

CPD proposal example

Q1 Title of CPD activity:	Creating and using rubrics for assessment
Q2 Name of trainer(s):	Donna Carroll
Q3 Faculty/department/company:	EDLAB
Q4 Description of CPD activity:	Rubrics and scoring sheets can make the assessment process more consistent, transparent and easier for you as an instructor and assessor. They can also help you to provide effective feedback to students. But there are so many different types of grading sheets and rubric designs to choose from, how do you know which would suit your assignments and students the best? This workshop offers you the opportunity to test out and evaluate a few different rubric types, discuss your needs and consider which types of rubrics suit your courses. Tips about rubric development, their implementation and scoring will be discussed and there will be time to share practical experiences with the group.
Q5 Preferred target group:	UM teaching staff involved in assessment (examiners, course coordinators, board of examiner members, tutors).
Q6 Intended Learning Outcomes:	By the end of this workshop participants will be able to: <ul style="list-style-type: none"> • improve the reliability of their grading by using rubrics as guidelines for assessment • use their course ILOs to create clear grading criteria for assessing student assignments • create appropriate performance scales upon which to assess student achievement • use rubrics to provide clear and objective-focused feedback to students
Q7 Which teaching competences are the most relevant to this activity (tick all that apply)?	Developing education Teaching delivery Student assessment <input checked="" type="checkbox"/>
Q8 Duration of the activity:	2 hours
Q9 Preferred time (morning, afternoon):	Morning (10:00-12:00)
Q10 Preferred month:	May
Q11 Maximum number of participants:	12
Q12 Preferred room layout (e.g. U-format, groups of 4, etc):	Standing tutorial room with three separate tables of 4 participants
Q13 Equipment required:	A laptop and screen