Assessment Planning Worksheet

**Directions:** Use this worksheet to plan for the collection, administration, and organization of student assessment data.

* **What assessment are we using at my site? Think about all students, pre-reading through your highest levels.**
* **What is our assessment window for beginning and ending administration? How will assessment data be collected and stored?**
* **What assessment materials do I need? Where are they? What is our plan to share materials, make copies, etc.? Where will completed assessments be kept?**