

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?

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.

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

4. Describe your assessment items or exercises here.

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

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

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).