

# Formative Assessment Instructor Check Sheet

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Please refer to <http://business.troy.edu/Portal/formative-assessments.aspx> for complete guidelines and background information.

Use this check sheet to ensure that you have completed all required tasks as part of administering formative assessments.

## Before the Start of the Term/Semester

- Inform students (using your syllabus and other methods if appropriate) of the requirement to have a **live proctor**<sup>1</sup> for the formative assessment.

## Before the Exam

- Reviewed the general Formative Assessment and course-specific guidelines at the URL above for updates and changes.
- Face-to-face and hybrid sections:
  - Administer a practice test on Blackboard.
  - Ensure you have the exam password.
  - Schedule computer labs at your site or inform students of the need to make proctor arrangements.

## During the Exam

- Face-to-face and hybrid sections:
  - Take attendance.
  - Record the student score at the end of the exam.

## After the Exam

- Review the total time taken for each student and apply grade penalties for late submissions.
- Integrate the grade of the formative assessment in your final course grade.
- Online (eCampus) sections only:
  - o Expect to receive the exam results via e-mail.  
(face-to-face and hybrid sections: see bullet #2 under “During the Exam”)

## After the Course

- Report any Incomplete grades to Sven Aelterman (if final exam needs to be made up)

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<sup>1</sup> Remote Proctor does not qualify as a “live proctor.”