**Aug2013 Checklist for Curriculum Development**

Curriculum development is an on-going process. This list provides a description of the elements of instruction and allows for review of each course.

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|  | Details | How complete? / Comments |
| **CPP Matrix*** complete for each course
 | See Matrix review for details | Good start! |
| **Assessments*** common summative assessment for each unit
* assessments aligned with standards

unit objectivesState, local external exams* common scoring guide created for each common assessment
 | \*Common means identical\*How does the assessment measure student performance against unit objectives and standards? How does it prepare students for end-of-year assessment?\*Scoring guide should include details—acceptable answers, partial credit, severity of wrong answers and errors, etc. | No summative assessments listed—they need to be varied and dynamic, ensuring that they are assessing the overall skills necessary for success both in the unit and on the overall external assessment. |
| **Formative assessment*** minimum of 1 common formative activity/assessment for each unit
* each formative assessment aligns with the summative assessment for the unit
 | \*Formative assessment provides students with feedback so they may improve performance\*Formative assessment is ungraded \*How does the formative prepare students for the summative assessment? | Formative assessments are listed, but at this point appear to be closer in nature to graded summative assessments. Formative assessments should be varied and dynamic but with the intent of building skills and ensuring success on the summative assessment. Discuss the ways in which feedback will be delivered to students (from the formative assessments) |
| **Resources*** create a “bank” of resources for each unit
* activities must be aligned with the required assessments (exams, MYP tasks, etc.).
 | \*Determine how to “share”—discuss whether they need to be done simultaneously, where they are located, “rules” for modifying, sharing of materials | Once your matrix is complete you can start building unit plans (see the box below). With those plans come a bank of shared resources allowing you to easily attach things to the unit planner and share across classrooms. Discuss how each piece is to be used (for what it should be used and the ways in which it should be shared).Incorporate Learning Protocols: <http://cppcurriculum.weebly.com>  |
| **Grading*** Are MP grades for the course comprised of the same elements no matter who the teacher is?
* How well do MP grades reflect student achievement on external exams?
 | \*Discuss and determine the most important elements that should be included in the student's MP average?\*How well does the student’s MP average predict end-of-year outcomes on external exams?\*How can MP average as predictor/indicator of achievement be improved? | Discuss marking period grades—how is a student’s average comprised? What components are reflected? Agree on percentages for each element of instruction (start with…50% tests, 50% classwork—what should be weighted heavier?) |
| **Unit Plans** |  | Snazzy electronic version is on its way! Unit Plan creation/revision will continue when new planner is available |
| Revision of matrices/common assessments/resources/units |  |  |