

Assessment Planning Worksheet

Project Name: _____

Today's Date: _____

Assessment Purpose

The purpose of this assessment is to _____ (PURPOSE)
 by assessing _____ (POPULATION) using _____ (METHOD),
 so I can _____ (USE OF RESULTS).

Student Learning Outcome

Use A.B.C.D model

- A. Audience: Who is the learner? (students, participants, freshmen, clients, etc.)
- B. Behavior: What is the measurable behavior? (Action verb that is observable. *Use Behavior Words from Bloom's Taxonomy)
- C. Condition: Under what circumstances should the learner be able to perform? (after the workshop, at the end of their leadership experience, after three months on the job, etc.)
- D. Degree: At what level does the behavior need to be performed (100% of the time, how many, etc.)

Ex: After attending the leadership retreat, participants (CONDITION) (AUDIENCE)
will compare and contrast three leadership models. (BEHAVIOR) (DEGREE OF ACHIEVEMENT)

What will students learn:

_____ (CONDITION) _____ (AUDIENCE)
 _____ (BEHAVIOR)
 _____ (DEGREE OF ACHIEVEMENT)

Method Bank (how will you gather data)

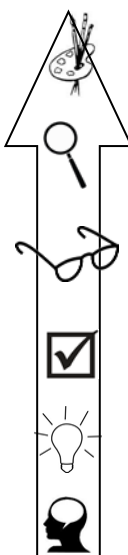
Existing Data	Focus Groups	Visual Methods/ Photography
Reflection	Interviews	Case studies
Paper and Web Surveys	Portfolios	Document Analysis
Rubrics	Observations	One Minute Paper

With whom do you think you'll share the data?

Have you done this project before?

What changes were made?

Behavior Verbs from Bloom's Taxonomy



Creating: assemble, construct, create, compose, design, develop, formulate, hypothesize, invent, plan, produce

Evaluating: appraise, argue, citizen, defend, judge, recommend, select, support

Analyzing: categorize, compare, contrast, differentiate, discriminate, distinguish, question

Applying: choose, demonstrate, employ, illustrate, operate, sketch, solve, use, show

Understanding: describe, discuss, explain, report, give example, paraphrase, summarize

Remembering: describe, recognize, list, recall, repeat, label, identify

Additional Notes/Concerns:

Project Timeline

Target Date to Begin Collecting Data: _____

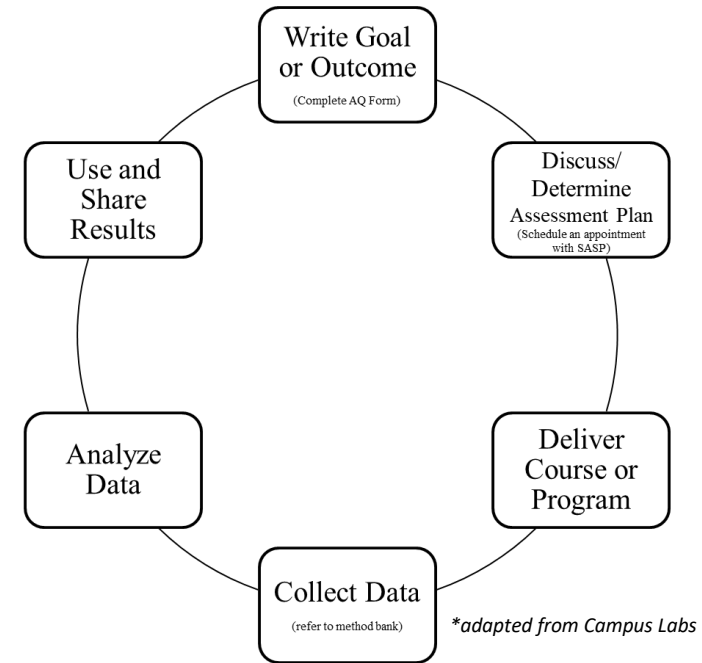
Target Date to Finish Collecting Data: _____

*When creating your project timeline please consider the following: when do you need results (allow about 4 weeks to receive a report from SASP, how long do you want to collect data, when do you want to have the assessment available (allow for 1-2 weeks to create a survey with SASP)

Making Sense of Assessment Results

What were the targets or goals? Were they hit?	What stands out as a success?
Is any information missing or any additional analysis needed? If so, what?	What stands out as an area for improvement?

Assessment Planning Cycle



Developing an Action Plan to Use Results

Task: _____ _____ Who will do it: _____ Due date: _____ Task: _____ _____ Who will do it: _____ Due date: _____	Task: _____ _____ Who will do it: _____ Due date: _____ Task: _____ _____ Who will do it: _____ Due date: _____
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Who are your stakeholders? What data does each stakeholder need to know? What finding should be emphasized for each stakeholder? How will you share data with each stakeholder?

Tips:

- Include students and other stakeholders from the beginning to build credibility in your methods and results.
- There is often more than one way to collect the data—use what works best for you, knowing that you can add on other methods later.
- Identify (and use) data that already exists.
- Keep it simple! Choose a method that is manageable so you can complete the project.
- Consider both formative and summative assessment and choose those that best meet your needs.
- Look for opportunities to collaborate with other departments and units.
- Reflect on the process and results of assessment and do not be afraid to change your method.



**Student Affairs
Strategic Planning**
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