

## NE711 Introducing assessment for learning

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### Effective online CPD and reflection grid example

This quick guide provides you with some practical advice for learning online, to get the most out of this online course for your professional development.

#### 1. Set clear development goals

At the start of the course you should think about your current practice and where you may wish to develop. Set a clear and achievable development goal, both **for yourself**, and if you are working as a group, **for your team or department**.

#### 2. Allocate some time each week

Our online courses can be taken **flexibly** around your work and at **your own pace**. Many activities can be completed in short periods of time, using a mobile device. However, it is worth allocating an hour or so of **dedicated study time** each week. This will give you the chance to focus your thinking, engage with other learners and pause to reflect on your practice.

#### 3. Work with colleagues online and offline

Throughout the course there are many opportunities to **share practice** and **challenge ideas** with other learners. Learning with your colleagues both online and offline will help you discuss the relevance of new ideas to **your own context**, support your reflective practice and help you adopt a team or department approach to teaching and learning. You can use the **follow** functionality when taking the course together to keep track of each other's comments.

#### 4. Contribute to the course

By writing comments and contributing to discussions, you will think more deeply about the ideas and opportunities for your practice. Throughout, we encourage you to **try out new approaches** and to report back on your successes and ideas for improvement. Each time you post, consider how you can: offer **your understanding**; pose **questions** to the group; **respond** to others' contributions; provide **support**; share **your experiences**.

## 5. Keep a record of your learning

Use the self-audit tasks, comments in discussions and weekly reflection grids (example below) as a record of your learning. These will be useful for reference in performance reviews and for setting new development goals in the future.

### Reflection grid example

<p>Successes</p> <p><i>I have started to make better planned use of group discussions in lessons and listening to students talk.</i></p>	<p>Problems</p> <p><i>I worry that if the students do not have the right answers in their exercise books they may not perform well in their tests.</i></p>
<p>Eureka moments</p> <p><i>When I let the students work in groups, if I plan it well and make sure they understand the purpose of the task they actually get on well with the work. This means I have discovered a lot more about what they didn't understand about the topic.</i></p>	<p>Questions</p> <p><i>How can I plan to manage the lessons after I have found out that there are a range of levels of understanding in the room?</i></p>

Changes I have made this week to how I use formative assessment

*I've started thinking about what misconceptions students might have and how I will find out. I'm also planning how I will respond to this information during the lesson.*

Aspects of the course I have discussed with colleagues this week

*The open-ended questioning approach and not chasing the right answer.*

You can [download a blank copy of the reflection grid](#) to complete each week.