Continuous Assessment : Quiz Template, Quiz plan & Quiz lifecycle

A. Quiz Template

1. Heading of the quiz

School:	Quiz N°:	Units:	Student:	N°:
Teacher:	Type:		Class:	
Date:	Term:	Duration:	Mark: …… /10 or 20	

2. Format:
- Page size: 1cm up – 1.5 cm down, left and right
- Font: Times New Roman or Ariel
- Font size: 11 for 1 page per sheet printing/ 15 for 2 pages per sheet printing
- Interline: Zero / Simple
- To get two quizzes on one page: Go to print and select 2 pages per sheet
- Titles, instructions and numbers should be bold. Avoid underlining for instructions and titles.
- Tables should be in the middle.
- Leave a space after a number, a letter, a dash, or punctuation marks (but never before them).
- Add page number if the quiz contains more than one page.
- Give enough space if students are required to answer on the quiz paper (1.5 interline).
- Respect the following numbering: Roman numbers for big parts (Reading/Language/Writing), Capital alphabets for exercises, numbers for items.
- Use a dot after numbers or alphabets.

3. Content:
- Varied exercises.
- Varied testing techniques.
- Balance between receptive and productive exercises/items.
- Marking should be balanced and should be included in the quiz paper.
- Gradation in the degree of difficulty (from simple to more difficult).
- Test what you mean to test (validity).

B. Quiz Plan

1. General information

School:	Quiz N°:	Units:	N° of exercises/Items: ... / ...
Teacher:	Type:		Class:
Date:	Term:	duration:	Mark: … /10 or 20

2. Objectives / Standards /Competencies

3. Exercises:
- Number of exercises; number of items.
- Type: discrete, integrative,
- Techniques: Multiple choice, T/F, etc.
- Receptive/productive exercises/items:
- Level of difficulty: Easy, medium or challenging
- Marking for each exercise:

3. Quiz answer key

4. After the quiz:
- Correction date:
- Comments on the quiz:
- Comments on students' results:
- Remedial work: (When and how)

C. The lifecycle of a quiz

When planning a quiz, take these tips into account:
1. Have a semestrial planning.
2. Share it with colleagues, administration, and students.
3. Decide on the type of quiz you aim at (e.g. language, writing, etc.)
4. Write a quiz/test plan (include target competencies).
5. Write the first draft of the quiz.
6. Put an answer key with scoring.
7. Do peer editing.
8. Type final draft and then print it.
9. Inform students and prepare them.
10. Administer the quiz/test (hand it out).
11. Correct papers first, then correct with students.
12. Evaluate quiz/test for future improvement.
13. Evaluate students' results.
14. Devise remedial work.