

Contents

List of Tables and Figures	v
Introduction	vii
Why This Book	viii
<i>Professional Development</i>	viii
<i>Practical Tool</i>	x
CHAPTER 1: An Introduction to Understanding Assessment	1
Why Do You Need This Book?	1
<i>Guiding Principles</i>	4
<i>Organization</i>	5
CHAPTER 2: Planning	7
Developing a Plan	7
<i>The Process for the Plan</i>	8
Program Description	8
<i>Parameters</i>	8
Goals	10
<i>Parameters</i>	10
<i>Composing Goal Statements</i>	11
Formative Activities	13
<i>Ways to Enhance Learning</i>	13
Summative Activities	17
<i>Accountability</i>	17
Resource Evaluation	20
<i>Be Realistic</i>	20
Writing a Plan	21
<i>Bringing It All Together</i>	21
CHAPTER 3: Tools	23
Types of Evidence	23
<i>Collection Procedures</i>	24
Production Tasks	25
<i>Writing Samples</i>	25

<i>Objective Tests</i>	28
<i>Consultation Transcripts</i>	29
Evaluation Guides	39
<i>Rubrics</i>	39
<i>Observation Protocols</i>	45
<i>Checklists</i>	46
<i>Quantitative Measures</i>	48
Indirect Measures	51
<i>Questionnaires</i>	51
<i>Attitudinal Surveys</i>	55
<i>Focus Groups</i>	65
Database Design	67
<i>General Guidelines</i>	67
CHAPTER 4: Reporting	73
The Report Process	73
<i>Chapter Organization</i>	75
Data Analysis	75
<i>Types of Data</i>	75
<i>Uses of Data</i>	78
Reliability and Validity	80
<i>Reliability</i>	80
<i>Validity</i>	82
Reports	83
<i>Final Thoughts</i>	83
CHAPTER 5: Worksheets	101
Program Description	102
Working with Example Goal Statements	106
Goals Development	108
Goals Development 2	110
Formative Assessments	112
Summative Assessment	114
Resource Evaluation	116
Writing Assessment Plan	118
Observation Record	121
Observation Evaluation	122
Reliability Worksheet	123
Validity Worksheet	125
Glossary	127