

The Common Assessment Design Process

- 1. Decide what to assess.**
 - a. Which essential outcomes will be included on this assessment?
 - b. Will this assessment be formative or summative?
- 2. Decide how to assess.**
 - a. Agree on the expected level of thinking for mastery of the outcome.
 - i. Bloom's Taxonomy
 - b. Choose the most appropriate assessment method.
 - i. Selected response
 - Examples: multiple choice, matching, true-false.
 - ii. Constructed response
 - A test question or task that requires the test-taker to create his or her own response, such as a short answer or essay question.
 - iii. Performance assessment
 - In its simplest terms, a performance assessment requires students to demonstrate they have mastered specific skills and competencies by performing or producing something.
- 3. Develop the assessment plan.**
 - a. How many items will be needed to assess each outcome? Consider:
 - i. How long the assessment will take to administer?
 - ii. How much time will be needed to score the results?
- 4. Determine the timeline.**
 - a. Decide the date or range of dates for administering the exam.
 - b. Decide the date for the data analysis meeting.
- 5. Write the assessment.**
- 6. Set proficiency criteria and decide how to gather data.**
 - a. What constitutes success?
 - i. Each item
 - ii. Total test
 - b. What process will be used for analyzing data?
- 7. Select a date to analyze data.**