Selected Assessment Alignment & Evidence Submission Form

Prior to starting the form, discuss and have prepared with the High School Instructor, the following:

Course and Participant Information

1. **Overall Course Information.**
2. **Faculty Liaison Name/ Email Address.**
3. **High School Instructor Name/ Email Address.**

Selected Assessment Information

4. **Overall assessment attributes including the title, type, timing in the course, purpose, student task, and expected learning demonstrated.**
5. **What overall percentage of the course grade each assessment represents and an explanation if they differ.**

Assessment Alignment Determination

6. **Select and explain the areas that best describe how the selected assessment demonstrates alignment with the approved HTC course.**
    - Choose from:
        i. Learning outcomes
        ii. Academic rigor
        iii. Assessment expectations
        iv. Student learning demonstrated

Differences, Revisions, and Follow-Up Actions

7. **Were any syllabus differences, revisions, or follow-up actions identified?**
8. **If differences were identified;**
    - Describe any changes made or needed to maintain alignment with the approved HTC course.
    - Explain the changes needed to maintain alignment with the approved HTC course.
    - Select the areas that best describe why the identified revisions, differences, or follow-up actions were needed (same as previous list selection).
9. **Explain how the identified areas impacted alignment with the approved HTC course.**
10. **Provide the person you identified to be responsible for fulfilling these revisions.**
11. **Provide the estimated timeline for fulfilling these revisions.**

Required Evidence Uploads

Have the following evidence prepared and ready to upload:

12. **HTC selected assessment, criteria, and any additional supporting evidence.**
13. **High School selected assessment, criteria, and any additional supporting evidence.**