

Checklist for Reviewing an Assignment

Context: *What will students learn by completing this assignment?*

- Reason for the assignment is clear
- Authentic and real-life (not busy work; allows multiple approaches or answers)
- Aligns with course objectives
- Supports learning and allows students to demonstrate knowledge
- Encourages critical thinking and application of skills
- Relates to current ideas and practices

Clarity: *What is required for students to be successful in this assignment?*

- Directs both process and product in clear, unambiguous language
- Accessible to all students; do-able in the time allotted
- Language used is appropriate to the complexity and context of the course
- Evaluation criteria is clear (explicitly stated or established by the practices of the course)
- Offer previous students' work as a model
- Provide active, on-going assessment and support

Rhetorical Cues: *Are the expectations clear?*

- Required tasks and suggested methods are clearly stated (use steps when appropriate)
- Provides a sense of audience and purpose for the writing
- Genre (or format) expectations are clearly stated
- Specific conventions expected or required are clear