

Step 5: Developing an Implementation Plan

The final stage in the assessment process is devising a plan to administer the assessment. Consider the following issues as you decide how many work samples you will collect, how many you will assess, who will assess them, and how you will report on your findings:

1. Implementation:

Number of sections: _____ Number of students: _____

2. Collection:

The number of work samples you examine will depend on the kind of assessment activities you develop. If, for example, you plan to use a series of objective questions on a machine-graded exam to measure proficiency, then you will probably tabulate and use all of your responses. However, you will need to consider other questions:

- a. How will responses to these specific questions be isolated and collected?
- b. Who will collate them and tabulate the results?

If, on the other hand, you plan to use class presentations, essays, or similar activities, then you may need to assess representative samples. In this case, consider the following questions:

- a. Who will select these representative work samples?
- b. What principle will be used to select them?
- c. Where and how will these samples be stored until they are assessed?

3. Review and Evaluation:

Whether you use objective questions or representative work samples, the work needs to be reviewed and analyzed by a group of departmental members.

- a. Who will examine and assess the work samples?
- b. When will this assessment occur: during the term? End of the term?

4. Dissemination of Findings:

- a. Who will be responsible for collecting and reporting the findings?
- b. What groups (beside the GEC) will see your findings?
- c. How will these findings be used?

After you have developed an implementation plan, complete sections G and H of the General Education Assessment: Pilot Project Worksheet.