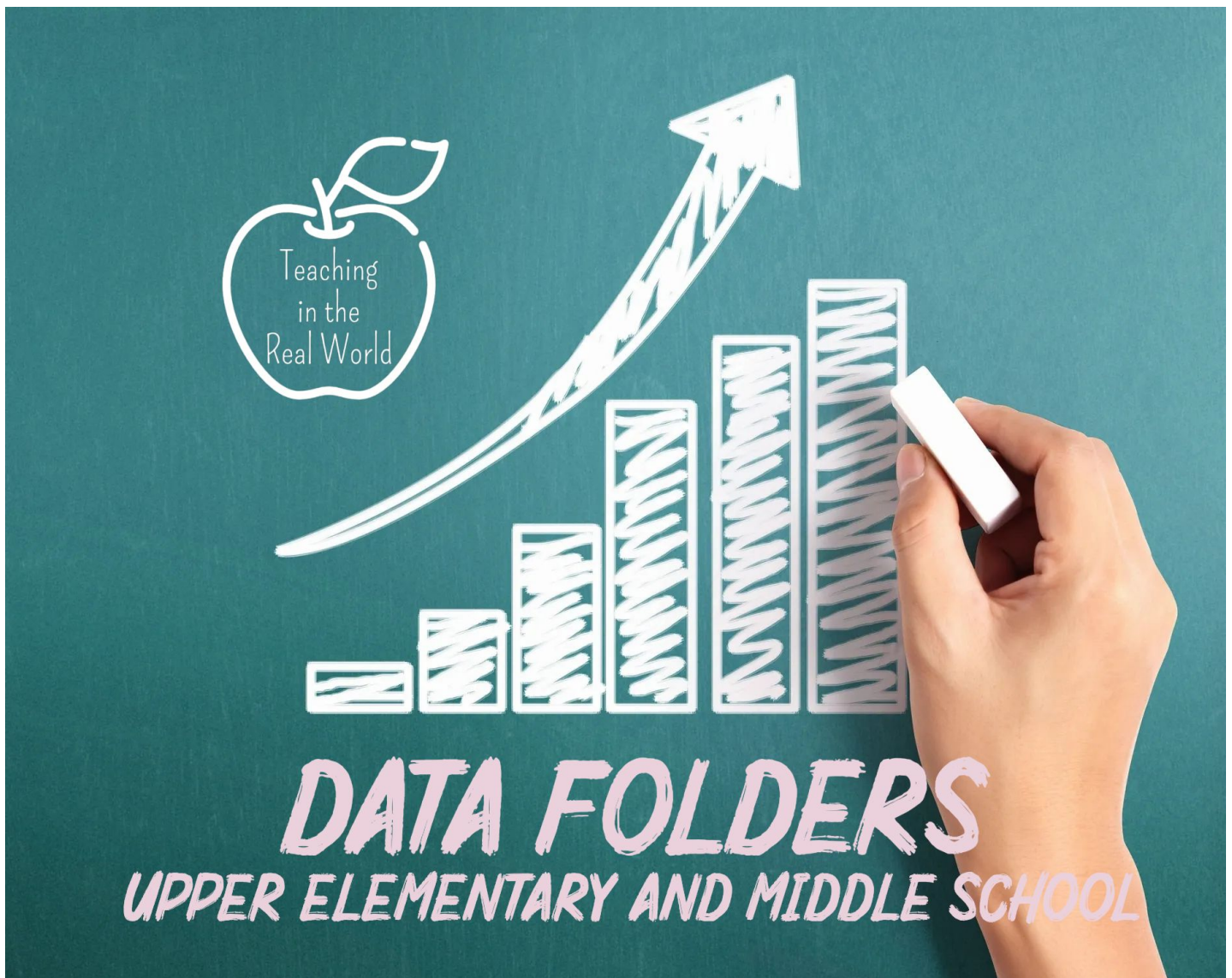




Data Folders and Test Talks...Step by Step

Data Folders and Test Talks have become the norm in upper elementary and middle school classrooms. A lot of time these things are something that teachers are just trying to check off their lists, or they become forgotten and dusty in a bin in the corner. But data truly can be your most valuable tool, and I have a realistic way to keep up with data, and make it matter!

