

# Assessment Planning

## Assessment Purpose

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

## Success Criteria

What is your target?  
How will you know if the goal or outcome is met?

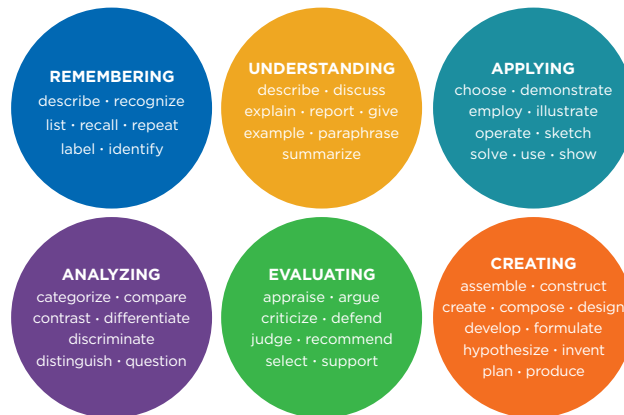
## Students will be able to:

## Additional Notes

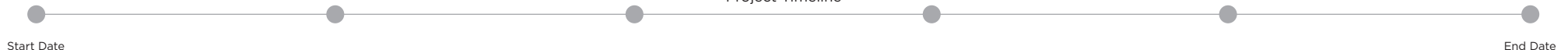
## Method Bank

Existing Data	Focus Groups	Visual Methods
Mobile Surveys	Interviews	Case Studies
Web Surveys	Portfolios	Document Analysis
Rubrics	Observations	Quick Assessments

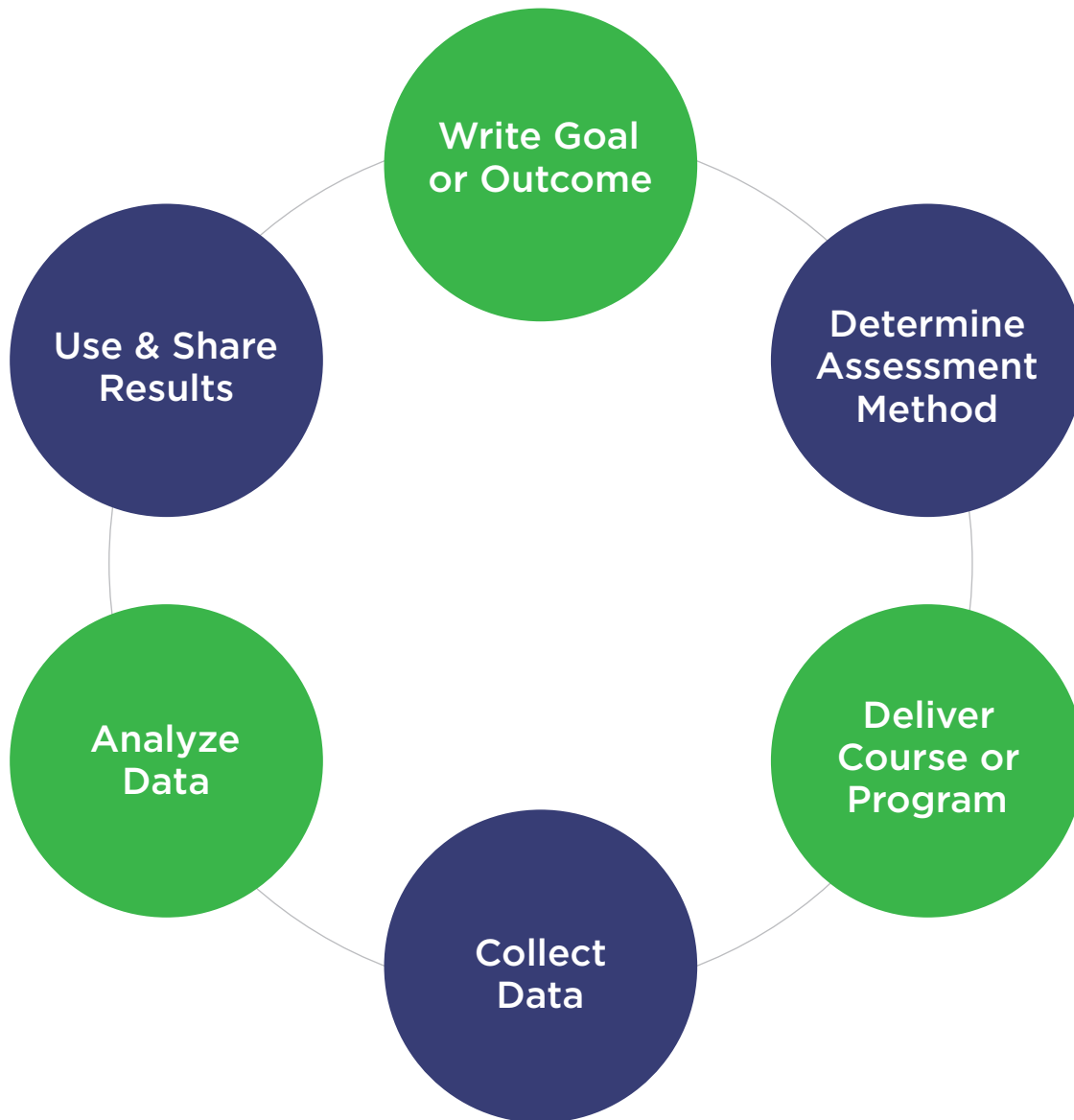
### Behavior words from Bloom's Taxonomy:



### Project Timeline



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For additional resources, visit [www.campusintelligence.com](http://www.campusintelligence.com)

## Tips

Identify (and use) data that already exists.  
No need to do the same work twice!

Find or plan to collect baseline data so you can document change.

Keep it simple! Choose a method that is manageable so you can complete the project.

Build up your assessment toolbox by getting experience with different methods and knowing when it is appropriate to use them.

Consider both formative and summative assessment and choose those that best meet your needs.

Start with the ideal design for your assessment and then work backwards to what is possible. There is always more than one way to collect the data—use what works best for you, knowing that you can add on other methods later.

Look for opportunities to collaborate with other divisions and units.

Include stakeholders from the beginning; this builds credibility in your methods and assessment results.

Reflect on the process and results of assessment and do not be afraid to change your method. Assessment is an ongoing process.

Share your results—let others know about and learn from the work you've done.