

Checklist: Preparing for the Test-Taking Unit of Study

	<i>Task</i>	<i>Who?</i>	<i>When?</i>	<i>Done</i>
1.	Obtain examples of released tests or items from your state tests			
2.	In a study group or PLC, analyze the types of items and types of questions that are on your state's test (multiple choice, constructed response, writing prompts).			
3.	After analyzing the types of items and questions on your test, go thru the Game Plan Overview Chart (see Figure 6.2) and check the lessons (game plans) you think your students will need.			
4.	It's a great idea to have each teacher actually <i>take</i> the test. It will really help you understand the kind of thinking you need to do to take your state test.			
5.	Select several examples from your state released test of the types of questions that will be on the test to use in teaching the lessons. You can also use questions from your textbook to supplement if needed. With a teaching partner, write several think-alouds that you will insert into a game plan lesson.			
6.	Mark your calendars or lesson planners with dates when you will teach the lessons (see the end of this chapter for a blank monthly calendar).			
7.	Read Chapter 1 and be sure everyone in your study group or PLC understands what metacognition, modeling, think-alouds, and scaffolding are.			
8.	Gather materials or equipment you need to prepare for the units.			
9.	Decide how you are going to "kick off" the unit and get ready to get started.			
10.	Reflect: After teaching the unit and taking the test, meet and reflect with your study group or PLC and determine what worked and what you would do differently next year. When your scores are announced, analyze the data to focus your daily instruction and reevaluate your test-preparation unit of study.			