



A Checklist for Avoiding Problems with Classroom Assessment Projects

	Yes	No
Choosing a Goal		
Is it the right size?	_____	_____
Is it precisely stated?	_____	_____
Is it relatively easy to access?	_____	_____
Is it worth assessing?	_____	_____
Is it actually taught in class?	_____	_____
Choosing an Assessment Technique		
Is it appropriate to your goal?	_____	_____
Can you integrate it into your usual class activity?	_____	_____
Is it reasonably simple?	_____	_____
Will it contribute to learning?	_____	_____
Applying the Assessment Technique		
Have you tried it yourself?	_____	_____
Have you done a run-through with a colleague?	_____	_____
Have you made the <i>purpose</i> clear to students?	_____	_____
Have you made the <i>process</i> clear to students?	_____	_____
Did you provide the necessary <i>practice</i> to students?	_____	_____
Have you allowed enough time to apply the technique?	_____	_____
Analyzing the Data		
Did you plan how you are going to analyze the data?	_____	_____
Have you collected a reasonable amount of data (not too much)?	_____	_____
Is your analysis reasonably simple?	_____	_____
Have you allowed enough time to do the analysis?	_____	_____
Responding to the Results		
Have you planned your response?	_____	_____
Have you made your feedback explicit to students?	_____	_____
Have you presented your response appropriately?	_____	_____
Does your response fit into what you have planned for the class?	_____	_____
Have you presented the good <i>and</i> bad news?	_____	_____
Have you tried to accomplish a reasonable change?	_____	_____
Have you allowed time to respond adequately?	_____	_____

