

Keeping record of lesson contributions

- brief notes during class
- brief notes right after class
- grades after specific task/test
- teaching log
- learning log
- reading/project log
- minutes
- teacher's 'can-do' checklist for each pupil
- questionnaire/split sentences
- pupil's 'can-do' checklist
- scales
- teacher-pupil dialogue journals
- mini-interviews with pupils
- learning contracts
- regular speaking tests
- portfolio

Features of good assessment:

- comprehensive (learning to know/to do/to live together/to be)
- skill oriented (listening/speaking/reading/writing)
- constructive (negative and positive feedback)
- continuous
- fair (teacher/peer/self/external)
- geared to all learner types
- transparent