



## Checklist for lecturers for designing and conducting written examinations and assessments (examinations / exercises).

### Assessment Literacy

1. I inform the students in the course directory about the necessary prior knowledge for my course.
2. I communicate to the students early enough what is expected of them in the written examination (e.g. in terms of priorities, level of detail of the required knowledge).
3. I communicate to students in advance how the examination is structured and show possible examination questions / sample solutions.
4. I make sure that the students know the examination process.
5. I discuss with the students how they can prepare well for the written examination.
6. I give students the opportunity to clarify questions about the requirements of the written examination in advance.
7. I inform the students about what they can expect as a support from the lecturers / assistants in preparing for my examination / assessment.

### Assessment Feedback

8. Students receive useful feedback on their exercise sheets.
9. I incorporate tests or mock exams into my teaching that allow students to better assess their own learning.
10. My grading of examinations and assessments gives a clear indication of the performance level achieved by the students.

### Assessment Design

11. Lecture, exercises and examination are well aligned with each other.
12. The exercises / exercise sheets allow the students to prepare well for the written examination.
13. I give the students the opportunity to ask questions about possible unclear examination or exercise tasks.
14. The examination workload fits to the ECTS to be acquired (1 ECTS = approx. 30 hours).
15. If available, I take into account previous feedback when designing the examination (e.g. with regard to the duration of the examination and the level of difficulty).
16. I have a clear idea of how I weight the different examined competencies when assigning grades.
17. I have clear criteria for what is required for a "sufficient", "good", or "very good" performance.

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