**Worksheet for Designing Formative Assessment**

To help you in planning an assessment to use in your training answer the following questions

1. Which learning outcome(s) will the assessment address?

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2. At what level will your assessment engage learners? Will it ask learners to Remember or Recall, to Use or Apply, or Find -- conduct an analysis and synthesis to generate a solution? Explain how.

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3. In which learning situation(s) or learning solutions can the assessment be used? For example: classroom, online synchronous, or online asynchronous, self-directed

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4. Describe your assessment items or exercises here.

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5. How will the learner receive feedback? Who will provide it? (teachers, peers, a computer, etc.)

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6. What kind of feedback will it be? (Correct/incorrect, why (in)correct, probing about why the answer was made, etc.)

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7. Will a rubric be used to guide evaluation and feedback criteria and response quality? Describe the criteria (at least 2) and levels of performance (at least 2).

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