ASSESS

Empowering Teachers to Design Innovative Assessment Tools in a Digital Era

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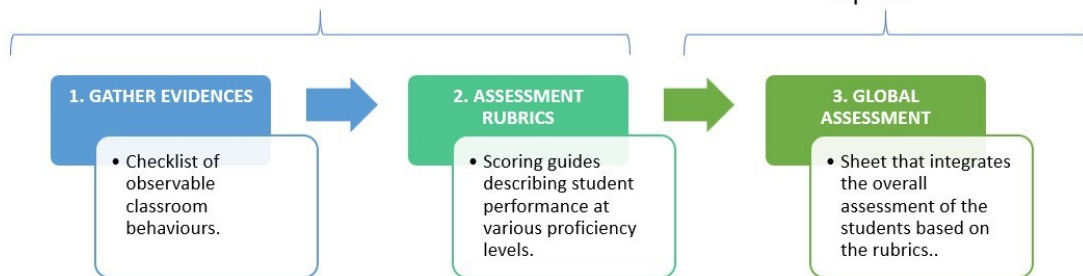# ASSESSMENT TOOLKIT

USER GUIDE

ASSESS

How do we innovate in evaluation and assess competencies?

Formative assessment
Regular exchange of comments and data collection.

Summative assessment
Processing of all data collected and production of the final report.

1. GATHER EVIDENCES	2. ASSESSMENT RUBRICS	3. GLOBAL ASSESSMENT
• Checklist of observable classroom behaviours.	• Scoring guides describing student performance at various proficiency levels.	• Sheet that integrates the overall assessment of the students based on the rubrics..

ASSESS Toolkit

A complete set of digital and analogue tools to assess your students in an innovative way.

The assessment toolkit (https://assess.nuclio.org/assessment-toolkit/) is adaptable to different teaching and learning methodologies and will include tools to collect and organize data from your students.

It also includes a global assessment tool that will use the data you collect to generate automatic reports to share with your students.

ASSESS Toolkit

This toolkit includes:

Checklist

Rubrics

Student´s report

1. Checklist

- The checklist helps the teacher to record evidence in the classroom for each student. With this information the teacher can then complete the assessment in the rubric.
- This instrument assumes that the information comes from the teacher's observation exercise.
- It helps the teacher to be systematic and rigorous in the assessment.

You can download here the checklist template with 5 core competences and 2 assessment moments.

2. Rubrics and Global assessment

- Rubrics are scoring guides used in the assessment of student performance.
- Rubrics describe the specific characteristics of each competency at various levels of performance.
- The objective is to clarify what is expected of student performance and to facilitate feedback to students. Rubrics enhance students' motivation to achieve better results.

You can download here the 5 competences assessment rubric, most recommended for primary education.

You can also [download here the 11 competences assessment rubric,](#) which is more appropriate for secondary education.

