Get prepared
Select a chair, timekeeper, and recorder. Read and discuss the protocol. Make sure there is a batch of student work that the group will look at in using the protocol. Review the following ground rules:
1. Behavior is professional throughout — no outbursts, no personal attacks
2. Everyone listens to everyone else and does not interrupt or talk over others
3. Praise where possible, but express critical opinions candidly
4. Accept criticism as if it were intended to help improve student achievement
5. Be brief, so that everyone gets lots of chances to talk

Do the assignment yourselves
Every member of the team does the assignment as given to the students.

Make a scoring guide
The group generates a rough scoring guide from the standards and the assignment.

Score the student work
The group scores the student papers, using the guide.

See what students know and can do
The recorder writes the group’s answers to the following questions:
1. What does this student work tell us about student learning?
2. What do students know, and what are they able to do?
3. Was the assignment well designed to help students acquire knowledge and exercise skills?

Do something about it
The recorder writes the group’s answers to the following question: What needs to happen on the classroom, school, and district so that all students can do this and similar tasks well?

Develop and carry out an action plan
The group plans and carries out action to improve student learning.