Formative Assessment Instructor Check Sheet

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\(^1\) 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)

\(^1\) Remote Proctor does not qualify as a “live proctor.”