Writing Tests & Quizzes

General Assessment Information:
- Typed/readable font/organized (It's better to have more pages than a smaller font.)
- Assessments should contain CURRENT information being taught in class.
- Do not try to "trick" students
- Use professional language (use the same language you use while teaching in the classroom)
- Use multiple types of questions (multiple choice, matching, T/F, Fill in the blank - with word bank, short answer, essay) – Choose the type that best fits your desired outcome.

Quizzes:
- 10-15 min (including grading time, if graded in class)
- No more than one per week
- 7-10 questions
- Easy to study (students should know exactly what to study)
- Possibly on one concept

Tests:
- Students should be able to complete within the class period
- Use several levels of questioning (Bloom's Taxonomy)
- Balance between open book and study tests
- Final Exams – questions should only come from previous tests/quizzes
- Give a copy of your test to Mrs. Stringer

Projects/ Research papers

Long-range projects such as research papers, etc. will have time schedules for each specific section, so students will have adequate time to prepare. Teachers must coordinate projects with the administration to avoid overloading students with large assignments from multiple classes. *Projects and research papers must be graded using a rubric. Students should be given the rubric at the time the assignment is assigned so that the students are aware of expectations.*

Assessment and Data Collection:
- Use the results of your quizzes/tests to adjust your future instruction
- Plickers (www.plickers.com) – FREE!
- Grade Cam (www.gradecam.com) – TCS has an account.

Reminder:
- Staff Resources – www.tcseagles.org/faculty-page (username/password is the same as accessing RenWeb)

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