  
  
Evaluation Tips: January 2013

**How to prepare artifacts for your formative assessment**

Throughout late January and February, the majority of formative assessments will be delivered to educators all across the district. Below are a few tips that will prepare you and your evaluator for this process.

1. To ensure that your evaluator has sufficient time to review your artifacts, please submit them **at least two weeks** in advance of your formative assessment delivery date.
2. While there are no requirements for the number of artifacts needed, we suggest at least 1-2 artifacts per goal and standard. Artifacts may provide evidence for more than one standard and goal.

**Tips for Naming Artifacts**

* Always make sure the file ends with a file extension (example: .doc, .pdf).
* Your file name (any information BEFORE the file extension) should only consist of a series of letters, numbers, and spaces and should not include periods.
* The entire title cannot exceed 32 characters
* Use the “Description” field to provide a more thorough name of the artifact

1. On your formative assessment, your evaluator will rate you on the progress you’ve made on your goals. Any evidence showing deliberate and thoughtful actions toward completing your goals will be helpful to your evaluator.
2. Pay special attention to the feedback you’ve received from observation debriefs and write-ups. Artifacts demonstrating adjustments in response to specific points of feedback certainly should be included. Take time to note how the artifact shows improvement from your evaluator’s feedback in the rationale when you upload the artifact to the EDFS.

“Better is possible. It does not take genius. It takes diligence. It takes moral clarity. It takes ingenuity.   
And above all, it takes a willingness to try.” - Atul Gawande

**Check out guidance docs, training materials, resources, and exemplars at our website!**

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