Activity – Due date: August 7, 2018   Value 30%

EVALUATION TOOLS

As an instructor, you will need to assess your students' knowledge to determine their level of competence, as well as to measure your delivery methodology (Planning for Instruction). Therefore, designing and implementing effective and reliable evaluation tools will allow you to properly assess your students' competence, as well as their ability to apply knowledge and hands-on skills in the workplace.

This assignment will focus on your instructional obligation of evaluating and assessing, while also using Brightspace functionalities.

1) Select **two** (2) methods of an evaluation (summative & formative). Use **Brightspace Assessment tool** for one of evaluation tools.

> The goal of **formative assessment** is to gather feedback that can be used by the instructor and the students to guide improvements in the **ongoing** teaching and learning context.   For example, students submit one or two sentences identifying the main point of a lecture or having students submit a draft outline for a paper.
>
> The goal of **summative assessment** is to measure the level of success or proficiency that has been obtained **at the end** of an instructional unit, by comparing it against some standard or benchmark. For example, assigning a grade to a test or final exam.

Your two methods evaluations may be in the form of the following examples:

Formative Assessment (during the learning activity)	Summative Assessment (end of a unit or course of study)
drawing or diagram	test, quiz or examination
steps to assemble, fix or arrange	skilled tasks / clinical tasks/ preceptorship
class assignment (group or individual)	project
labs, lab work	Clinical tasks (check lists)
online or face2face discussions	report, or lab report, or journaling
group/individual class presentations	case study

2) Communicate to your instructor via email - shelley.poirier@nbcc.ca - which evaluation tools you have selected. You will need to use a variety of methods to evaluate various learners, *for example: one test and one project*. Use **Brightspace Assessment tool** for one of evaluation tools.

3) Design two separate evaluation tools (one must be designed using Brightspace). When designing this evaluation tool, include key words or points that directly relate to and describe the competency and/or objectives that will be achieved using this evaluation method.

   Remember: The design of the evaluation tool and the assessment of your students must **directly link** to the course competencies and/or learning objectives as described on your course outline. **Specifically, the level of assessment matches the "verb usage" in the course competency.**

 Each evaluation tool must include the following information:
   - Complete course name, course code, ex. *SAAL1220 Intermediate Spreadsheets*
   - Name of the evaluation: ex. *Final Examination.*
   - Provide the class name or cohort of students, ex. *2018 Business Administration: Jr. B class.*
   - Include the tentative date of the assessment or duration of the activity, ex. *October 15, 2018.*
   - Include the duration time: ex. Students have 90 minutes to complete this activity.
   - Include a brief description of the purpose and/or reason for administering this type of activity or assessment, ex. *"This midterm will assess the following Microsoft Excel Intermediate competencies…"*   OR *"Students will be assessed on the following tasks using Microsoft Excel…"*

4) Assign values and criteria used to describe any assessment values. Provide the total numeric value of the assessment (point or/and %), ex. *Midterm Examination _____/75, _____/20% of Final Grade.*

   - Include clear and consistent instructions for your students to follow.
   - Use proper form and format: Proofread for an error-free evaluation tool, use page numbering when necessary.
   - Apply simple inclusive elements using universal design for all types of learners or who may require accommodation. Types of universal design may be increased font point on PowerPoints, or printed documents for students with visual impairments, video for specific instructions, subtitles. Click the link for examples Universal Design Standards

5) Submit any final copies to Brightspace.   See your instructor for further completion and submission details.

Please note*: Feel free to use previously used evaluation tools, although, revisions must be clearly made based your new knowledge of evaluations, assessment and rubric design. As well, previously used evaluation tools must be detailed and provide a reliable assessment to directly relate to course outcomes, competencies and any learning accommodation requirements.*

Upon successful completion of this assignment, the following course competencies will be achieved: 1, 2, 6, 7.