The 7 steps of assessment program analysis

Define the purpose and scope of the work

Identify the goals of the evaluation. You may want to determine how well assessments are aligned to standards, their usefulness for instruction, or the predictiveness of local assessments to standardized tests.

Inventory all assessments

Catalog all assessments you administer as a school or district, including local, diagnostic, benchmark, and state-level tests. Include key attributes like assessment name, grade level, subject, frequency, purpose, use, and number of assessments. Scope and sequence documents should also be gathered.

Evaluate standards alignment

Analyze if assessments align with curriculum standards and Depth of Knowledge (DOK) expectations. This involves examining test data to identify trends in standards performance and test item responses to uncover areas for assessment improvement or instructional gaps.

Analyze student mastery

Determine student mastery using both performance percentages and anecdotal teacher data.

Compare performance trends

Analyze performance across multiple assessments over time to determine alignment or predictiveness. Compare achievement levels, identify performance drift, and analyze correlations between different tests.

Make recommendations and build a plan

Based on your analysis, develop recommendations for change, which could range from DOK adjustments on assessment items to policy changes. Create a clear, executable plan, prioritizing simple, gradual changes.

Communicate and monitor

Share the plan with stakeholders, providing the data and the "why" behind the decisions to foster buy-in. Establish periodic check-ins and reports to monitor progress and ensure successful execution of the plan.

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