provide feedback on implementation of formative assessment strategies observed.
* Be observed by others in a classroom setting and receive feedback on observed implementation of formative assessment strategies.

Our school division agrees to support school participation in the Formative Assessment Pilot.

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| **Division:** |
| **Division Contact Information** |  |  |
| Name | Title | Phone | E-mail |
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| Signature: | Date: |

Our school seeks participation in this program and agrees to carry out the responsibilities listed.

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| **School Name:** |
| **Principal Name:** |  |
| Principal Phone | Principal E-mail | Signature | Date |
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| **School Facilitator:** |  |  |  |
| Name | Phone & E-mail | Signature | Date |
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| **Teacher Team Members:** |  |  |  |
| Name | Phone & E-mail | Signature | Date |
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