



Category 8 ~ Assessment of Learning Outcomes

3.4 Learners are provided feedback on their mastery of learning outcomes.

The City of Tallahassee's Department of Equity and Workforce Development requires all instructors to provide immediate feedback on learners' mastery of learning outcomes, regardless of the method of course delivery (i.e. classroom or online). Assessment scoring must occur at the learning event, so instructors should allow ample time for administration and scoring of pretests and posttests.

Assessment Requirements

Pretest and posttest assessments must be administered for all learning events. For most courses of 3.5 hours to 8 hours in duration, 10-item assessments are appropriate, though more test items may be needed for required courses or complex topics. Pretests and posttests must not contain the same assessment items, however, items should be of approximate equivalent item difficulty.

Assessment items should be in alignment with learning outcomes and with instructional content per EWD's instructional systems design process. In order to adequately measure mastery of learning outcomes, test item types should avoid true-false questions and instead should contain:

- Multiple choice
- Fill in the blank
- Matching
- Short answer
- Essay

Administration of Assessments

Pretests should be administered in the beginning of a learning event. Scoring may occur via self-scoring, peer scoring, or instructor scoring. Learners should be informed of their scores immediately. Specific feedback is not necessary at that time, however, during the duration of the learning event, questions should be addressed in the instructional content.

Posttests should be administered at the end of a learning event. Learners should be informed of their scores immediately and specific feedback about any missed items should be provided.

Information from the completed pretest and posttest scores is added to the learning management system database.

Assessment Item Analyses

Scores are carefully monitored to ensure the reliability and validity of the assessments. Periodic item analyses are conducted including item difficulty, item/total test correlation, percentage of test takers responding to each option, and distractor/ total test correlation.



The City of Tallahassee has been accredited as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102; (703) 506-3275.
