

Teacher: _____ Observer/Coach Name: _____ Date: _____

Assignment: _____ Rating _____ /32 = _____ % _____ # 0s

Rating Guide: 2 = Present and correct; 1 = Present, but needs improvement; 0 = No or Not present

Quality Assignment Planning Worksheet Checklist

Feature	Rating	Enhancements or Feedback
Plan the Purpose of the Assignment (pgs. 19-21, 44)		
What will students accomplish?	1. The knowledge or skills students should be able to demonstrate by completing the assignment are clearly identified. 2 1 0	
How will they do this?	2. What the students should do when completing the assignment is clearly identified. 2 1 0	
	3. What the students should produce as part of the assignment is clearly identified. 2 1 0	
	4. There is alignment between the expectation in the course standard and the assignment. 2 1 0	
Why is this important? (Benefits)	5. The compelling future benefits of acquiring the knowledge or skills when completing the assignment are clearly outlined for the student. 2 1 0	
Link Assignment to Student Needs & Interests (pgs. 21- 22)		
How can the assignment be made personally relevant for students?	1. The assignment provides choices or has elements built in to make the assignment more meaningful to the group or individuals. 2 1 0	
Options/Choices	2. The assignment includes options or choices for the students (i.e. format, content, location, resources, social interaction, due dated). 2 1 0	
Pitfalls to successful completion of the work	3. Obstacles that students may experience when doing the assignment have been identified. 2 1 0	
Solutions to these pitfalls	4. Potential ideas to address the pitfalls have been identified. 2 1 0	
Arrange Clear Student Directions (pg. 22-23, 52-54)		
Action Steps	1. The task has been broken down into individual components. Each step needed to complete a quality assignment has been identified and arranged in sequential order. 2 1 0	
Supplies/Resources	2. Human and material resources students will need to complete the work have been identified. 2 1 0	
Grading Criteria and Due Date	3. Grading criteria is identified. 2 1 0	
	4. Due Date is identified. 2 1 0	
	5. Number of possible points the assignment is worth is identified and is proportionate to what the whole unit is worth. 2 1 0	
Assignment Window	6. An assignment window has been created to display/provide for students. 2 1 0	

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Note Evaluation Date and Results		
Date to review assignment outcomes	1. Date the teacher plans to review the appropriateness and outcomes of the assignment after the students' work on the assignment has been graded has been identified.	2 1 0
Results	2. This section will be used by the teacher to document what will be changed or added to the assignment the next time it is presented.	n/a

Comments: