

## **Assessment checklist (exams, papers), drawn up by the Assessment Chamber May 6, 2013 (reviewed July 11, 2018)**

When evaluating the assessment of a selected course, the Assessment chamber examines the following components:

### **Assessment information in the study handbook**

- Have the learning objectives been defined clearly?
- Has the content of the assessment been described?
- Has the assessment method been indicated, including any interim tests?
- Has the weight of the various assessment elements been indicated?
- In the case of a written exam, is a pilot exam available or has it been made clear what kind of questions students can expect in some other way?

### **Written Exam**

In the case of a written exam, the Assessment chamber checks whether the following information has been made available to the students (preferably on the cover page of the exam):

- Has the time allowed been indicated clearly?
- Has the number of pages and questions been indicated clearly?
- Has the weighting per question been indicated?
- Has (an indication of) the minimum points to be achieved for a pass grade been specified?
- Do students know when the grades will be announced?
- Do students know when and where they can review their graded scripts (post-exam session)?

### *Other matters relating to the assessment/exam:*

- Is there an assessment form/answer key available?
- Has the grading standard been adapted, and if so, why?
- Is there an assessment matrix available? What does it indicate?
- Has a statistical analysis of the exam results been carried out? What was the outcome?
- How did students perform: results; pass rate; irregularities?
- Has the course been evaluated in writing? If so, what were the results of the questions relating to the assessment of the course?
- Was a peer review carried out beforehand? Were students informed about that?

### **Paper**

In the case of a paper, the Assessment Chamber checks whether the following information has been made available to the students (preferably in the programme handbook):

- Are there clear and complete guidelines that the paper must comply with?
- Has the deadline been indicated clearly? Has an indication been given of the consequences for the grade if the paper is not turned in on time?
- Have the aspects on which the project will be assessed been indicated (for example content, form, originality)?
- Is an assessment form available? Does the assessment form contain a guideline on the weight of the various assessment categories of assessment and on any compensation options?
- Has it been indicated when the grades will be announced?
- Has it been indicated when and where the students will view their graded work? (post-examination session)?

*Other matters relating to the assessment/paper:*

- How did students perform; results; pass rate; irregularities?
- Has the course been evaluated? If so, what were the results of the questions relating to the assessment of the course?
- Was a peer review carried out beforehand? Were students informed about that?

**Exam/test content check:**

*General*

Validity

- Does the test measure and cover the learning objectives?
- Does the test cover the specified course content in a balanced way?
- Does the test distinguish between students who master the course content and students who do not?

Usability

- Is the chosen form of assessment suitable for the course content, the group size and the teaching method?

*Written exams*

Reliability

- Are the questions unambiguous?
- Are questions interdependent or not?
- Is it possible to complete the exam within the set time?
- Is the difficulty level in line with the level of the course?

Comparability

- Are the content and difficulty level of the pilot exams, exams and resit exams similar?

*Papers*

Reliability

- Are the writing instructions for the paper unambiguous?
- Is it possible to write the paper within the set time?
- Is the difficulty level in line with the level of the course?

Comparability

- Are the content, assessment criteria and difficulty level of the original paper and the resit paper similar? If the resit consists of rewriting the original paper, what is required to get a passing grade for the resit and how will the resit be assessed in relation to the original paper?