Many upper elementary and middle school teachers are left wondering...

- Will collecting test/assessment data really matter? Does it help?
- Do students even care about data and their scores?
- How can I find the time to conduct test talks? Is it necessary?

Well, what if I told you that **data folders and test talks** have helped to create academic buy-in amongst my upper elementary and middle school students?

What if I also told you I **did little to NO prep** for data folder and test talks???

Check out [My Blog](#) and [YouTube Channel](#), for a more in depth explanation.

Let's dive in!



STEP 1: Prepare Data Folders

- Prepare Data Folders as a Whole Group
 - Students will prepare data folders together with your guidance
 - Label front with name, date and class
 - Place log and graph on brackets
 - Label front inside pocket, “Assessments,” this is where students will keep completed/scored assessments.
 - Whole group preparation ensures consistency and accuracy
 - Students see the importance of the data folders
- Supplies Needed
 - Folder with pockets and brackets
 - Graph
 - Log

Completing this as a whole group stresses the importance of data folders to students; it also allows consistency in regard to labeling and the order of pages in the folders. Take the time to make your data folders in class, and stress to students the importance of data. For more detail on this checkout [My Blog](#)



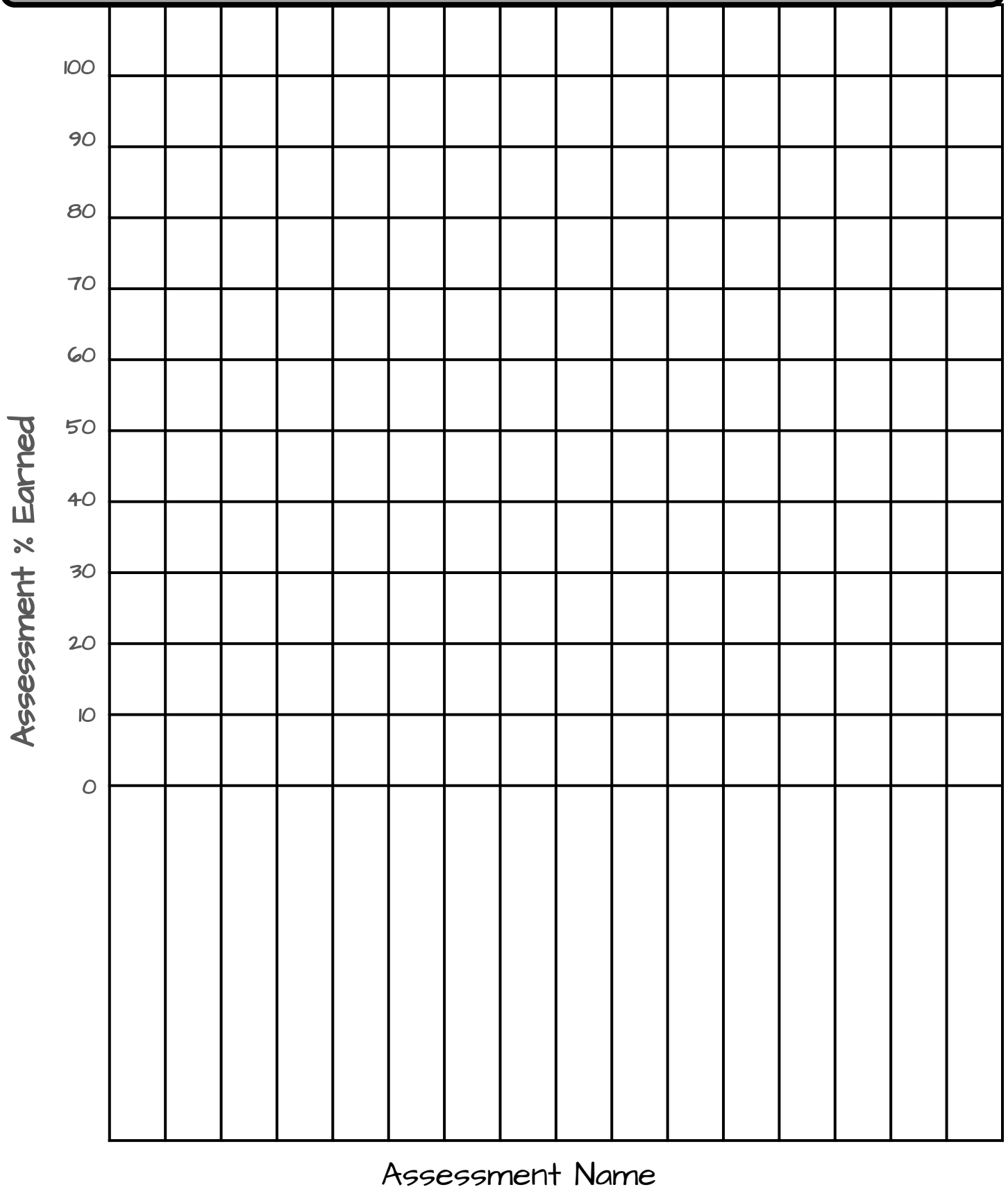
Data Folder Guidelines

1. Place ALL summative assessments in Data Folder pocket.
 - a. Assessments will remain in the folder until the end of the quarter.
 - b. Place newest assessment on top.
2. Write with neat and legible handwriting when filling out Assessment Log and Assessment Graph
 - a. If absent, please locate the "Master" Data Folder to update your folder.
 - b. Be sure to fill out ALL boxes.
