Assessment Checklist

Focus on Learning

☐ Does my assessment align with one or more course learning outcomes?

Provide Clear Instructions and Expectations (consider using the Transparent Assignment Template and Checklist)

☐ Do I explain to students the purpose of the assessment and how the assessment connects to the course learning outcomes?

☐ Do I have clear instructions explaining what I want students to do and the expectations I have?

☐ Do I explain how I expect students to use course materials to learn and prepare for the assessment?

☐ Do I provide clear instructions about how and when students should submit the assessment?

☐ Do I provide clear grading rubrics or grading criteria to guide my students' completion of the assessment?

☐ Do I provide clear instructions about how and where to ask for support with the assignment?

☐ How might students misunderstand the assignment or understand it differently than it is intended? How will I discuss these potential misunderstandings or misconceptions with students?

Balance Structure with Flexibility

☐ Have I offered students appropriate choice or flexibility with this assessment? (e.g., deadlines, weighting for final grade, submission format)

☐ Do students have enough flexibility within this assignment to account for any technology or internet issues?

Opportunities for Practice and Feedback

☐ Have I offered students opportunities to practice the skills they need to be successful on this assessment? How are opportunities for feedback built into these practice opportunities?

☐ How familiar are students with the tool(s) and technologies being used for this assessment? How will I help students become familiar with the tools?

☐ What technological support is offered for students? Will I be responsible for providing technological support to students? Do I feel prepared to do so?

Use of Technology

☐ Does CourseLink meet all of my needs for my assessment? If not, what other tools will I need?

☐ How comfortable do I feel using the technologies and tools that my students will use?

☐ How comfortable do I feel using the technologies and tools that I will use for providing feedback and evaluation?

☐ What security or privacy issues exist with the tools and technologies I'm using? How can I minimize these risks?