



Student Data Review Protocol

Purpose: Below, you will find two protocols for reviewing student academic data for a [Performance Measurement Plan](#) (e.g., relationship building, culturally relevant and inclusive ongoing). The first focuses on reviewing data on a small scale to adjust between tutoring sessions, utilizing formative assessment data (e.g. exit tickets, check ins). The second focuses on reviewing data on a large scale to adjust program design, student groupings, and tutor training utilizing summative assessment data (e.g. benchmarks, state assessments).

A note about data collection:

- If students complete assessments by hand, score and input the data into a digital system. Note whether the student met, nearly met, or did not meet the session's goal.
- If students complete assessments digitally (i.e., Virtual or Blended model), this data input will likely be automated, but the level of automation will vary depending on the software used.

Formative Assessment Post-Session Data Review Protocol

WHAT	
<i>Review desired outcomes using the end-of-session assessment</i>	
Session Goal	
Skills/Knowledge Assessed	
Method of Assessment	
What defines success on this assessment?	



SO WHAT

Reflect on what worked, what didn't work, and why.

Student	Content Mastery Low/Med/ High	What worked? What barriers existed? (e.g., time, lesson structure, skill grouping, misconceptions, missing prior knowledge)	Potential Strategy (e.g. regrouping, reteaching prior knowledge, providing more steps, providing scaffolds.)



NOW WHAT	
<i>Reflect and adjust plans for upcoming sessions.</i>	
What changes should I make for future sessions?	
How will I reteach or provide more practice?	
When and how will this happen?	
How will I share progress with students and stakeholders?	
Do I need support? If so, from whom?	



Summative Assessment Data Review Protocol

WHAT	
<i>Review desired outcomes using the assessment and/or overall mastery data.</i>	
Assessment Name	
Goals for Student Mastery	
What does the data show about student mastery?	
What does it indicate about our tutoring effectiveness?	

SO WHAT	
<i>Reflect on what worked, what didn't work, and why.</i>	
How did planning and instruction influence outcomes?	



What content needs reteaching? For which students or groups?	
NOW WHAT	
	<i>Reflect and adjust the curriculum plan if necessary.</i>
What curriculum adjustments are needed?	
What tutor training or resources are needed?	
Which students need more support or acceleration?	
How will we communicate these insights? Who is responsible for next steps?	