# Initial Assessment Plan Questionnaire

Prior to answering these questions, it is strongly recommended that you review the Assessment Planning and Examples pages within the Centre for Extended Learning (CEL) Demo Course. If you do not have access to the Demo Course, or are unclear around how you might design your assessments after reviewing the Demo Course materials, please contact our Program Intake Manager, to arrange a consultation for you with one of CEL’s Online Learning Consultants.

The scope of each project needs to be well defined to ensure that the resources requested from CEL match the amount of work being requested. If the initial assessment plans suggest there may be a need for custom development work or in-depth explorations of third party tools that are not [centrally supported](https://uwaterloo.ca/educational-technology-hub/catalogs/centrally-supported-tools), further discussion may be necessary.

Assessment plans will be finalized during the design phase of the [scheduled project timeline](https://uwaterloo.ca/extended-learning/teach-online/scheduled-projects/scheduled-projects-timeline). Please answer the following three questions as your initial assessment plan so we can follow up with you and/or your department if we have any concerns about the scope.

1. Please describe your initial plans regarding student’s graded and ungraded activities. Include the relative weights, if known.
2. Some online activities require a non-trivial amount of development resources. If you desire CEL support to build or prepare customized interactive activities (e.g., a game, interactive quiz or simulation, or create some sort of ‘app’), please describe your vision here:
3. If you plan to use a tool beyond those on the [centrally supported](https://uwaterloo.ca/educational-technology-hub/catalogs/centrally-supported-tools) list, please list it here and provide a brief explanation of why you would like to use it including any background information you think is worth sharing: