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# Methods of Assessment Common Language

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## **Document Review**

Document review is the process of evaluating and analyzing written data.

## **Focus Groups**

A focus group is a small group of 6-10 people. This group participates in an open discussion led by a facilitator, to generate as many different ideas and opinions as possible.

## **Interviews**

An interview is a conversation where one or more people elicit information.

## **Observation**

An observation is the act of noting and recording the actions of a person or phenomenon.

## **Portfolio**

A portfolio is a systematic collection of work and related material that depicts an individual's activities, accomplishments, and achievements in one or more areas. The collection should include evidence of student reflection and self-evaluation, guidelines for selecting the portfolio contents, and criteria for judging the quality of the work.

## **Pre and Post Tests**

Pre-tests are preliminary tests given to determine baseline knowledge of an educational experience. Post-tests are administered after the educational experience to determine knowledge acquired.

## **Reflective Journal**

A reflective journal gives individuals responsibility for recording their thoughts about learning in a subject. It is based on the premise that writing contributes to deeper learning and engagement with a subject, since it gives students the opportunity to clarify and reflect on their thinking. A reflective journal tends to be maintained regularly over a specified period of time. It may describe events, experiences or issues associated with learning, professional placement, fieldwork, or the like.

## **Visual Methods**

Many methods may be used including a poster session where results from a project are displayed; a presentation where an oral report is given with visual representation through a PowerPoint or photos; or a photo reflection can be used to display images that serve as a reflection on a project or program.