Assessment Plan Checklist
Post-Secondary World Language Learners

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.