

**5-minute Assessment Interviews Information Table**

<p>What is it?</p>	<ul style="list-style-type: none"> <li>- A time-limited phone call or video call between you and a student where you engage the student in a Q&amp;A or a discussion and provide them with feedback/grade</li> <li>- We use 5 minutes as an example, it could be a longer interview. It depends on what you decide is manageable and appropriate.</li> </ul>			
<p>Why do this?</p>	<p><b><i>Could be for any one of these reasons:</i></b></p>			
	<p>You think this provides better evidence of some specific knowledge or skills learned in your course</p>	<p>You want to simulate the structure of a supervised time limited test to some extent</p>	<p>You want to feel more confident that students are authors/creators of the work they submit</p>	<p>You want to motivate students to prepare for performance-based assessment of this kind</p>
<p>How do I do this?</p>	<p><b>Question &amp; Answer Approach</b></p>		<p><b>Discussion Approach</b></p>	
<p><i>What do you want to assess</i></p>	<ul style="list-style-type: none"> <li>- Recall</li> <li>- Quick solutions to problems</li> <li>- Ability to explain an answer</li> </ul>		<ul style="list-style-type: none"> <li>- Fluency with course vocabulary</li> <li>- Application of concepts</li> <li>- Ability to explain their own work</li> </ul>	
<p><i>Basic Decisions</i></p>	<ul style="list-style-type: none"> <li>- Will you ask each students the same questions, or vary them?</li> <li>- What time frame will you work with, 5-10 minutes?</li> <li>- How important is it that each student have exactly the same amount of time?</li> <li>- AES Considerations?</li> </ul>		<ul style="list-style-type: none"> <li>- Will you or the student decide on the discussion focus/topic?</li> <li>- What time frame will you work with, 5-10 minutes?</li> <li>- How important is it that each student have exactly the same amount of time?</li> <li>- AES considerations?</li> </ul>	

<p><i>Design</i></p>	<p>This is a 5-minute test, not 3 hours, so provide students with some parameters</p> <ul style="list-style-type: none"> <li>- Provide category of questions in advance</li> <li>- Provide guiding questions in advance</li> <li>- Provide question to students in advance, have them submit that, and then discuss their answer</li> </ul>	<p>Things you might discuss -- be sure it is reasonable to complete a discussion in the time allotted—could be</p> <ul style="list-style-type: none"> <li>- example</li> <li>- case</li> <li>- problem</li> <li>- image</li> <li>- sample calculation with an error</li> <li>- student’s submitted work</li> <li>- (more could be added to this list)</li> </ul>
<p><i>Marking</i></p>	<ul style="list-style-type: none"> <li>- Decide how you will respond in the interview if students offer a wrong, right, or partial answer</li> <li>- Determine how you will easily record the scores during the interview</li> </ul>	<ul style="list-style-type: none"> <li>- You should have a rubric or a scale to record your ratings of the students’ ability to discuss the concepts, examples, or samples.</li> <li>- Decide if you will give the students any feedback during the interview.</li> <li>- Determine how you will easily rate the students against your criteria during or immediately following the interview.</li> </ul>
<p><i>How do I set this up?</i></p>	<ul style="list-style-type: none"> <li>- Develop a clear description of the purpose and approach of the assessment so that students can understand and prepare</li> <li>- Post a schedule or have students sign up using a tool like a doodle poll, a google excel spreadsheet, or one U of S instructor who did something like this last term recommends this tool <a href="https://calendly.com">https://calendly.com</a></li> </ul>	

<p><i>Interview tips?</i></p>	<ul style="list-style-type: none"> <li>- Set a timer, allow for overtime calls, but how much over will you allow – is a consistent time frame important to you or the students?</li> <li>- Complete notes sufficiently before you take the next student call</li> <li>- Keep track of time, maybe set a timer on your computer screen that you can both see, or agree that you will both set a timer and conclude on schedule.</li> <li>- Not all students may be available for the phone call, and you yourself may become unavailable as well. So, any timelines for completing are advised to be flexible so as not to put yourself or your students under undue pressure.</li> </ul>
<p><i>Time commitment?</i></p>	<p>It may take you some time to think through the approach you want to take, but after that remember:</p> <ul style="list-style-type: none"> <li>- If 30 students, with 5+ minute interview each, and simple record keeping and scoring by you in the moment might take 30 x 10 minutes = 300 minutes = 5 hours</li> <li>- If 50 students = 8 hours and 20 min</li> <li>- If 100 students = 16 hours and 40 min</li> <li>- And so on....</li> </ul>