

## Learning Outcomes Assessment Information:

**Are you teaching a course which is designated for a formative and /or summative assessment? This document will help you understand the type of assessment (s) your course requires. For step-by-step instructions of how to maneuver LOAD please see the LOAD Guide which was attached with this document.**

First, determine whether you need to conduct a summative assessment, formative assessment or both and for which course outcomes; this is accomplished in Learning Outcomes Matrix (LOM) on the LOAD database. “S” and “J”\* indicate a summative assessment; “F” indicates a formative assessment.

A **summative** assessment is an assessment that measures the level or degree to which students have achieved the program outcomes or core abilities of a course. Summative assessments are formal in manner and the results must be reported on LOAD. Unit exams, final exams, final projects, licensure/certification exams and internships are great examples of ways you could conduct a summative assessment.

Your responsibilities for a summative assessment:

- Identify on your syllabus the learning outcomes that you will teaching and assess in your course
- Teach and use the appropriate assessment for the learning outcomes in your course
- Provide feedback to the students on their assessments, this can be in a group or individual setting, verbal or written.
- Enter the results into LOAD

A **formative** assessment allows the student and the instructor to assess student learning. The goal of a formative assessment is to informally allow students to demonstrate their level of understanding of a specific topic, which in turn helps the instructor recognize what teaching techniques are most effective. Oral presentations, self-assessments, games (Jeopardy, Quiz bowl), practice tests (with key provided) and instructor observation/feedback are some examples of formative assessments.

Your responsibilities for a formative assessment:

- Identify on your syllabus the learning outcomes that you will teaching and assess in your course
- Teach and assess the learning outcomes in your course
- Provide feedback to the students on their assessments, this can be informal, verbal or written

\*A “J” means the summative assessment is measuring both a Program Outcome and a Core Ability