

| VBS - Assurance of Learning Check List | | |
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| School AoL Organiser's Check List | | Tick |
| 1 | Identify courses covering desired Learning Objectives ensuring even coverage of the Learning Goals and even coverage across 100-300 levels within each major. Ensure Course Coordinators are notified that their course is to be assessed by 1 month before trimester starts. | |
| 2 | With Course Coordinator (or Programme Director where appropriate), identify most appropriate item of student work to be assessed to be assessed for each LO and decide on rubric to be used - contact ADTL for advice if needed. | |
| 3 | Make sure group work not used unless assessing teamwork skills. | |
| 4 | Decide on sample size for AoL data collection - see Faculty guidelines. | |
| 5 | Confirm the above with ADTL's office / AoL Administrator (Marina) and advice date of assignment/test. | |
| 6 | Confirm details with the relevant Course Coordinators/lecturers. | |
| 7 | Ensure Course Coordinator is provided with rubrics by the time the item of assessment is handed in by students. | |
| 8 | Ensure CC knows how to mark with rubric or scoresheet: Rubric: 1 tick or letter per row clearly indicating only one choice out of 'E', 'S', 'U'; ensure all traits are marked. Scoresheet: Enter 1 for each trait; ensure all traits are marked; check rubric wording regularly during marking. | |
| 9 | Ensure Course Coordinator understands the need to hand marked work to Course Administrators with sufficient time for scanning prior to handing back to students. | |
| Course Coordinator's Check List | | Tick |
| 1 | Design the chosen piece of assessment in such a way that it allows students to clearly demonstrate each of the traits describing the learning objective to be assessed for AoL. | |
| 2 | Prepare enough photocopies of unmarked AoL rubric to cover the sample size to be assessed. Sample size - see VBS guidelines. | |
| 3 | Determine sampling plan. Distribute unmarked AoL rubrics (and Scoresheet, optional) and selected assessment sample to markers. | |
| 4 | Instruct the markers how to mark the rubric or scoresheet: See 8 above | |
| 5 | For each item in the sample, first mark using course-related rubric or marking guide. Then mark using the AoL rubric designed to assess identified learning objective(s). | |
| 6 | Check the marked rubrics received from the markers making sure that the ticks are clear. | |
| 7 | Arrange for Course Administrator to complete steps 1) - 3) below. | |
| Course Administrator's Check List | | Tick |
| 1 | Once all marking is complete, photocopy all marked AoL rubrics for data entry by AoL Administrator, unless data already entered. Deliver photocopies to AoL Administrator. | |
| 2 | Scan a selection of the marked work (assignments/ test/exam scripts) together with their associated course-related rubrics and AoL rubrics, as per VBS sample size guidelines. Save file as AoL_Course_code_Year_Trimester_Assignment-Descriptor. Send file to AoL Administrator. | |
| 3 | Return originals to the Course Coordinator or to students as agreed with Course Coordinator. | |