**Course Assessment Plan Worksheet**

Construct a chart of your assessment plan for your course:

* Assessment item: For exams note the types of questions on the exam (multiple choice, essay, etc.).
* Aligned with outcome: Which learning outcome does the assessment item assess?
* Appropriate: Is this assessment item the best way to assess this outcome?
* Marking Plan: How the item will be graded – machine-scored, TA, rubric, self, etc.
* Practical: Is the assessment item feasible? For example, will you be able to grade and return the item within a reasonable time period to provide feedback to the student?
* % of Course Evaluation: Note the percentage of the final grade that is determined by this item.

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| Assessment Item (e.g. exam, essay) | Appropriate? | Aligned with outcome? | Marking Plan | Practical? | % of Course Evaluation |
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**Evaluate Your Assessment Plan**

* Reflect on your assessment plan by asking yourself these questions

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| **Question** | **Reflection** |
| Do you have an appropriate variety? |  |
| Is the timing spread out? |  |
| Do you have any formative tasks prior to these summative tasks? |  |
| How early in the course do students get feedback? |  |
| Is there an appropriate number of items? |  |
| Does the weighting add to 100%? |  |
| Have you measured all of the learning outcomes? |  |
| Can you explain this plan to students? |  |
| Have you addressed all college/department requirements? |  |
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