  
  
Evaluation Tips: February 2013

**Anatomy of a Formative Assessment**

Formative assessments give educators a progress report on their performance at or near the midpoint of their plan. Evaluators **may** also choose to change an educator’s plan if the overall rating is different than the previous evaluation rating. The formative assessment is broken up into five different parts:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Required for all educators*** | | | | |  | ***If applicable*** | | |
| Rating on progress toward goals | + | Rating on performance in the four standards | = | Overall Rating |  | Prescriptions (for standards rated NI or Unsatisfactory) | + | Comments from Evaluators and Educators |

**Getting the Most out of Artifact Rationales**

**A Note about Uploading Videos**

* Video artifacts should focus on a specific practice the educator wants to highlight, rather than an entire lesson.
* File sizes should be at most 25-50 megabytes in length and recorded in Standard Definition, not High Definition.
* Videos should not exceed 5 minutes in length. If it’s necessary to use a longer clip, consider making the video available on a disc, sharing an “Artifacts” dropbox folder, or uploading it to a secure video hosting website with privacy controls.

Writing a thoughtful rationale for an artifact helps you to pinpoint for your evaluator the specific proficient practice you are highlighting. Here are a few tips for writing artifact rationales:

1. Explicitly connect your artifact to an indicator or element from the rubric.
2. Point out specific places within your artifact that highlight the practice you want to present.
3. Articulate what impact on student learning your artifact demonstrates.

**All-New Meetings Icon**

The Meetings icon has been added to the EDFS as one way for evaluators to capture meetings they have had with educators and to schedule future meetings. Both the evaluator and the educator are able to contribute notes and comments to document the conversation and record possible takeaways or follow-up actions.