Assessment in Higher Education:
Professional Development for Teachers

Instructions for assignments - Checklist

An EUR MOOC created by Risbo
## Criteria at item level

### Instruction for assignments

- The instruction is clear and concise, language is not ambiguous, and it explains to students what needs to be done to complete the assignment
- Tasks are formulated as specific as possible
- The instruction has a clear introduction, which shows the background and relevance of the assignment
- The instruction relates to the learning objectives of the assignment and states clearly what students are able to do after completing the assignment
- It is stated which tools (resources or facilities) can be used for performing the assignment
- It is clearly stated which products one need to hand in and how much they weigh for the grade
- Assessment criteria are clearly stated, so students know what they are being assessed on
- It is clear for students when and how to hand in their work, and when and how they are provided with feedback
- All components are consistent with each other
- Instructions are relevant and create a clear overview of the assignment
- The instruction is not solely a step-by-step instruction, but aims at the bigger picture
- The instruction only contains the description of the assignment and does not contain general information about the subject (which belongs in a course manual for example)
- Instruction matches learning objectives
- The instruction gives students enough space to find out for themselves how to complete the assignment