In addition to the assessment rubric, the designed tool automatically integrates all the assessments in the competences of each student to facilitate the summative assessment by the teacher. The teacher can even change the weight of each competence in the summative assessment according to his/her interests.
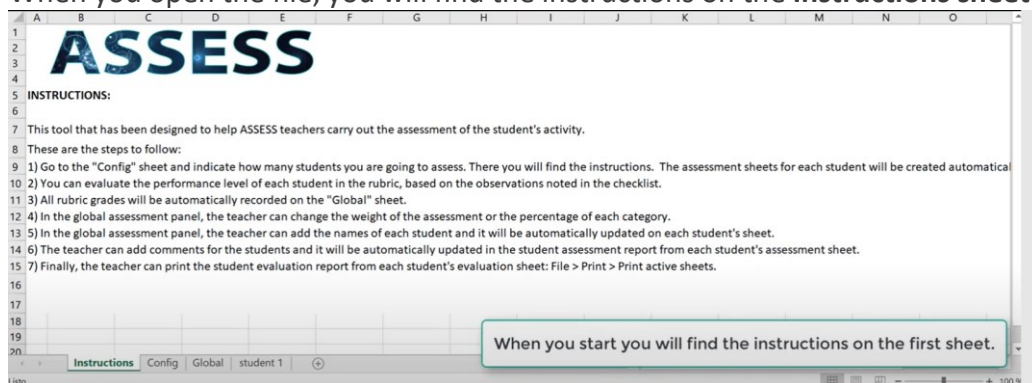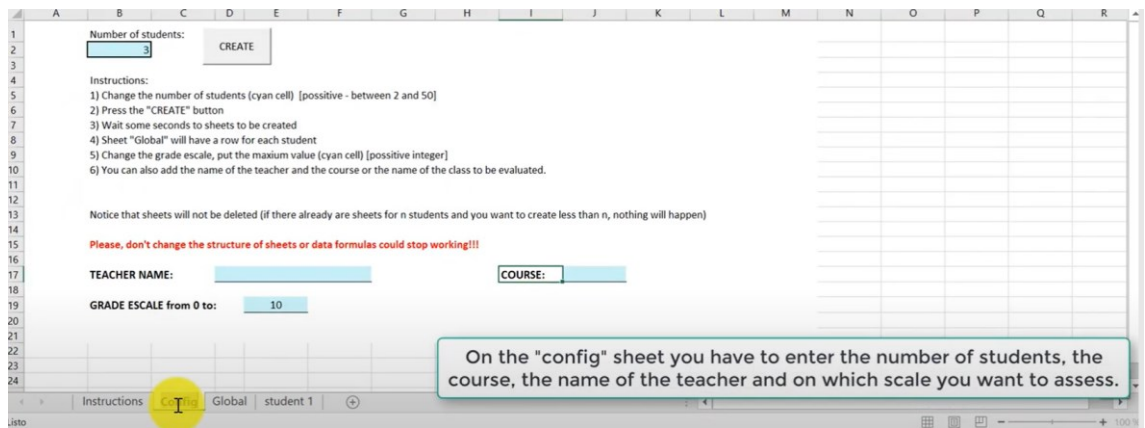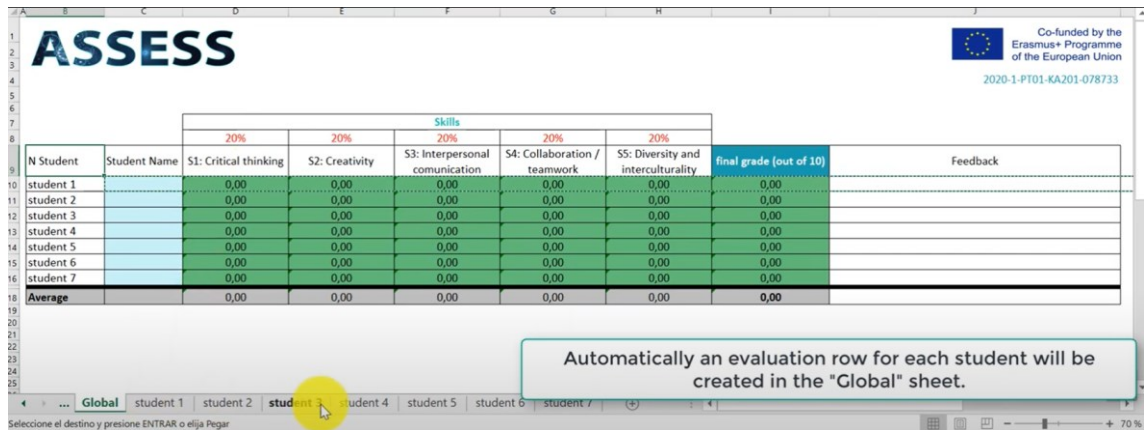

How to use the template

1. When you open the file, you will find the instructions on the **Instructions sheet**.

2. **Config sheet:** you have to enter the number of students the course, the name of the teacher and on which scale you want to assess and click on the CREATE button.

3. Automatically an evaluation row for each student will be created in the **Global sheet**.

   a. You can add the name of each student and automatically their names will appear in their rubrics and reports.
   b. You can also change the weighting of each competence in the summative assessment. It is important to note that the total must add up to 100%.

4. **Student's sheet:** the name is at the top of each sheet. You can assess each student based on each indicator for each competence in the rubric. Note that there are several assessment moments.

a. The average for each competence is automatically calculated at the end.

b. The assessment will also be automatically recorded on the **Global sheet** and displayed in colour according to the level of performance achieved.

Below is the video explaining how to use the tool: https://www.youtube.com/watch?v=JxOyM7I4krY

