**Educational Assessment**

# Subject Code: 350015

Students will create and administer assessments to evaluate learners’ knowledge and skill development. They will examine types of assessments, align assessments with desired learning goals, and evaluate the quality and effectiveness of assessments. Additionally, learners will utilize assessment data to develop and improve curriculum and instruction that helps the learner. Using assessments as an effective medium for communications between the instructor and the learner will be emphasized throughout the course.

# Outcome 1.1 Employability Skills

Develop career awareness and employability skills (e.g., face-to-face, online) needed for gaining and maintaining employment in diverse business settings.

# Competencies

1.1.6 Explain the importance of work ethic, accountability and responsibility and demonstrate associated behaviors in fulfilling personal, community and workplace roles.

* + 1. Identify the correlation between emotions, behavior and appearance and manage those to establish and maintain professionalism.
    2. Adapt personal coping skills to adjust to taxing workplace demands.

# Outcome 1.2 Leadership and Communications

Process, maintain, evaluate and disseminate information in a business. Develop leadership and team building to promote collaboration.

# Competencies

1.2.1 Extract relevant, valid information from materials and cite sources of information (e.g., medical reports, fitness assessment, medical test results).

1.2.5 Communicate information for an intended audience and purpose.

1.2.7 Use problem-solving and consensus-building techniques to draw conclusions and determine next steps.

* + 1. Write professional correspondence, documents, job applications and résumés.
    2. Use technical writing skills to complete forms and create reports.

# Outcome 1.3 Business Ethics and Law

Analyze how professional, ethical and legal behavior contributes to continuous improvement in organizational performance and regulatory compliance.

# Competencies

1.3.1 Analyze how regulatory compliance affects business operations and organizational performance.

1.3.3 Use ethical character traits consistent with workplace standards (e.g., honesty, personal integrity, compassion, justice).

1.3.8 Verify compliance with computer and intellectual property laws and regulations.

# Outcome 1.4 Knowledge Management and Information Technology

Demonstrate current and emerging strategies and technologies used to collect, analyze, record and share information in business operations.

# Competencies

* + 1. Select and use software applications to locate, record, analyze and present information (e.g., word processing, e-mail, spreadsheet, databases, presentation, Internet search engines).
    2. Verify compliance with security rules, regulations and codes (e.g., property, privacy, access, accuracy issues, client and patient record confidentiality) pertaining to technology specific to the industry pathway.
    3. Use system hardware to support software applications.

1.4.8 Use electronic media to communicate and follow network etiquette guidelines.

# Outcome 1.8 Operations Management

Plan, organize and monitor an organization or department to maximize contribution to organizational goals and objectives.

# Competencies

1.8.1 Forecast future resources and budgetary needs using financial documents (e.g., balance sheet, demand forecasting, financial ratios).

1.8.4 Identify alternative actions to take when goals are not met (e.g., changing goals, changing strategies, efficiencies).

# Outcome 2.3 Professionalism

Model behaviors of professional educators, maintain needed licenses or certifications, and advance needed skills to exhibit a desire to contribute to professional growth and development.

# Competencies

2.3.5 Adhere to the legal and ethical framework of the teaching profession, and explain the consequences of failing to do so.

# Outcome 2.4 Operational Responsibilities

Recognize and fulfill the day-to-day tasks that support teaching and learning.

# Competencies

* + 1. Complete and maintain up-to-date records (e.g., incident reports, gradebooks, immunization records).
    2. Identify and document mastery of standards.

# Outcome 3.8 Learner Characteristics

Select educational services aligned to learner characteristics.

# Competencies

3.8.1 Identify a learner’s interests, abilities and developmental progress.

3.8.4 Identify exceptional learners based on established criteria and provide aligned services as needed.

# Outcome 5.1 Curriculum Planning

Develop curriculum that ensures learners receive integrated, coherent learning experiences.

# Competencies

5.1.4 Assess learners’ prior level of understanding.

5.1.10 Identify factors to evaluate in determining mastery of content.

# Outcome 5.2 Instructional Planning

Plan instructional strategies and activities to promote learner development.

# Competencies

* + 1. Determine adjustments to instructional plan based on learners’ growth, development and understanding.
    2. Incorporate evaluation strategies that measure a lesson’s learning outcomes.

# Outcome 6.3 Online Instructional Design

Design online courses or materials to deliver curriculum.

