# Assessment Inventory

## Instructions

The following two pages explain how to complete the assessment inventory table on page 3. The purpose of the table is to facilitate intentional course assessment planning. Below are descriptions of the nine columns within the table.

### Assessment Name

Enter the name of the assessment.

### Aligned Learning Outcome

Indicate the course or module (number) learning objective(s) (i.e. CLO# or MLO#) the assessment supports, maps to, and aligns with.

### Principles

Which principles of effective Assessment does the assessment meet? Check all that apply.

* Principle 1 (P1) = Assessment should serve learning
* Principle 2 (P2) = Assessment is a Multiple Measure to Provide More Evidence
* Principle 3 (P3) = Assessment Aligns with Learning Goals
* Principle 4 (P4) = Assessment Measures What Matters
* Principle 5 (P5) = Assessment is Fair

Desired Learning Result
What is the desired learning result from the assessment?

* Skills & Process – What should learners to be able to do?
* Understanding – What should learners understand?
* Disposition – What attitudes or behaviors should learners develop?

### Purpose and Use

Which purpose does this assessment serve and how will assessment information be used? Indicate all that apply.

* Diagnostic – Measure learner knowledge
* Formative – Inform and guide instruction, provide practice applying knowledge and skills
* Evaluative/Summative - Evaluate learning
* Educative – Enhance learning through authentic (real-world or simulated real-world) tasks

Audience
Specify all who will receive the assessment results (i.e., Learner, Faculty, Other?)

Assessment Method
Choose all relevant assessment methods:

* Selected response
* Brief constructed responses
* Authentic performance
* Authentic product
* Authentic process focus

Evaluation Method
Choose all relevant evaluation methods:

* Answer Key
* Scoring Template
* Machine Scoring
* Scoring Rubric
* Rating Scale
* Checklist
* Written/Oral Comments
* Other (specify)

Evaluator
Indicate who will evaluate the assessment?

* Peers/Co-workers
* Experts (external raters),
* Learner (self-eval)
* Community Members
* Online Viewers
* Other

Communication/Feedback Method
Select all methods for conveying assessment performance:

* Grade
* Rubric
* Written Comments
* Checklist
* Oral Communication
* Peer Feedback

## Inventory Table

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  Assessment Name | Aligned Learning Outcome | PrinciplesP1 P2 P3 P4 P5 | Desired Learning Result | Purpose and Use | Audience | Assessment Method | Evaluation Method |  Evaluator | Communication/Feedback Method |
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Resource: McTighe, J., & Ferrara, S. (2021). *Assessing Student Learning by Design: Principles and Practices for Teachers and School Leaders*. Teachers College Press.