**Email Communicating Assessment Choices**

*This resource provides a sample email that can be shared with leaders and teachers about the assessment plan that will be adopted to support the implementation of the new curriculum.*

Team,

As we prepare to implement Core Knowledge Language Arts in grades K-5, I want to share with you the plan for assessment and grading in this new literacy curriculum. Assessment is a cornerstone of our curriculum implementation process. With strong assessment systems in place, we can ensure that we know exactly how our teaching is working!

A team of educators has been hard at work analyzing the assessments we currently have in place and evaluating the assessments embedded in CKLA. The team has considered the frequency, quality, and purpose of the various assessments to determine the best plan moving forward.

Based on the recommendations of our assessment team, we will plan to use the assessments embedded in our new curriculum when we roll out CKLA next school year. This means that students will take the assessments provided for each unit and domain. These common assessments will replace current reading unit tests and will be used as formative data to measure students’ progress. We will all use the rubrics and scoring guides provided in CKLA to grade the assessments. During monthly data meetings, teachers will be able to work in grade-level teams to analyze the assessment results and plan for reteaching, using resources from the curriculum. Students will continue to take our quarterly benchmark assessments as well as our state end-of-year assessment (grades 3-5 only).

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| **Type of Assessment** | **Purpose** | **Grades** | **Change from current practice?** |
| NYS Annual Test   | The state test is a summative assessment given in April. It shows students’ performance on grade-level standards.  | 3-5  | No |
| One Practice Test | Instead of doing quarterly benchmarks, we will do one practice test before the state assessment.  | 3-5 | Yes |
| CKLA Unit/Domain Assessments  | The unit/domain assessments will be given every 4-6 weeks at the end of a unit. They help diagnose gaps in students’ knowledge and understanding. Teachers can use this data to modify instruction.  | K-5  | Yes. The CKLA unit/domain assessments will replace current reading unit assessments and benchmarks.  |

In addition to the assessments listed above, teachers will use ongoing informal assessments to track student progress and inform next steps in daily instruction. Feedback is essential to our students’ growth!

If you have any questions about the assessment plan, please don’t hesitate to follow up.

Best,

Leader