**Michigan Assessment Consortium**

**Building and Using Common Assessments: A Professional Development Series**

**Facilitator User Guide**

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| **Module 20:**  Assembling the Final Common Assessment**Focus Questions:** How do you assemble the final common assessment for use? | **Narrator:**Ed RoeberProfessorMichigan State University**Narrator Contact Information**517.432.0427**Email**Roeber@msu.edu |
| **Estimated Module Instruction Time:**10 minutes |
| **Resources:** No additional resources provided |
| **Suggested Activities:** | **Estimated Time:** |
| **1.** Module viewing | 10 minutes |
| **2.** Make decisions about how the final assessment(s) will be assembled:* How many different assessments?
* How many different forms of each assessment?
* How will the assessments be administered (on paper or online)?
* Who will assemble the needed forms?
* By when are the assessments needed?
* How will the assessments be proofed to assure correct answer/objective keys?
 | 60-90 minutes |
| **3.** |  |
| **Implementation Notes:** This is an essential step in creating the final common assessments and the decisions promoted by the questions listed above and in the module should not be skipped, but should be thought through by the common assessment development team.  |