



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
وَدُنِّي سِتِّي: اسْلَاةٌ اِنْ تَارَا بَعْثًا مِلَّةً مَسِيحًا



THE IIUM

STUDENT ASSESSMENT

HANDBOOK 2008



ADMISSIONS AND RECORDS DIVISION



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُؤْتِيهِمُ اللَّهُ مِنْ فَضْلِهِ سُبْحَانَ اللَّهِ عَمَّا يُشْرِكُونَ



THE IIUM

STUDENT ASSESSMENT

HANDBOOK 2008

ADMISSIONS AND RECORDS DIVISION

Published by
ADMISSIONS AND RECORDS DIVISION
International Islamic University Malaysia

Chief Editor
DR. TUNKU BADARIAH TUNKU AHMAD
Institute of Education, IIUM

Editor
DR. JOHARRY OTHMAN
Institute of Education, IIUM

Design and Typesetting by
AZLAN ABDUL AZIZ
Centre for Professional Development, IIUM

Photographs by
SAMSURI ABDUL JALIL
Public Relations Office, IIUM

DISCLAIMER

Much of the content in this handbook was compiled and adapted from various reliable sources, both printed and electronic. Every effort was made to ensure the accuracy and thoroughness of the content, but no perfection is implied. The Admissions and Records Division, IIUM shall assume no responsibility for errors and omissions, nor shall it claim complete ownership and originality of the materials presented herein.

First Printing - November 2008

PREFACE

Good assessment practices and high academic standards remain as vital components in maintaining and enhancing the accountability, distinctiveness and excellent reputation of the University. Realizing the importance of assessment, the Admissions and Records Division (A&R) has mobilized the production of an assessment handbook to meet the needs of International Islamic University Malaysia (IIUM) educators, particularly those new to teaching and those involved in course design and development, in implementing effective assessment of students' learning. The results of this mobilization effort are the eight modules on student assessment that you will be reading ahead.

The handbook does not attempt to be a comprehensive document in itself, rather a compilation of best practices in assessment strategies. The first module describes in extensive detail the IIUM's policy on assessment, making clear the distinctions between the assessment *of* learning and the assessment *for* learning. The latter is emphasized because assessment data are only meaningful if they are analyzed and used to make a difference in student learning. Succeeding modules discuss prevailing myths and misconceptions about assessment, the procedures involved in developing end-of-semester examinations and useful techniques for creating traditional test items. The final module presents some assessment strategies alternative to the traditional assessment formats.

Hopefully the understanding that comes from reading and using this handbook will start giving shape to quality assessment practice at the IIUM.

Assoc. Prof. Dr. Ahmad Marzuki Hj Zainuddin

Dean

ADMISSIONS AND RECORDS DIVISION

International Islamic University Malaysia

November 2008

ACKNOWLEDGEMENTS

The Admissions and Records Division (A&R) thanks the following individuals for their contributions to the preparation of this handbook:

- **Dato' Prof. Dr. Md. Tahir Azhar**
Deputy Rector, Academic and Research
- **Prof. Dato' Dr. Mohd Azmi Omar**
Dean, Office of Corporate Strategy & Quality Assurance
- **Prof. Dr. Mohamad Sahari Nordin**
Dean, Research Management Centre
- **Prof. Dr. Ahmad Faris Ismail**
Dean, Kulliyah of Engineering
- **Dr. Azam Othman**
Director, Centre for Professional Development
- **Assoc. Prof. Dr. Ainol Madziah Zubairi**
Centre for Languages and Pre-university Academic Development
- **Dr. Noor Lide Abu Kassim**
Institute of Education
- **Dr. Zainurin Abdul Rahman**
Institute of Education
- **Azlan Mohd Zain**
Centre for Professional Development, and
- All members of the Senate Standing Committee.

The A&R also wishes to record its appreciation to all the lecturers who participated in the assessment workshop series organized at their kulliyah levels or by the CPD. Their input and feedback had indeed enhanced the final quality of the handbook.

TABLE OF CONTENTS

PREFACE	i
ACKNOWLEDGEMENTS	ii
MODULE 1:	
STUDENT ASSESSMENT POLICY	2
A. INTRODUCTION	4
B. STATEMENT OF ASSESSMENT POLICY	4
C. FUNDAMENTAL CONSTRUCTS IN ASSESSMENT	5
D. PURPOSE OF ASSESSMENT	6
E. GUIDING PRINCIPLES	7
F. ROLES AND RESPONSIBILITIES	9
MODULE 2:	
ISSUES IN ASSESSMENT OF STUDENT LEARNING	16
A. ASSESSMENT MYTHS	18
B. MALPRACTICES IN ASSESSMENT OF STUDENT LEARNING	23
MODULE 3:	
DEVELOPING VALID, RELIABLE AND FAIR STUDENT ASSESSMENT	28
A. BEST PRACTICES IN STUDENT ASSESSMENT	30
B. TABLE OF TEST SPECIFICATIONS	35
MODULE 4:	
CONSTRUCTING MULTIPLE-CHOICE QUESTIONS	40
A. INTRODUCTION	42
B. GUIDELINES FOR WRITING THE STEM	43
C. GUIDELINES FOR WRITING THE OPTIONS	48
D. ADVANTAGES OF MULTIPLE-CHOICE QUESTIONS	51
E. LIMITATIONS OF MULTIPLE-CHOICE QUESTIONS	53
F. CRITERIA FOR EVALUATING MULTIPLE-CHOICE QUESTIONS	54
MODULE 5:	
CONSTRUCTING TRUE-FALSE ITEMS	58

- A. INTRODUCTION 60
- B. GUIDELINES FOR WRITING TRUE-FALSE QUESTIONS 61
- C. ADVANTAGES OF TRUE-FALSE QUESTIONS 64
- D. LIMITATIONS OF TRUE-FALSE QUESTIONS 64
- E. CRITERIA FOR EVALUATING TRUE-FALSE QUESTIONS 65

MODULE 6:

DEVELOPING ESSAY ITEMS 68

- A. INTRODUCTION 70
- B. CLASSIFICATION OF ESSAY ITEMS 70
- C. ANATOMY OF ESSAY ITEMS 71
- D. GUIDELINES FOR WRITING ESSAY ITEMS 73
- E. CRITERIA FOR EVALUATING ESSAY ITEMS 76
- F. SCORING ESSAY ITEMS 77
- G. ADVANTAGES OF ESSAY ITEMS 82
- H. LIMITATIONS OF ESSAY ITEMS 82
- I. MYTHS CONCERNING ESSAY ITEMS 84

MODULE 7:

OPEN-BOOK AND TAKE-HOME EXAMINATIONS 88

- A. INTRODUCTION 90
- B. TYPES OF OPEN-BOOK EXAMINATION 90
- C. NATURE OF THE QUESTIONS ASKED IN OPEN-BOOK EXAMS 90
- D. ADVANTAGES 92
- E. DISADVANTAGES 93
- F. GUIDELINES 93
- G. MISCONCEPTIONS ABOUT OPEN-BOOK EXAMS 95
- H. PROCEDURES IN ADMINISTERING A TAKE-HOME AND OPEN-BOOK EXAM 96

MODULE 8:

ALTERNATIVE ASSESSMENT 100

- A. INTRODUCTION 102
- B. REASONS FOR USING ALTERNATIVE ASSESSMENT 103
- C. CHARACTERISTICS OF ALTERNATIVE ASSESSMENT 104
- D. ALTERNATIVE ASSESSMENT STRATEGIES 104
- E. ALTERNATIVE ASSESSMENT SCORING METHODS 115

INDEX 121