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How to write an assessment plan example

Are you a teacher in higher education wanting to get the best out of your students and assessments? Then on behalf of Risbo, Erasmus University Rotterdam, we would like to welcome you to this MOOC on Assessment in Higher Education. In this MOOC we will guide you through the different phases of preparing, creating and evaluating the assessments in your course. After participating in this MOOC, you will be able to: 1. Design an assessment that is constructively aligned (content, level, methods) with the course objectives and activities 2. Apply the quality criteria with respect to validity, reliability and transparency for construction of assessments and assessment items 3. Analyze the assessment output and results, assess the quality of the assessment and make decisions about students' grades accordingly 4. Formulate future improvements for an assessment For the assignments, you will be working with your own teaching materials. For example you will create your own assessment plan for your course. Next to that you will become part of a learning community with teachers from all over the world. We are offering you instructional videos, interviews, animations and checklists. In addition to these, there will be course activities, such as assessments, and discussion prompts. By participating in this MOOC, you will find answers to the following questions: • What is the role of assessment? • How can you select the right methods of assessment for your course? • What is constructive alignment? • How can an assessment plan and matrix help you in the construction of assessments? • Is it possible to make an absolute reliable and valid assessment? • How can the formulation of good assessment questions have an impact on that? • What is the role of feedback? • How can rubrics help with providing feedback? • What are the things to consider when performing an exam or item analysis? What aspects should you look out for? • How do you draw conclusions from an exam analysis and make plans for future improvements? • If good students fail on certain questions, what does this say about the question... or about your teaching? Are you ready for enhancing your teaching skills? Then take this journey with us. Academic Assessment Planning and Reporting Examples and Templates Planning Student Learning Outcomes Assessment Plan Template Examples of Assessment Plans Methods of Assessing Program Level Learning Outcomes Reporting Assessment Report Instructions and Examples Student Learning Outcomes Assessment Report Template (Narrative Format) Think about one of your courses, and ask yourself, "How will I know if my students have learned what I want them to? What can they do to practice and demonstrate their learning throughout the course?" These are foundational questions for course assessment planning. Consider a course assessment plan as a matrix that maps both formative and summative assessments against your learning objectives and combines a mix of qualitative and quantitative measures. Formative assessments are the lower-stakes opportunities to practice learning such as homework problems, quizzes, group work, and drafts. Formative assessments can be used to scaffold learning as students work toward a summative assessment, the high-stakes evaluation opportunities, such as exams and large-scale or final projects. How you combine formative and summative assessments provides students the pathway to learn, practice, and demonstrate their progress toward the course learning goals. In this resource, we walk through five steps to developing an assessment plan: Once you have completed the activities in this resource, you will have a solid plan with which to start your course. We'll also offer suggestions for implementing and iterating your plan as well as additional resources you may find useful. Enhancing and improving educational practices, processes, and policies as a result of evidence-based decision-making and change implementation is the purpose of the assessment process, and is the main crux of the assessment cycle. The documentation of the process and resulting decision-making is important for being organized, transparent, and accountable. Assessment Plans A critical component of effective assessment is the planning process. Planning is important because when it takes place, proper attention is given to all aspects of the assessment process: Appropriate methodology considering the goal or outcome being assessed Data analysis needs and the resources available Options for sampling Use and review of results How results will be shared How the information will be used for improving teaching and learning or institutional effectiveness Assessment planning is an activity that a program or department should undertake at the beginning of their assessment cycle timeframe, which is usually the academic year. As such, the planning process should be started by late summer and an assessment plan finalized by early in the fall semester in order to allow for adequate time to implement the plan. What is an assessment plan? At the most basic level, an assessment plan is a document (e.g., in Word or Excel) that outlines: Student learning outcomes or department goals to be assessed during that academic year Direct and indirect assessment methods used to demonstrate the attainment of each outcome or goal Brief explanation of the assessment methods, including the source(s) of data Indication of which outcome(s) or goal(s) is/are addressed by each method Intervals/timelines at which data is collected and reviewed Individual(s) responsible for the collection/review of data Additional components of an assessment plan may include the mission of the department or program, curriculum maps aligning outcomes with courses, and a detailed implementation plan for each method or outcome/goal. There is often an assessment plan template that is utilized by all departments within a college or division to ensure that all aspects of the planning process are addressed and submitted in a consistent format to leadership for review. Assessment Reports Once an assessment plan has been implemented and data has been collected, it is time to further consider the various requirements and other options for reporting, or more generally, sharing the assessment information. Departments and programs are often required by leadership to submit an annual report, including a section on assessment. This information may be part of the annual report itself, or a separate document. As with assessment plans, an assessment report template is often created to ensure consistency in reporting among departments or programs within a division or college. (There are several examples of this at State University of New York at Fredonia; see College of Arts & Sciences and the Division of Student Affairs.) Making assessment reports available