

Name \_\_\_\_\_ School \_\_\_\_\_ Grade/Subject \_\_\_\_\_

### **DDM – From Conception to Rating**

1. **Description of DDM-** (attach to this document) Briefly describe what type of assessment you are using, how you will determine baseline data (will there be different assessment versions?)
2. **Assessment Procedures-** When in the year will you gather baseline data and when will you do the final assessment to gather growth data? What directions will accompany the assessment- guidelines that will be read or used –similar to MCAS testing, including any accommodations? Are there any guidelines regarding tools students can or can't use, e.g. calculators, computers, notes etc.?
3. **Scoring Process** – How will the assessment be scored? (rubric, if so attach; answer sheet, etc.) How will you assure validity in scoring: teachers switching classes; random check-in scoring for calibration.....  
What type of score will be produced – raw, percent, rubric, multiple rubric?
4. **Determination of Growth** – How will you measure growth? Will it be change in raw score, change in percent score, percent increase in score.....? Finally, describe the band of growth that will constitute Low, Moderate and High impact rating.