**What kind of information can be useful in   
an assessment dossier on course level?**

*NB. This list is extensive but even so, may not yet be comprehensive. In particular, it indicates what information is important to get a good picture (in retrospect) of the assessment process at course level.*

* Responsible examiner; other examiners or teachers or TA’s or others involved
* Bit of history: New course? New teachers? Major changes? New assessment methods? Etc.
* Subject description
* Learning objectives
* Assessment scheme (a.k.a. assessment plan or test plan; Dutch: toetsschema)
* Assessment specification table (a.k.a. test matrix; Dutch: toetsmatrijs)
* How were the students informed about the way of assessment? How the grades were determined? Were example tests provided? Formative assessment actions.
* The exam(s) and/or the assignment(s)
* Answer model for a written test
* Method for the assessing of assignments (e.g. criteria, rubric)
* Protocol or modus operandi for assessing (Who is involved? Process? How was reliability ensured?)
* Feedback opportunities for and kind of feedback given to the students (intermediate, afterward)
* Fraud prevention and detection measures
* Explanation and justification for the way the grades are determined: caesura/transformation formula from score to grade
* Student results (grades achieved; pass/fail rate)
* Assessment analysis on item/criteria level (P-value, RIT-value etc.)
* Results of the student evaluation (in relation to the assessment)
* Special circumstances, problems that occurred, complaints etc., their expected influence, and how the teachers dealt with these circumstances.
* Reflections on the assessment process and results by the examiner(s)
* Improvement plans of the involved examiner(s)