to stakeholders (via a website, for example, see the Fredonia Computer & Information Sciences Assessment web page) is a way to increase transparency of the evidence-based decision-making process. What is an assessment report? An assessment report is essentially an extension of the assessment plan. Sometimes departments or programs use one document that serves as both the plan and the report. The majority of the document is completed during the planning process, and once data has been collected, reviewed, and discussed, the reporting components are then completed. An assessment report should accomplish the following: Outline the student learning or program outcomes or goals assessed during the assessment cycle timeframe Identify and describe the specific assessment method(s) and tools used to gather evidence for the outcomes or goals Identify the specific source(s) of the data Provide brief results of each method and the extent to which the outcome or goal was achieved Provide a summary or conclusions regarding the assessment process and results Identify how the results will be shared and with whom Identify how the assessment data contributes to decision-making and the actions that will be taken as a result of the information The assessment plan for the next year should reflect aspects of the assessment report from the previous year, as assessment is a systematic and continuous cycle and is the mechanism (or "means") to for improving educational practices, processes, and policies (the "end"). In addition to assessment reports, there is a variety of other ways to share assessment information with different audiences, including websites, brochures, presentations, and social media. In particular, finding ways to share assessment results with students contributes to their increased understanding of why they are asked to participate in assessment and how they benefit from it. CC0/steph/Pixabay You know you need insurance, but how much? What types are critical? You want to be protected but you don't want to pay for superfluous or redundant coverage. Yes, the old insurance question. Everyone hates it until you need it. Then you appreciate those faithfully paid premiums as your insurance agent stands before you at midnight with the property insurance claim form. Read on for tips on the types of insurance that you must carry, and those that may be better left aside. Top of the Order - Health Insurance Over half of all reported bankruptcies are tied to health insurance claims. These are claims that can topple your household deck of cards. Health insurance is very important to your ongoing financial solvency and leads this list of key insurance plans. You think you're maintaining a healthy lifestyle, but medical conditions have an insidious way of creeping up when least expected. Accidents happen too. Best to have a good health insurance plan to defray or reduce medical expenses and protect your hard-earned nest egg. Do you anticipate going to the doctor often? This may be especially true for those with young children or those with ongoing health issues. If this is the case, you will want a health insurance plan that has low deductibles. The deductible is the amount that you must first pay out-of-pocket before your insurance steps in to pay. If, on the other hand, you do not visit the doctor often, you might be best served with a higher deductible policy. Automobile Insurance Not only is this insurance crucial for car owners, but it is also required in almost every state. How much insurance and what type of auto coverage needed depends on several factors. First, is your car an old clunker or a newer model? Older vehicles may only need liability coverage. In the event of an accident, your liability policy will pay for the other party's medical bills and auto repairs. And therein help you avoid a lawsuit if you were at fault. Liability coverage does not pay for damage to your car or injured passengers in your vehicle. If on the other hand, you have a newer vehicle, you will want collision coverage which also pays for repairs to your car in the event of an accident. If you have taken out a loan to purchase your vehicle, you will most likely be required to have collision coverage as part of your policy. Comprehensive coverage is auto insurance that pays for damage to the vehicle outside of an accident - such as damage caused by a fallen tree. It also protects the policyholder if the car is stolen. Homeowners Insurance Your home is typically your biggest asset and demands superior protection. Homeowner's insurance pays for many types of damage and also theft. But sometimes you need additional coverage to insure against flooding, earthquakes and fire - as well as other natural disasters that are not covered under the homeowner policy umbrella. Additional policies or riders on your policy may be required for an additional fee. Disability Insurance You work hard for your money. But what if an accident or illness takes you out of the workforce for an extended period? Could your family exist without your salary? These are critical questions to ask as you consider purchasing disability insurance. If any doubt, the "better safe than sorry" approach may be in order. Disability insurance pays you when you are unable to work due to illness or chronic health conditions. Having good disability insurance may make the difference between covering that mortgage payment and keeping your home or losing it to foreclosure. Life Insurance Lead candidates for life insurance are most certainly parents with young dependent children. While the death of a parent will be disastrous enough, the impact to the family finances can be equally devastating. The most affordable type of life insurance is term life insurance. These policies are set for a given term - be it 10 or 20 years. If death occurs during this time, the beneficiary receives the payment. And funds are then available to carry out the work of the deceased - from covering burial costs to providing family income and paying for college expenses. Other Insurance Offerings Other types of insurance may be of interest depending on your individual needs. Vision insurance plans help those with ongoing vision issues. With this insurance, you are better able to budget for eye exams and the resulting contacts or eyeglass prescriptions - which can cost hundreds and hundreds annually without vision care insurance. But there are some types of insurance that you typically do not need. Life insurance for children is one example. Your kids are typically not earning a wage that the rest of the family is counting on. Therefore, paying for life insurance just doesn't make sense. And beware of car rental firms asking you to pay for insurance on your rental. Double check your auto policy but typically your own automobile insurance covers this for you. MORE FROM ASKMONEY.COM

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