**Consensus Review and Scoring**

**Step 1. Review Materials**

**Time: 20 minutes**

**Read through the characteristics of the rubric before reading the lesson or unit**

**Read through all the instructional materials**

Participants should need to have an understanding what is contained in the instructional materials. It is particularly important that participants read the entire lesson or unit. During actual scoring this may include several reads through all the printed and hyperlinked materials.

Learning the review process and rubric is most successful when participants are deeply familiar with the format and content of the lesson/unit.

**Step 2. Apply Criteria in Dimension I: Alignment to the Key Shifts in the KAS Social Studies Standards**

**Time: 45 minutes**

*Note that Dimension I is non-negotiable. In order for the review to continue, a rating of 2 or 3 is required. If the review is discontinued, consider general feedback that might be given to developers/teachers regarding next steps.*

Basic Outline of facilitation for Dimension I

(This same protocol for working individually then collaboratively will be used for reviewing each dimension throughout the session.)

Introduce participants to Dimension 1 by reading and discussing each characteristic. Refer to notes for specific questions to guide participants as they consider the characteristic in Dimension 1.

Begin table work time. After participants have checked the characteristics and recorded observations on their own, they should discuss their feedback at their tables.

Then, ask tables to share reflections with the room. Note patterns

Ask participants to share their rating for dimension 1 by show of hands (raise your hand if you gave the lesson a 3, 2, 1, 0).

Below are the four qualities of effective feedback. Throughout the session specific qualities will be highlighted while reviewing and providing feedback in each dimension.

Have each table develop models of feedback based on the lesson they reviewed and the four qualities. Share with group.

**Writing effective feedback is vital to the Rubric Review Process. Below are the four qualities of effective feedback.**

* **Criteria-based:** Written comments are based on the criteria used for review in each dimension. No extraneous or personal comments are included.
* **Evidence Cited:** Written comments suggest that the reviewer looked for evidence in the lesson or unit that address each criterion of a given dimension. Examples are provided that cite where and how the characteristics are met or not met.
* **Improvement Suggested:** When improvements are identified to meet characteristic or strengthen the lesson or unit, specific information is provided about how and where such improvement should be added to the material.
* **Clarity Provided:** Written comments are constructed in a manner keeping with basic grammar, spelling, sentence structure and conventions.

**Step 3. Apply Criteria in Dimensions II–III**

Follow basic outline above for Dimension I

**Time: 90 minutes**

**Step 4. Provide Overall Rating and Summary Comments**

**Time: 15 minutes**

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* Explain each overall rating category ( on page four of the KAS SS Rubric)
* Allow a few moments for participants to tally points.

1. Go back through dimensions and add up total to initially determine the rating category.

2. Consider how your rating based on the total points matches your overall sense of the quality of the materials.

3. Consider if you have your judgments and feedback are placed within the appropriate dimensions.

4. Consider how your dimensional feedback supports your judgments.

5. Consider if the lesson falls in the category you feel is appropriate.

* Ask participants to share overall ratings with the entire group.
* Explain the nature of summary comments.
* Share the overall rating and summary comments for the example.

**Step 5. Compare Overall Rating and Determine Next Steps**

**Time: 15 minutes**

Allow time for table and/or whole group discussions about next steps.

Lesson /unit authors should receive ONE consensus report with all comments and rating represented. This targeted feedback will be more concise and less overwhelming than three possibly contradictory sets of feedback.