

Assessment Plan Checklist

Post-Secondary World Language Learners



A Guide for World Language Educators

Use the checklist below when developing assessment plans for your course or program.

Yes No

1. I have referenced any assessment plan that already exists for my course or program.
2. I have documented the assessment practices currently being used in my course or program.
3. I have completed a needs assessment to determine the assessment needs of my course or program.
4. I have determined what assessments I will use to assess students' language proficiency at the beginning of my course or program.
5. I have determined what assessments I will use to assess students' language proficiency at interim points in my course or program.
6. I have determined what assessments I will use to assess students' language proficiency at the end of my course or program.
7. I have determined how student performances on these assessments will be evaluated.
8. I have determined how I will interpret assessment results and report them to various stakeholders.
9. I have determined how I will translate assessment results into grades for my course or program.
10. I have shared my assessment plan with appropriate stakeholders, such as students, colleagues, and department/program heads.
11. I have created a plan for reviewing and revising my assessment plan after implementing it in my course or program.