Performance Assessment Design Template

Faculty and assessment designers | Planning Template

Course / program: _____ **Assessment title:** _____

Outcome(s): _____ **Designer:** _____

Pilot / release date: _____ **Expected duration:** _____

Design the task from the evidence backward. Start with what successful performance should look like, then define the scenario, authorized scope, deliverables, constraints, and scoring criteria that will produce trustworthy evidence.

1. Authentic Task

Scenario / context

_____

Learner role

_____

Task or decision

_____

Audience / stakeholder

_____

Why this task matters

_____

2. Scope, Resources, and Constraints

Area	Define for this assessment
Authorized environment / data	
Tools and references allowed	
AI / collaboration rules	
Time / attempt limits	
Safety / privacy boundaries	
Accessibility / accommodation path	
Required assumptions	

3. Required Evidence

Deliverable / evidence	What it should demonstrate	Required format	Minimum evidence / traceability

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4. Scoring Architecture

Criterion	What competent performance looks like	Weight / points	Common failure evidence

5. Administration and Verification

Before release

[ ] Instructions and deliverables can be completed within the planned time and resources.

[ ] A qualified reviewer has walked through the task and scoring criteria.

[ ] Expected evidence is observable and can be traced to the learner or team process.

[ ] The task does not depend on hidden knowledge not taught or listed as a prerequisite.

[ ] A recovery path exists for platform or lab failure that is outside the learner's control.

Pilot Notes / Revisions

Observation	Effect on learner evidence	Revision	Owner / date

Source and use

Bare Metal Cyber Educators Hub, Dr. Jason Edwards. Assessment & Academic Quality Toolkit - Performance Assessment Design Template.

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