3. Student assessment report

- As mentioned above, it is very important to provide continuous and timely feedback to students. For this purpose, we have the student assessment reports.
- Assessment reports based on the rubrics are automatically generated in order to send immediate feedback to the students.
- These reports help the learner to redesign their learning strategies to achieve better performance results.
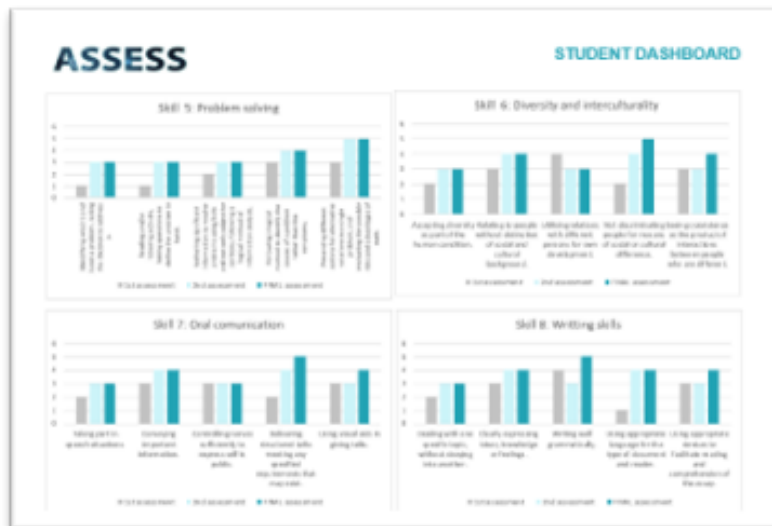
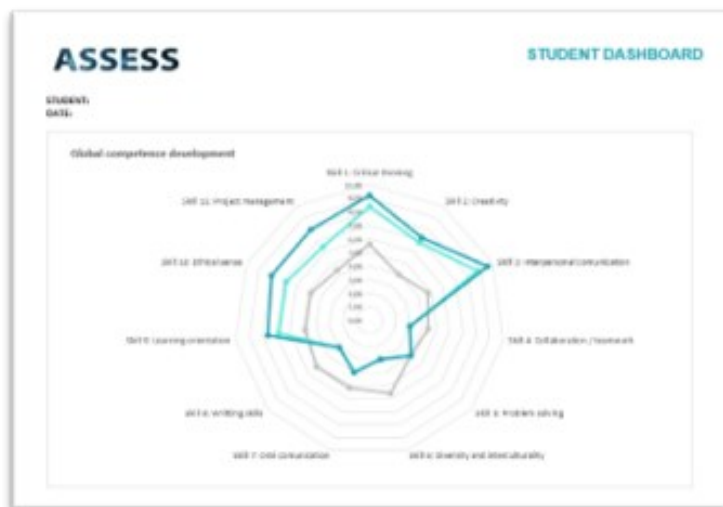In the reports the student can see his or her evolution in each competence according to the different evaluation moments and thanks to the evaluation target he or she can have an idea of his or her global performance.

In the assessment targets, the larger the polygon formed by the results, the better the student's performance levels.
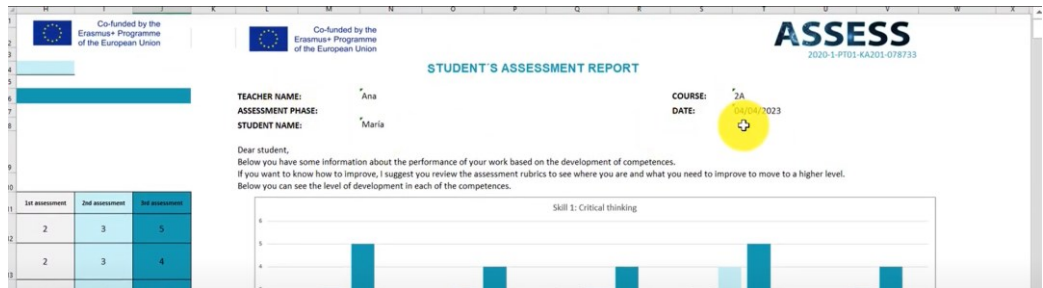

How to create the reports

1. You can write comments to each student from the Global sheet and they will automatically be included in their reports.

2. In each student sheet:
   a. You will see in the report the start data: teacher's name, student's name, course and date.

   b. All the graphs for each competence, with the different assessment moments, will also have been generated automatically.
   c. At the end, the comment you have written from the Global sheet will appear.

3. Export or print the report:
   a. Go to File > Print or Export as PDF
   b. The template automatically selects only the student's report.
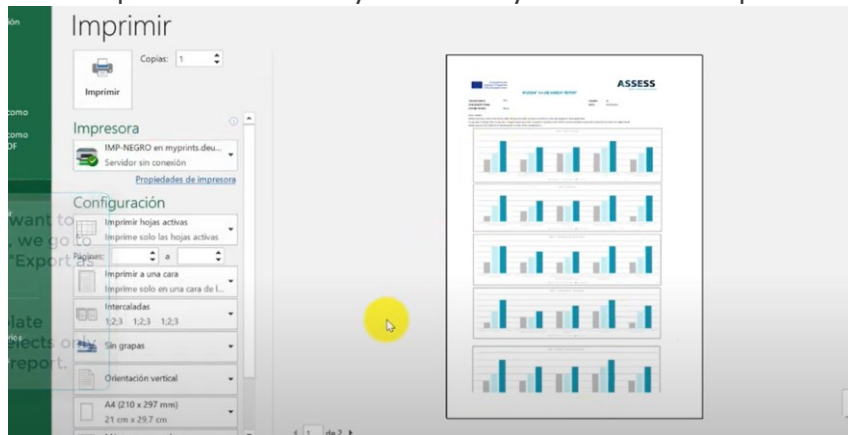
Below is the video explaining how to generate the reports automatically, how to add comments for each student and how to export them: https://www.youtube.com/watch?v=JtGAwEt2y-c