



## Sample Template: Linkage between Instruction and Assessment

Intended Learning Outcomes (ILOs) <sup>1</sup>	Method(s) of Delivering Instruction <sup>2</sup>	Type of Assessment used to demonstrate ILO <sup>3</sup>	Number of items and/or % of each assessment type <sup>4</sup>
ILO 1			
ILO 2			
ILO 3			
etc...			

1. List each learning outcome for each course
2. Tell us how the training is delivered that best suits that learning outcome
3. Next, indicate what type of assessment (Quiz, demonstration) you use to measure that someone learned what was taught to them, and why that method was chosen.
4. Indicate the number of items in each type of assessment, and how you determined that amount of items was appropriate.

## Resources and Qualifications of Staff, Consultants, and Subject Matter Experts

- For each phase, please list the following:
- The person(s) involved
- The committee for oversight if applicable (and their composition and charge)
- The activities performed by external consultants or volunteers (and their qualifications)
- Where the evidence or record of the process used can be found.

Phase	Program Staff/Admin	Committee(s) (if applicable)	Subject Matter Experts	Consultant/ Vendor	Instructors/ Authors	Others (e.g. proctors or raters)	Documented Policy, Procedure or Record
Needs Analysis							
Program Design							
Program Development							
Policies and Procedures Development							
Records Management							
Ongoing program operations and maintenance							
Program Oversight							
Education/ Training Design							
Education/ Training Development							

<b>Education/ Training Delivery</b>							
<b>Education/ Training Maintenance</b>							
<b>Education/ Training Review</b>							
<b>Assessment Design</b>							
<b>Assessment Development</b>							
<b>Assessment Delivery</b>							
<b>Assessment Scoring and Reporting</b>							
<b>Assessment Maintenance</b>							
<b>Item and Exam Analysis</b>							
<b>Passing Standard Study</b>							