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**Sample Template: Linkage between Instruction and Assessment**

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| --- | --- | --- | --- |
| Intended Learning Outcomes (ILOs)1 | Method(s) of Delivering Instruction2 | Type of Assessment used to demonstrate ILO3 | Number of items and/or % of each assessment type4 |
| ILO 1 |  |  |  |
| ILO 2 |  |  |  |
| ILO 3 |  |  |  |
| etc… |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. List each learning outcome for each course
2. Tell us how the training is delivered that best suits that learning outcome
3. Next, indicate what type of assessment (Quiz, demonstration) you use to measure that someone learned what was taught to them, and why that method was chosen.
4. Indicate the number of items in each type of assessment, and how you determined that amount of items was appropriate.

**Resources and Qualifications of Staff, Consultants, and Subject Matter Experts**

* For each phase, please list the following:
* The person(s) involved
* The committee for oversight if applicable (and their composition and charge)
* The activities performed by external consultants or volunteers (and their qualifications)
* Where the evidence or record of the process used can be found.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Phase** | **Program Staff/Admin** | **Committee(s)**  **(if applicable)** | **Subject Matter Experts** | **Consultant/**  **Vendor** | **Instructors/**  **Authors** | **Others (e.g. proctors**  **or raters)** | **Documented Policy, Procedure or Record** |
| **Needs Analysis** |  |  |  |  |  |  |  |
| **Program Design** |  |  |  |  |  |  |  |
| **Program Development** |  |  |  |  |  |  |  |
| **Policies and Procedures Development** |  |  |  |  |  |  |  |
| **Records Management** |  |  |  |  |  |  |  |
| **Ongoing program operations and maintenance** |  |  |  |  |  |  |  |
| **Program Oversight** |  |  |  |  |  |  |  |
| **Education/**  **Training Design** |  |  |  |  |  |  |  |
| **Education/**  **Training Development** |  |  |  |  |  |  |  |
| **Education/**  **Training Delivery** |  |  |  |  |  |  |  |
| **Education/**  **Training Maintenance** |  |  |  |  |  |  |  |
| **Education/**  **Training Review** |  |  |  |  |  |  |  |
| **Assessment Design** |  |  |  |  |  |  |  |
| **Assessment Development** |  |  |  |  |  |  |  |
| **Assessment Delivery** |  |  |  |  |  |  |  |
| **Assessment Scoring and Reporting** |  |  |  |  |  |  |  |
| **Assessment Maintenance** |  |  |  |  |  |  |  |
| **Item and Exam Analysis** |  |  |  |  |  |  |  |
| **Passing Standard Study** |  |  |  |  |  |  |  |