# Competencies

6.3.11 Construct online learning content, activities and assessments utilizing Universal Design principles.

# Outcome 7.1 Observation and Assessment Foundations

Describe the value and need for observation and assessment in the education process.

# Competencies

* + 1. Compare the purpose, value and use of formal and informal observation.
    2. Describe the impact of observation findings on curriculum and needed environmental changes.
    3. Explain the purposes and impact of assessment.
    4. Explain how assessments can be used as an effective medium for communication between the instructor and the learner.
    5. Distinguish among formative, summative and diagnostic assessment.
    6. Distinguish between norm-referenced and criterion-referenced assessments.
    7. Describe the need to provide immediate and frequent feedback to learners.
    8. Explain the potential use of adaptive technologies in assessment.
    9. Describe the use and value of mastery learning techniques.
    10. Identify interventions often used to assist learners with testing.

# Outcome 7.2 Observation

Administer formal observations to evaluate learners’ growth and development progress and to diagnose problems.

# Competencies

* + 1. Identify procedures and best practices for administering formal observations.
    2. Select tools for recording and categorizing learner progress.
    3. Screen learners’ overall health status, developmental strengths and weaknesses.
    4. Analyze a learner’s nonverbal behaviors and rely on behavioral cues to see what a learner knows and can do.
    5. Identify the development of learners’ receptive and expressive language skills by regularly and systematically observing learners in various contexts.
    6. Maintain observational and anecdotal records to monitor learners’ development.
    7. Use observation records to identify patterns, trends and conclusions about individuals and groups of learners.
    8. Use formal observation to develop a holistic picture of the learner.
    9. Use observation to scaffold learning for individual learners.
    10. Prepare formal and informal learner observations that are objective and factual.

7.7.11 Assess development of learners’ literacy capabilities.

7.2.12 Identify reading concerns, and implement interventions.

* + 1. Utilize ongoing learner observation to recognize developmental goal attainment.
    2. Assess learners’ readiness to transition.
    3. Use observations to align curricular activities.
    4. Communicate observation outcomes to stakeholders.

# Outcome 7.3 Assessment

Develop and administer assessments to evaluate learner understanding and skill development.

# Competencies

* + 1. Describe the characteristics, strengths, limitations and uses of assessment tools.
    2. Explain potential consequences of misusing or overusing assessment procedures.
    3. Align assessments with desired or mandated learning outcomes.
    4. Choose assessment methods appropriate for learning environment and instructional goals.
    5. Identify required assessment and testing instruments.
    6. Develop selected-response test items and keys.
    7. Develop constructed-response test items and scoring guide.
    8. Distinguish between holistic and analytical rubrics.
    9. Develop performance scenarios and rubrics.
    10. Facilitate development of learners’ portfolios.
    11. Prepare learners for the demands of specific assessment formats.
    12. Administer assessments.
    13. Use scoring guides and rubrics to score projects and essay questions.
    14. Create and use rubrics and rating scales to score performance assessments.
    15. Communicate assessment outcomes to stakeholders.

# Outcome 7.4 Test Analysis

Evaluate quality and effectiveness of assessments.

# Competencies

* + 1. Describe reasons learners respond incorrectly to test items.
    2. Determine test-item discrimination.
    3. Distinguish between validity and reliability.
    4. Explain types of validity.
    5. Determine test-item validity and reliability.
    6. Resolve issues or problems with test items.
    7. Interpret commonly reported scores on standardized tests.
    8. Interpret summary indexes often reported with assessment results.
    9. Determine patterns in assessment data for groups of learners.

# Outcome 7.5 Data Applications

Apply data to improve curriculum and instruction and to foster learner growth and development.

# Competencies

* + 1. Identify types and sources of data that can be used for educational improvement.
    2. Display data in visual representations to illustrate learning results.
    3. Describe ways that data can be used for educational improvement.
    4. Explain ways that data are used by administrators to drive educational performance.
    5. Explain the importance of considering measurement errors when making learner decisions.
    6. Determine and implement needed corrective measures based on test analysis.
    7. Construct and administer surveys to obtain curricular feedback.
    8. Analyze formal and informal feedback for curriculum evaluation purposes.
    9. Interpret data to inform teaching responses and strategies.
    10. Interpret and use assessment data to motivate learners and enhance their performance.