Tips for Scoring Assessments

West Chester University Division of Student Affairs

When building the learning outcomes and assessments, take time to think through how the scoring will work. It is worth noting that qualitative questions may take longer to score while quantitative questions can be scored automatically in some systems (e.g., Qualtrics, RamConnect, D2L). It is also worth noting that through D2L, a list of students who passed assessment questions can be emailed to the program coordinator monthly through a Domo report.

Some questions to consider include:

- Who will be involved in scoring students' responses to assessment questions?

- How much time are they able to dedicate to this project?

- How will they be trained on scoring the assessments?

- Who will be responsible for compiling the list of students who passed the learning outcomes?

- Who will be responsible for adding the program to student's co-curricular transcript?

- How will the scores be communicated to each student?

- Will there be an opportunity for students to re-take the assessment?

- Who will be responsible for coordinating the assessment re-takes and communicating to students?