

## PERFORMANCE ITEM WRITING GUIDELINES

### General item-writing

1. Provide directions for the instructor/trainer/evaluator.
2. List tools, equipment, and materials to perform the task.
3. Provide directions to the student.
4. State the task(s) or skill(s) to be performed.
5. State the criteria for evaluating the performance.
6. Use correct grammar, punctuation, and spelling.



**Note:** A performance item may be designed to assess both the process and the product.



### Product evaluation

1. Include all important parts of the product.
2. Describe the parts of the product briefly and clearly.
3. Organize the parts of the performance criteria/checklist/rubric in a way that facilitates its use.
4. Make sure the rating scale is appropriate for each part of the product.
5. Base the performance criteria/checklist/rubric on the way the product is supposed to look, work, be repaired, etc., on the job.
6. Determine if two qualified evaluators using the performance criteria/checklist/rubric would score the same product in the same, or nearly the same, way.



### Process evaluation

1. Include all important steps of the process.
2. State the steps briefly and clearly.
3. Sequence the steps in order of performance.
4. Make sure the rating scale is appropriate for each step.
5. Make sure that all steps are observable.
6. Determine if two qualified evaluators using the performance criteria/checklist/rubric would score the same performance in the same, or nearly the same, way.

