

## Working towards effective practice

This checklist is intended to support exploration and discussion with others in your context. It has been reproduced in Word format to enable further development and adaptation to suit local needs.

<b>Issues to consider</b>	<b>Working towards effective practice</b>
<b>Purpose</b> (reason for implementing e-assessment; alignment with e-learning and other strategies).	Consider the rationale for e-assessment and internal and external evidence (including case studies) that supports it. Review how the proposal aligns with related institutional strategies.
<b>Learners</b> (their prior experience, ICT skills, rights, responsibilities; and access to resources and feedback; the appropriateness of the approach taken).	Consider the appropriateness of the pedagogic approach and likely benefits for learners.
	Review the availability for learners of technologies, digital resources, ICT support and codes of practice.
	Consider accessibility and regulatory requirements.
<b>Context</b> (face to face or virtual; tools, facilities and services; staffing requirements; IT infrastructure; support and training for practitioners).	Identify adaptations needed to the IT and physical infrastructure.
	Consider strategies for sustaining and updating the IT and physical infrastructure.
	Review models for staff training and support.
<b>Development</b> (suitability and innovation in assessment designs; compliance with standards and quality assurance procedures; accredited routes for professional development; interoperability of systems).	Consider the design, pedagogic approach and ability to assess a diversity of skills, including those not covered by traditional methods.
	Review quality assurance procedures and how they relate to the design and development of e-assessment, e-portfolios, item banks and the use of multimedia in e-assessment.
	Consider the professional development needs of all staff involved, including learning technologists, IT support teams, administrators and invigilators.
	Review the suitability and compatibility of technologies used with other institutional systems. Explore adaptations to tools and systems to improve security and efficiency.
<b>Implementation</b> (contingency plans; choice of and adaptations to systems; authentication procedures;).	Review the outcomes of pilot schemes.
	Explore protocols and procedures for authenticating candidates and ensuring the security of summative e-assessments.
	Review contingency plans for summative assessments. Consider the quality and immediacy of feedback in formative assessments.
<b>Evaluation</b> (measuring achievement of objectives).	Identify how achievement of objectives will be measured. Review methods for obtaining evaluation data.