3. Use a ruler and marker/highlighter/crayon when creating the bars on your graph (no pen/pencil).
 - a. Create clear bars on your graph to show your amazing growth and accomplishment.
4. **CELEBRATE!** You are doing a great job!

Assessment Log: QT 1

[illegible]

Assessment Graph: QT 1



STEP 2: "Master" Data Folder

- Keep a separate data folder for each class/subject.
 - This allows for absent students to update their data folder independently, label clearly and make this folder easily accessible.
 - Provides a "master" record of class data for co-teachers or admin to reference
- "Master" Folder is File System for All Test Items
 - Answer Key
 - Class Line Plot (this indicates questions missed on test) and is important data regarding the test and student performance.
 - Assessment Log to track all items that have been reviewed.



When you keep a "master" data folder for each class or subject, you are truly making your life easier. This folder is prepped prior to holding a Test Talk with the class, and is perfect to put under the document camera for students to copy. The folder also provides a convenient filing system; all assessment data and information is in one spot and easy to access or pass on to another teacher if needed.

STEP 3: Use Data Folders Weekly

- Update Data Folders Each Week
 - Choose a day to update if it helps to keep you on track.
 - Be sure to return summative assessments within 72 hours (need help with this, check out [My Blog](#)).
 - Send folders home once updated for parents to review and bring back the following day.
- Data Folder Storage
 - Ensure that data folders are easy to access.
 - Store folders towards the front of the room, this keeps them in sight and allows administrators or other teachers to easily flip through and access the folders.
 - Clearly label so that visitors/SpEd Teachers/Interventionists can view or grab folders as needed.

