

Key features of in-service workshops – with examples and blanks

aims / objectives / outcomes that are made clear to participants	A slide stating the aims of the workshop in simple language.
an opportunity for participants to reflect on their prior experience	Participants discuss their experience of being assessed as students, both positive and negative.
an opportunity for participants to examine their personal beliefs	Participants read and discuss 10 statements about exams, and decide if they agree or disagree with each one.
some new information / ideas that will be useful	A handout/booklet on how to conduct continuous assessment, step-by-step.
examples of the new information / ideas	A case study of a teacher who used continuous assessment successfully.
an opportunity for participants to critique the new information / ideas	Group debates, in which some participants argue for 'high stakes' exams, and others for continuous assessment.

<p>an opportunity for participants to apply or demonstrate understanding of the new information / ideas</p>	<p>Each participant opens their textbook/syllabus and thinks of tasks that would enable them to continuously assess 3 elements or units.</p>
<p>opportunities for participants to exchange and compare ideas</p>	<p>Participants read about each other's continuous assessment tasks in a gallery walk activity.</p>
<p>planning for the future</p>	<p>Participants draft a timetable for their own class that they will implement before the follow-up workshop.</p>
<p>evaluation of achievement of workshop aims at the end</p>	<p>Several questions on a slide at the end for groups to discuss and write answers to on mini-whiteboards.</p>