**Formative Assessment Online Professional Development Participation Agreement 2016-2018**

The Virginia Department of Education (VDOE) will make a series of online formative assessment modules developed from the work of Dr. Margaret Heritage by the Center of Standards and Assessment Implementation available to selected schools beginning in October 2016. These modules represent evidence-based practices for promoting formative assessment strategies in the classroom drawn from years of work with real teachers. During the term of the agreement, VDOE will provide:

* support to facilitators;
* resources and materials needed for implementation;
* a private online Google+ 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 agree to the following requirements.**

School Division Responsibilities:

* Support school participation in the Formative Assessment Online Professional Development program.
* 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 in-person Formative Assessment Online Professional Development meeting. Depending on the school division’s calendar, this cost may include substitutes for the participating teachers. No additional costs are expected.

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 June 30, 2016.

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 during the 2016-17 and 2017-18 school years and facilitate activities and discussion during these PLC meetings.
* Complete Modules 1-4 by the end of the 2016-2017 school year and Modules 5-6 by the end of the 2017-2018 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 during the 2016-17 and 2017-18 school years and participate in activities and discussion during these PLC meetings.
* 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 Online Professional Development program.**

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| **Division:** |
| **Division Contact Information** |
| Name | Title | Phone | E-mail |
|  |  |  |  |
| 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:** |
| Phone | E-mail | Signature | Date |
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| **Teacher Team Members:** |  |  |  |
| Name and Teaching Assignment | E-mail | Signature | Date |
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