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|  |   | Notes |
| 1 | Decide WHAT to assess |  |
| 2 | Decide HOW to assess |  |
| 3 | Develop the assessment plan |  |

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|  |  | Notes |
| 4 | Determine the timeline |  |
| 56 | Write the AssessmentReview the Assessment |  |
| 7 | Set proficiency criteria & decide how to gather data |  |