

Assessment Exercises: Procedures and Reporting

Step 1. Planning

1.1
Agree selection of Learning Objectives to be assessed. (BCA rep and ADTL to identify desired LO's.)

1.2
Agree on item of student work to be assessed and date of assignment

1.3
Agree on choice/design of Rubrics with ADTL/Administrator

1.4
Confirm sampling design with ADTL/Administrator

1.5
Provide Scoring Sheets, Rubric, and templates (FCom Administrator sends to Assessor)

Step 2. Data Collection

2.1
Assess as per Rubric. Photocopy marked-up Rubrics before handing them back to students

2.2
Photocopy the assignments matching the Score Sheet before handing them back to students

2.3
Score Sheet data entry and statistics (Can be done by FCom Administrator from the marked Rubrics)

2.4
Return copied assignments, Rubrics, and (optional) filled-in Score Sheet to Administrator.

2.5
Prepare Assessment Exercise Report including statistical summary of data provided (AoL Administrator).

Step 3. Results, Findings, Actions

3.1
Send Assessment Exercise report to School for comment (AoL Administrator sends to T&L Cttee rep, who discusses with BCom Rep, CC, ADTL, and/or assessor as appropriate)

3.2
Interpret results and preliminary recommendations – ADTL with T&L Committee Rep or nominee.

3.3
Compile Summary Assessment Report from individual Assessment Exercise Reports – AoL Administrator.

3.4
Discuss findings / decide on actions required: BCom Management Committee / T&L Committee / ADTL/ FMT/ FCom Board

Done