# Assessment Expectations and Communication

Clear communication is essential in learning environments, particularly where you may not have consistent face-to-face time with students. In all learning spaces it is critical to articulate your expectations and provide clear instructions for assessments. This includes expectations about how much time you expect students to spend on the assessment or parts of the assessment. Be as explicit as possible, giving more information than you think is necessary. Capture this information in an easy-to-follow format, such as a checklist. Here are some questions to consider when drafting your communication plan:

- What do I normally tell students about upcoming assessments? What is necessary for them to know to be successful in completing the assessment? How will I share this information with all the students regardless of their physical location? For example, you could capture this information and advice in a written introduction or short video on CourseLink. Send reminders and announcements regularly.
- How will I share grading and evaluation criteria with students?
- How will I ensure students have sufficient opportunities to ask for and receive support with the assessment? What forums will I provide for students to ask questions (e.g., CourseLink discussion board, online office hours, email)?
- How much time do I expect students spend on the assessment and does that align with the assessment weighting?

Be as transparent as possible in describing to students why certain assessments have been chosen, their relevance to their discipline or potential profession, their weighting, and how students will be evaluated. Explain how you expect students to use course materials to learn and prepare for assessments. Help students see how assessment is linked to learning by explaining the value of each assignment in terms of student learning. Try addressing these questions:
- Why is the assessment part of the course?
- How does the assessment relate to course learning outcomes?
- Where might students use the new knowledge or skill after the course?

Use this Transparent Assignment Template to think through these details and how you will communicate them to your students.