Assessment Design Template

Purpose

This is a comprehensive **Assessment Design Template** that will guide you in creating structured, effective assessments for eLearning modules, courses, or training programs. It ensures that all essential aspects of assessment design are covered.

Assessment Information

- **Course/Module Title**: [Insert Course/Module Title]

- **Assessment Title**: [Insert Assessment Title]

- **Instructor/Designer**: [Insert Name]

- **Date Created**: [Insert Date]

- **Version**: [Insert Version Number]

- **Estimated Time to Complete**: [Insert Time, e.g., 30 minutes]

Assessment Overview

- **Purpose of the Assessment**:

  [Briefly describe the purpose of the assessment. Example: "To evaluate learners' understanding of..."]

- **Type of Assessment**:

  [Select the type(s) of assessment, e.g., Multiple Choice, True/False, Short Answer, Scenario-Based, Practical, etc.]

Learning Objectives Alignment

Objective 1:

- **Learning Objective**: [Insert the learning objective the assessment addresses]
- **Question(s)**: [List queries or tasks that align with this objective]
- **Bloom's Taxonomy Level**: [Select the cognitive level, e.g., Remember, Understand, Apply, Analyze, Evaluate, Create]

Objective 2:

- **Learning Objective**: [Insert the learning objective the assessment addresses]
- **Question(s)**: [List queries or tasks that align with this objective]
- **Bloom's Taxonomy Level**: [Select the cognitive level, e.g., Remember, Understand, Apply, Analyze, Evaluate, Create]

Objective 3:

- **Learning Objective**: [Insert the learning objective the assessment addresses]
- **Question(s)**: [List queries or tasks that align with this objective]
- **Bloom's Taxonomy Level**: [Select the cognitive level, e.g., Remember, Understand, Apply, Analyze, Evaluate, Create]

Assessment Structure

Total Number of Questions: [Insert Number]

Question Types:

- **Multiple Choice**: [Insert Number of Questions]
- **True/False**: [Insert Number of Questions]
- **Short Answer**: [Insert Number of Questions]
- **Scenario-Based**: [Insert Number of Questions]
- **Practical/Hands-On**: [Insert Number of Questions]

Scoring and Weighting:

- **Point Value per Question**: [Insert Point Value]
- **Weighting of Sections**: [If applicable, describe how different sections or question types are weighted]
- **Total Possible Score**: [Insert Total Score]

Assessment Questions

Question 1:

- **Question Type**: [Multiple Choice, True/False, etc.]
- **Question Text**: [Insert the question text]
- **Answer Choices** (for multiple choice):
  - a) [Option A]
  - b) [Option B]
  - c) [Option C]
  - d) [Option D]
- **Correct Answer**: [Insert the correct answer]
- **Feedback**: [Provide feedback for correct/incorrect answers]

Question 2:

- **Question Type**: [Multiple Choice, True/False, etc.]
- **Question Text**: [Insert the question text]
- **Answer Choices** (for multiple choice):
  - a) [Option A]
  - b) [Option B]
  - c) [Option C]
  - d) [Option D]
- **Correct Answer**: [Insert the correct answer]
- **Feedback**: [Provide feedback for correct/incorrect answers]

Question 3:

- **Question Type**: [Multiple Choice, True/False, etc.]
- **Question Text**: [Insert the question text]
- **Answer Choices** (for multiple choice):
    - a) [Option A]
    - b) [Option B]
    - c) [Option C]
    - d) [Option D]
- **Correct Answer**: [Insert the correct answer]
- **Feedback**: [Provide feedback for correct/incorrect answers]

(Repeat this section for all questions.)

Instructions for Learners

- **Assessment Instructions**:

  [Provide clear instructions on completing the assessment, including time limits, navigation, and how to submit answers.]

- **Technical Requirements**:

  [List any technical requirements, e.g., "Requires Flash Player," "Best viewed on desktop."]

- **Support Information**:

  [Include contact information or resources if learners need technical support during the assessment.]

Feedback Strategy

- **Immediate Feedback**:

  [State whether feedback is provided immediately after each question or at the end of the assessment.]

- **Detailed Feedback**:

  [Describe the nature of the feedback, e.g., explanations for correct/incorrect answers and references to study materials.]

- **Remediation Suggestions**:

  [Provide guidance on additional resources or study materials for areas where learners performed poorly.]

Review and Evaluation

- **Peer Review**:

  [Detail the peer review process, including who will review the assessment and the criteria they will use.]

- **Pilot Testing**:

  [Describe any pilot testing conducted, including the sample size and feedback received.]

- **Final Approval**:

  [State the final review and approval process before the assessment is deployed.]

Revision History

- **Version**: [Insert Version Number]
- **Last Updated**: [Insert Date]
- **Changes Made**:

  [Document any changes made to the assessment, including reasons for the changes.]

Media and Resources

- **Videos**:

  [List any videos included in the module, along with their titles and durations.]

- **Images/Graphics**:

  [Describe the images or graphics used, and their purpose.]

- **Audio**:

  [List any audio files used, including narration scripts if applicable.]

- **Additional Resources**:

  [Include links to additional resources, e.g., PDFs, external websites, or further reading materials.]

Accessibility Considerations

- **Alt Text for Images**:

  [Ensure all images have descriptive alt text for screen readers.]

- **Captions for Videos**:

  [Ensure all videos have captions.]

- **Keyboard Navigation**:

  [Ensure the module is fully navigable using a keyboard.]

- **Color Contrast**:

  [Check that color contrasts meet accessibility standards.]

Module Review and Testing

- **Peer Review**:

  [Detail the peer review process, including who will review the module and what criteria they will use.]

- **Usability Testing**:

  [Describe any usability testing conducted, including the target audience and methods used.]

- **Final Review and Sign-Off**:

  [State the process for final review and approval before the module goes live.]

Revision History

- **Version**: [Insert Version Number]
- **Last Updated**: [Insert Date]
- **Changes Made**:

  [Document any changes made to the module, including reasons for the changes.]