

The following is advice regarding the selection and preparation of this work:

CHARACTERISTICS OF ASSIGNMENTS	CHARACTERISTICS OF STUDENT WORK
Select a typical assignment that is aligned with the CCR standards.	Collect a representative sample of student work that captures a range of abilities in the classroom.
Select an assignment that students completed <i>recently</i> so student work is current.	Make the collection a manageable size—three to six samples—matching or slightly exceeding the number of people on the review team.
If teaching a particular concept has included several assignments, present the culminating assignment based on the fullest expression of that concept.	If necessary per your program’s policies, remove student names from the work samples to maintain student confidentiality and facilitate discussion. ⁴
Choose an assignment that could use some attention and improvement (rather than one of the instructor’s best assignments).	Copy the student work <i>before</i> grading the papers so that each sample has only the student responses to the assignment.
Include directions and scoring guidelines for student assignments just as they were presented to students, with no other details or context included. Include copies of any text(s) that are part of the assignment.	Number the individual pieces of student work so that reviewers can organize their discussions more easily.
If the assignment was presented to students orally, write down the instructions as they were given and note that they were spoken.	
Do <i>not</i> include lesson plans, teaching or learning goals for the assignment, what students did or learned, and other related information.	

To streamline and speed up the process, you could distribute the assignment before the team meets, instructing team members to analyze its purpose and demands in advance.

⁴ Removing students’ name from assignment samples can safeguard confidentiality as well as help instructors to focus on the work without being distracted by what they know or have heard about a particular student.