

Norming Protocol with a Scoring Sheet

One number a team can compare month to month

An open resource from Quantum Learning Machines. CC BY 4.0. Version 1.0, September 2026

Purpose

Teacher teams that grade on proficiency scales already norm on student work. This protocol keeps that practice and adds a record: two numbers written on a sheet with the date, so a team can see whether agreement is holding across the year. It needs no software and works with any grading system that reports proficiency against learning targets.

What you need

- A learning target and the proficiency scale your school already uses for it (levels 1 to 4, or your own labels).
- Four to six pieces of student work on that target, names removed and labeled A to F.
- Three to six scorers. Teachers of the course, the coach, an administrator, or a colleague from another grade all count.
- About 40 minutes and the scoring sheet on page 2.

The protocol

1. **Read the scale together (3 minutes).** One person reads the level descriptors aloud. Agree in two sentences what each level looks like on this task. Do not look at the work yet.
2. **Score alone (10 minutes).** Each scorer reads every sample and writes a level for each on a slip of paper or on their own row of the sheet. No talking, and no changing a score after seeing another scorer's.
3. **Fill the grid (2 minutes).** The facilitator copies every score into the grid: one row per scorer, one column per sample.
4. **Find the team level for each sample (3 minutes).** For each column, circle the level given most often. If two levels tie, the facilitator picks one and marks the cell with a star.
5. **Mark each score (5 minutes).** Compare every score to the circled level in its column. Same level: write E for exact. One level away: write A for adjacent. Two or more away: write O for off.
6. **Compute two numbers (2 minutes).** Count all scores, count the Es, and count the As. Exact agreement is Es divided by all scores. Adjacent agreement is Es plus As, divided by all scores. Write both as percentages in the box.
7. **Talk about the splits (12 minutes).** Discuss only the O cells and the column with the fewest Es. Ask what in the work or in the scale wording caused the split. Decide one change to the scale: a revised descriptor or a new look-for. Keep the sample as an anchor if it helped. Write the decision in one sentence.
8. **Log it (2 minutes).** Copy the date, target, sample count, scorer count, both numbers, and the one decision into the running log. Keep the log with the scale.

Reading the numbers

- Teams commonly treat about 70 percent exact agreement and about 90 percent adjacent agreement as good enough for a classroom decision. Treat those as reference points. No cut score is intended, and the comparison that matters is your own team's number last month.
- A low number describes the scale wording and the task. It says nothing about any one scorer, so do not record who gave which score in the log, and do not use the numbers to evaluate teachers.
- Agreement measures consistency. A team can agree completely and still read the standard too generously, so once a year, check the anchor sample against the standard the scale is written to.
- Numbers move when the task changes. Compare sessions on the same target when you can.

Worked example

Four scorers, four samples, 16 scores. Sample B tied between 2 and 3, so the facilitator picked 3 and starred it.

	Sample A	Sample B	Sample C	Sample D
Scorer 1	3 E	2 A	4 E	3 E
Scorer 2	3 E	3 E	4 E	2 A
Scorer 3	3 E	3 E	4 E	1 O
Scorer 4	4 A	2 A	4 E	3 E
Team level	3	3 *	4	3

Es 11, As 4, Os 1. Exact agreement 11 of 16, or 69 percent. Adjacent agreement 15 of 16, or 94 percent. The team discussed sample D, where one score sat two levels off, and added a look-for to the level 3 descriptor.

Scoring Sheet

Learning target: _____ Scale: _____ Date: _____ Facilitator: _____

Scorer	Sample A	Sample B	Sample C	Sample D	Sample E	Sample F
Scorer 1						
Scorer 2						
Scorer 3						
Scorer 4						
Scorer 5						
Scorer 6						
Team level (most common)						

All scores	E (exact)	A (adjacent)	O (off)	Exact agreement	Adjacent agreement
				%	%

One decision made this session:

Running log

One row per session. Keep this page with the proficiency scale it belongs to.

Date	Learning target	Samples	Scorers	Exact	Adjacent	Decision (one sentence)