

Assessment Process Reflection Template

Instructor Note: How to Use this Template

This template is intended as a flexible resource to help students reflect on their assessment process and the use of various supports, including – but not limited to – generative AI tools. Please adapt or personalize the sections to best fit your course context, assessment goals, and class size. You may use this template as a standalone Word document, integrate it into Quercus, MS Forms, or other platforms, or modify it for your preferred submission format.

The goal in including this reflection is to create evidence of students' learning processes and document their academic development. While documenting process has become particularly important in light of generative AI, these reflections provide valuable insights into student learning regardless of AI engagement. Select the components that best align with your assessment objectives and evidence needs.

Assessment Integration Options:

1. **Graded Assignment:** Students' responses to this reflection will be assessed as a graded component of the overall assignment.
2. **Completion-Based Activity:** This reflection is required for completion, but students' responses will not be graded for content.
3. **Standalone Assignment:** This reflection is assigned independently, separate from other assessments. It serves as an opportunity for students to consider their learning and resource use without being directly tied to a specific assignment.

Part 1: Assignment Process and Learning Reflection

Write a brief paragraph reflecting on your process of completing the assignment and your overall learning.

Consider these questions:

- What difficulties did you face while working on this assignment, and how did you work through them?
- Describe your approach for planning, drafting, and refining your work
- How did your understanding of the topic evolve through this work?
- What new insights or skills did you develop?

Part 2: Resource Attribution

List all tools, resources, readings, and people (including GenAI) that helped with your assessment. For each, briefly state:

- What tool/resource/person did you use?
- What was their specific contribution?



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Example:

- Microsoft Copilot: Used to brainstorm ideas for my introduction on Oct 15. I critically reviewed and corrected the output to align with my understanding of the course content
- Writing Centre: Helped clarify my main argument during my appointment on Oct 18
- Course readings: Jones (2024) - provided key concepts for my theoretical framework

Part 3: Resource Use Reflection

Write a brief paragraph reflecting on your use of resources. Consider these questions:

- Why did you choose your most important resource? What did you hope to achieve?
- How did you integrate content from resources into your work?
- What steps did you take to make sure the work remained authentically yours?

Supporting Materials (Optional)

Attach any relevant materials, such as:

- AI prompt logs
- Drafts with tracked changes
- Written feedback from peers, instructors, or support services
- List of works cited

Resources

Kent State University. (n.d.). [AI use reflection prompts for students](#).

Metropolitan State University of Denver. (2024). Reflection of GenAI use in Writing Assignment [Document]. In [Using generative AI to enhance student learning: Resources and prompt examples](#).

University of Waterloo Library. (2024). [ChatGPT and Generative AI: Attribution and the AID Framework](#).