

*SGO Step 1, Form 1: Choose or Develop Quality Assessments*

**Pre-Approval Form for School-based Assessment**

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**Grade Level/Subject:** \_\_\_\_\_

**Teacher(s):** \_\_\_\_\_

**Evaluator Name:** \_\_\_\_\_

**Directions:** For any school-based assessment used for the purposes of SGOs, please complete the steps below. If a department or team of teachers is using a common assessment, only one copy should be turned in per assessment. (Please make sure all teachers using the assessment are listed above).

1) Complete the *Standards Alignment and Coverage Check* chart  
Using the New Jersey Core Curriculum Content Standards or the Common Core State Standards, identify which standards align to which questions or tasks on your assessment. Write or type the standards next to the assessment questions. Attach this chart to this form.

2) Complete the *Assessment Rigor and Depth of Knowledge Analysis* chart  
Give examples of assessment questions or tasks that fall under various levels of the Depth of Knowledge Framework. Note: Not all questions must be categorized, but there must be sufficient examples given of questions meeting a higher-level of rigor. Attach this chart to this form.

3) Review the *Approval Checklist for School-based Assessments*  
Refer to this form to ensure that your assessment and rubrics are constructed appropriately. Specifically, check for aspects of the assessment not addressed by parts (1) and (2) above:

- ✓ Are questions/tasks written clearly?
- ✓ Are there a variety of types of questions/tasks?
- ✓ Are the questions/tasks free of bias?
- ✓ Are the questions appropriate for the subject/grade level?
- ✓ Are rubrics carefully designed?

4) If the assessment(s) will need to be adapted for students with special needs, please specify any changes below:

Please return this form to your primary evaluator, along with a copy of the assessment(s), *Standards Alignment and Coverage Check* chart, *Assessment Rigor and Depth of Knowledge Analysis* chart, and any additional supporting materials (rubrics, scoring guides, etc).