

ASS7. DEVELOP, TRIAL AND REVIEW A KNOWLEDGE TEST**Instructions:**

This assessment activity will be prepared in your own time, then trialled and reviewed in class time with the group as your peers. It will provide evidence against two units of competency and give you practice and feedback.

The units of competency in this activity are:

TAAASS403B Develop assessment tools

TAAASS402C Assess competence

You task is to :

- 1. Prepare a knowledge test, (an assessment tool), marking guide and answer sheet**
- 2. Conduct the assessment with a group in a class trial**
- 3. Mark the assessment and provide feedback**
- 4. Review the tool and your experience of conducting assessment.**

You will also complete some of the tests prepared by the other students, give feedback on the tools and learn from the way others have designed and conducted and trialled an assessment.

1 Prepare a knowledge test, marking guide and answer sheet

Your trainer will allocate one or more topics in this course to each person. It is suggested that 2 people do the same topics. Your references will be the course workbook, the TAA Glossary of Terms and other material on developing assessment tools.

The rules for the design of the test

Please prepare a knowledge test that will take no more than 5 minutes to set up and complete.

The test must be based on the topics allocated to you in class.

There must be a minimum of 8 questions up to 10 questions maximum and the test should be one to two pages.

Bring enough copies of the test for everyone plus the trainer.

The type of written question in the quiz must include one or more of the following

1. Multiple choice questions
2. Short answer questions
3. True/ False questions
4. Completion statements (where you fill in a gap in a sentence)
5. Matching exercises (match one word with another word or term or definition)
6. Crossword or other word puzzles using assessment terminology
7. Complete the table
8. Short scenario questions that provide a short 'real life' example then ask you to apply a theory, or model or other knowledge to explain what has occurred (or not occurred) in the example.

The knowledge test is an assessment tool and must include:

- Clear instructions on the test paper on how it will be conducted and marking information for the students. You may choose open book, closed book, oral completion, pair work or other methods of completing the test within the allocated 5 minutes.
- A sample answer sheet and marking guide for the assessor.

2 & 3 Conduct the test, mark the test and give results

Each person will have an opportunity to conduct the test with a small group. You will also mark the test with the group. The marking method you use is your choice. The trainer may guide you in the method he/she wants you to practice.

If two people have prepared knowledge tests for the same topic, they should conduct the tests after each other. Then the 2 tests can be compared and reviewed together.

4 Review the test with the group:

At the end of the marking, you will sit with the group and a discussion will provide feedback from your peers and the trainer on the design and construction of the knowledge test. You will note the ideas on how to improve the test.

What have you learnt from this preparation, trial and review of an assessment tool ?

Complete the review report on the improvements to the test questions and other improvements to this tool. Comment on the main things that you have learnt from this exercise in the design of a written test and the conduct of a test with a small group in a classroom setting.

Submit: The trainer will ask you to complete the Review of Assessment Tools Report. Submit the original Assessment tool, the revised Assessment tool and the completed Review report.

Satisfactory completion:

The assessment activity will be satisfactorily completed when:

- a. *The written knowledge test on the correct allocated topic is prepared and ready for use in class.*
- b. *The type of questions use at least one of the recommended styles*
- c. *The test does not take more than 5 minutes for students to complete*
- d. *The test is conducted / trialled as instructed by the trainer*
- e. *The learner is open to peer feedback on improvements to the test and makes these notes*
- f. *The review report is completed and submitted with the knowledge test showing improvements that will be made.*
- g. *The learner participates in the trialling and feedback on knowledge tests developed by other members of the group*