

DATA-DRIVEN ANALYSIS MEETINGS:

Leading Effective 1-on-1 Meetings around Interim Assessment Results

PRE-CURSORS FOR EFFECTIVE ANALYSIS MEETINGS:

Before Giving Interim Assessment:

- **6 WEEKS PRIOR:** Teachers review assessment and plan towards the rigor of those assessments
- **A FEW WEEKS PRIOR:** Teacher predict performance on each assessment question:
 - a) confident they'll get it right; b) not sure; c) no way they'll get it right
- **PD (timing flexible):** Teachers receive model of how to do assessment analysis and complete action plan, and they see model of effective and ineffective analysis meetings

Immediately Following Interim Assessment Administration:

- **TEACHER ANALYSIS:** Teachers do analysis of results prior to meeting, trying to answer fundamental question: why did the students not learn it?
- **TEACHER ACTION PLAN:** Teachers complete action plan
- **LEADER ANALYSIS:** Leader analyzes teacher results him/herself in preparation for the meeting
- **REVIEW OF TEACHER PLAN:** Instructional leader collects teacher's action plan/analysis in advance and make sure it meets his/her pre-established expectations
- **CONTENT EXPERTISE:** If the subject in the assessment is beyond the expertise of the instructional leader, s/he identifies expert within or outside of school to call on for extra support

CONVERSATION STARTERS & RE-DIRECTORS DURING ANALYSIS MEETINGS:

Starters:

- "Congratulations on the improvement on _____ from last time!"
- "So...what's the data telling you?"

Re-Directors for Resistant Comments:

- "Let's look at question _____. Why did the students get it wrong?"
- "What did the students need to be able to do to get that question right? How was this more than what they are able to do with you in class?"
- "What's so interesting is that they did really well on question #__ but struggled question #__ on the same standard. Why do you think that is?"

Synthesizers for Quality Analysis:

- "So what you're saying is... [paraphrase and improve good responses]"

Making it Actionable:

- "So let's review your action plan and make sure we have all these ideas incorporated."
- [When new analysis/action is proposed during the meeting] "Let's go back to your action plan and add these new actions."

KEY PRINCIPLES FOR LEADING ANALYSIS MEETINGS:

- Let the data do the talking
- Let the teacher do the talking (or push them to!)
- Always go back to the test to specific questions
- Don't fight the battles on ideological lines (in the larger picture, you'll lose)
- You've got to know the data yourself to lead an analysis meeting effectively
- Make sure it's connected to a concrete plan you can verify