BEST PRACTICES
Does your work incorporate the elements that make an excellent assessment?

An excellent assessment…

1. Reflects a genuine effort to assess curriculum, and shows thoughtful consideration at each step
   - Goes beyond simply "checking the box," or filling in the blanks, and calling it done
   - Demonstrates that you are investigating how well students learn under the existing curriculum
   - Shows that faculty recognize assessment responds to student need, and is one important way of keeping your curriculum current
2. Demonstrates both a degree of detail plus a bigger picture conclusion
   - Reports specifics of this assessment, and how it fits into department assessments
3. Is collaborative, involving multiple faculty who teach the same or similar courses
   - Co-contributors can be listed at the bottom of the Main tab
4. Has meaningful attachments
   - Attachments are not technically required for launch, because each assessment is unique and faculty need to decide what fits this particular work
   - The majority of assessments should have 1 or 2 attachments, such as:
     - Rubric used to assess student work
     - Description of the assignment used
     - Test questions
     - Table or spreadsheet of student scores
     - Data analysis
     - Examples of student work
5. Is clear and detailed, so that it makes sense to your future self, as well as others
   - Assessment methods/tools are well-chosen to fit the outcome, and clearly described
   - Success criteria are clear, and chosen prior to doing the assessment
   - Data are clearly reported and analyzed for learning gaps
   - Reflection discusses how the current assessment has built upon previous assessments of that same outcome
   - Action plans address identified learning gaps, even if success criteria were met

An excellent assessment *may*…

1. Incorporate an element of Institutional Learning Outcomes assessment
   - While not necessary for every assessment you do, occasional use of the ILO common rubrics and/or surveys should become part of your routine
   - All instructional departments are required to do some ILO assessment – let your chair know so your participation can be documented in program review
   - See the ILO Resources Canvas shell for all the details (most faculty have access already – check your dashboard, or you may request instructor-level access via the Help Desk)
2. Allow for disaggregation of data
   - You can compare assessments for different instructors, different delivery methods, different times of day, dual enrollment vs. regular courses, or any factor you want to consider
   - See Level 2 training materials for details