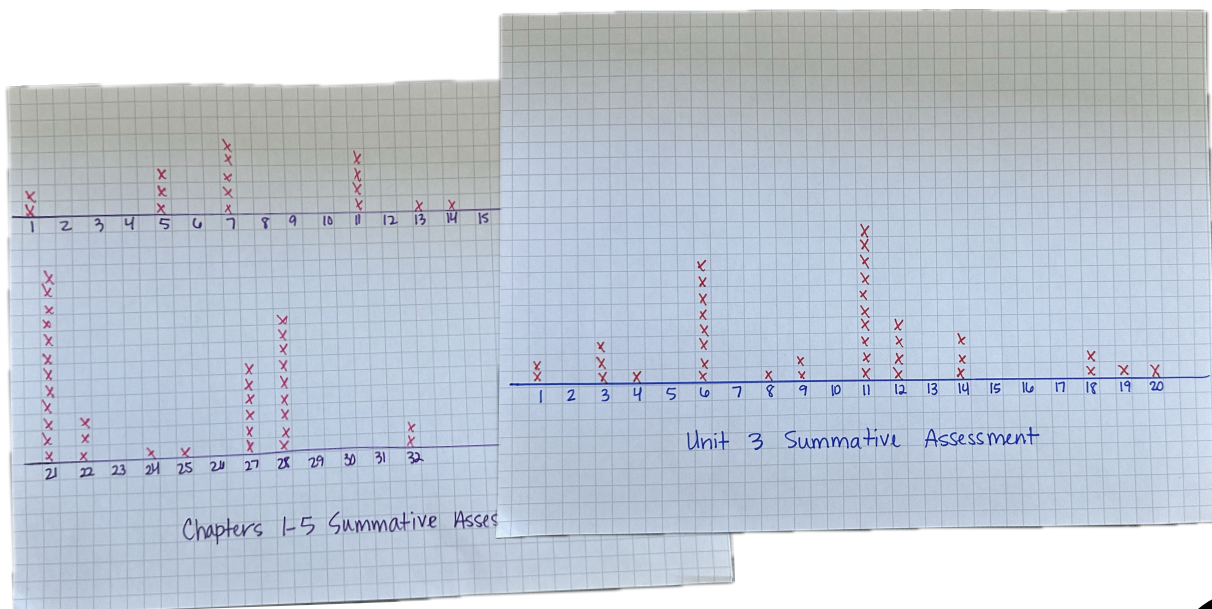
Consistency is key with data folders! When you use them every single week, students realize that this is important, and their grades begin to become tangible. When grades and their value are celebrated and understood, students begin to care. If you need help keeping up with grading to ensure that scores are recorded each week, check out [My Blog](#).



STEP 4: Conduct the Test Talk

Once students have copied and recorded data into their Assessment Log and Assessment Graph, it is time to conduct the Test Talk.

1. Test Talk should take no more than 15 minutes MAXIMUM
 - Typically 10 minutes
 - Dependent on the length of the test
2. Celebrate Students!
 - Give a shout out to students that have scored well on the test.
 - Give a shout out to students that have shown growth and improvement.
3. Teacher will share line plot data from grading
 - Line plot will indicate how many students missed specific questions.
 - This line plot will guide in depth explanation of specific questions.



STEP 4: Conduct the Test Talk

Conduct the Test Talk Continued:

3. Students have their own test and a pen in hand during the Test Talk.
 - Students are expected to write in correct answers to the problems they have missed.
 - Students are expected to mark in pen or indicate the problems that are correct.
 - Students are expected to write the percentage and letter grade on top
4. Read/Share ALL answers to the test
 - Display on document camera
 - Students are adding in correct answers in pen
5. In-Depth explanation on questions missed the most (as indicated on line plot).
 - You do not need to explain every question on the test, this will cause students to become distracted and off task.
 - If a student has a question on a specific question, or groups of questions, pull them during your intervention group for a more in-depth conversation.

The tests are graded, but it is expected that students are marking all over their test with colored pen/ink; the teacher has graded the assignment, indicated which problems are wrong and the final score, but it is expected that students fill in the rest.

Data Folders and Test Talks...Step by Step

Hopefully this step by step guide can help you to implement data folders and test talks in your classroom tomorrow! When you show students the meaning of their grades, they will care about their grades.

Once You Start Data Folders and Test Talks You Will Notice...

- Students taking in interest in their scores on tests and grades in general.
- Happier and more supportive parents when it comes to assessments and grades.
- Less time spent gathering student information and data, it is already organized and ready to share with other teachers.

Check out [My Blog](#) and [YouTube Channel](#), for a more in depth explanation.