The use of Google Form application as media for students' assessment

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Abstract

Nowadays, the use of digital technology in the teaching-learning process cannot be bypassed. Besides, not all teachers are ready to use it. This writing is endeavored to describe the use of the Google Form Application for Students' Assessment in SMP Negeri 1 Muara Teweh. This study belongs to a Qualitative Descriptive Approach. The subject of this study is 40 teachers with various backgrounds of the subject being taught in SMP Negeri 1 Muara Teweh. The data is collected from a questionnaire given to the teachers. After analyzing the questionnaire, the writer can conclude that : (1) 80% subject state that Google Form Application makes the assessment is easier, (2) 20 % of teachers assume that Google Form Application is a little bit difficult for them, (3) 75 % of teachers can use Google Form Application well, (4) 100% agree that Google Form Application reduces school's consequence for paper supply, (5) 25% teachers apply Google Form Application for assessment. The result shows that the use of the Google Form Application has many advantages for teachers, especially to assess the students' proficiency in the subjects.

Keywords: Google Form, media, assessment

INTRODUCTION

The teaching-learning process is ended by an assessment. In order for the teacher can consider the further way in his/ her classroom. Manual assessment will spend many times to be done. It also tends to human error. Before the digital era comes, an assessment that is given by teachers in the teaching-learning process is done by paper. The questions are typed on paper then copied as amount as the students' number. This condition often becomes a crucial problem for the school where the school management must spend too much money on that activity.

In this modern era, the use of the software is something familiar in the teaching-learning process. Many kinds of software can be used by the teachers to ease them in doing their job. The teacher can choose some as long as he/she can operate it well.

SMP Negeri 1 Muara Teweh as a Model School under SPMI (Sistem Penjaminan Mutu Internal) Program conducted by LPMP (Lembaga Penjamin Mutu Pendidikan) Kalimantan Tengah has begun an innovation in the assessment process by using an online method. The software which is chosen is the Google Form Application. This school is the only one Junior High School in North Barito Regency which has internet access area so that the use of an online process in teaching-learning is not difficult.

On the other hand, the problem faced is in the teachers' capability and reaction to this new method. Not all teachers are capable of using a computer or at least a smartphone for the teaching-learning process. This condition makes the school management tries to look for some ways to help the teacher improve their ability. There is twice a workshop that is held to guide the teachers in using computer then apply online assessments.

Based on the problems above, the writer wants to describe the teachers' improvement in using Google Form Application by this writing.

THEORETICAL REVIEW

Google Form

Google Form is one of application produced by Google. This application is also a web-based service to make a form of entry data. It usually used for taking a survey, collecting data or making a present list. Based on its feature, as a form generator, Google Form can be modified as software to conduct online tests or assessments.

There are some steps to make an assessment by using this application:

1. Make a Gmail Account

   This account is useful for the user to relate him/her to the form. The user can access URL http://www.gmail.com to create a new account. Fill in the blank by related identity, username, and password. Next, the Google server will send a verification code to the user's phone number by short message service. Finally, the Gmail Account is ready to be used.

2. Make an online test by Google Form Application

   Google Form Application can be modified to make an online test. The user can create a multiple-choice test, essay, short answer, and some tasks. Here are the steps to create an online test:

   1) Open the browser (Chrome or Mozilla Firefox)

   2) Access Google drive by typing http://www.google.com/drive/ on google page or click Go to Google Drive.

3) Sign in Gmail Account by your own username and password absolutely then click next. The user will have his/her own dashboard on the screen.

4) Click New to create a new form of his/her own then click more – Google Form – blank Form.

5) The user can choose what kinds of question that will be given.

3. Set the Form

Generally, Google Form for online tests has not different from survey form or present list form. It just can be differed by its setting where Google Form for the online test must be completed by key answers. Here is the performance of the form :

Firstly the user must type the title of his/her test, for example : English Test or English Exercise. Click the setting to set the test.

Collect email address is used if the teacher wants the students to sign in to the test by their Gmail Account and they can get more information through their email.

Requires Sign In is used if the teacher wants the students to sign in only with their Gmail Account. The teacher can limit the students' attendance by click *Limit to 1 response.*

Edit after Submit is used if the teacher wants the student to repair their answer before they collect it.

See the summary chart and text response is used if the teachers want the student to know their score after finishing all the questions.

The teacher should change the mode form by click mode form icon then choose quizzes tab then *make this as the quiz* and *save.* Besides that, the form performance can be set by click on the presentation tab then give a checklist to *progress bar, shuffle question order, check show link to submit another response,* and *confirm message.*

Media

Media (*medius*) means something in the middle. Media are generally defined as the means by which information is conveyed from one place to another. In learning circumstance, according to Azhar (2013: p.3) media defined as graph tools which are used in a learning process. Learning media can be all things that are used by the teacher to transfer his/her knowledge to the students. The use of media in learning is purposed to motivate the students to learn the

material given. Rosyid, et al (2019 : p. 17) states that "*alat atau segala bentuk saluran sebagai perantara atau pengantar pesan dari pengirim (guru atau pendidik) kepada penerima pesan (siswa atau pesert didik) yang bertujuan memberikan rangsangan kepada siswa dan menarik minat siswa dalam belajar serta membantu guru dan siswa dalam proses pembelajaran sehingga mencapai tujuan pembelajaran*".

Media purposes to ease the students to understand and comprehend the concept of knowledge that is explained by the teacher, it also gives learning experience for students, create an unforgettable learning so that the The quality of teaching-learning can be improved.

In order for the use of learning media is effective, the teacher has to analyze the students' need. Each media has its own characteristics. Before the teacher considers which media will be used in his/her classroom, he/she should identify the purpose of the lesson and the material that will be learned.

Based on Leshin taxonomy, there are five kinds of media in learning. They are :

1. Human Media

 This media purposes to control students' attitude.

2. Printing Media

Examples : books, journals, magazines, etc.

3. Visual Media

4. Audio-visual Media

Examples : video, movie, television

5. Computer-Based Media. (Rasyid, 2019: p.12)

Media is also divided into some categories that are instructional media include traditional means of delivering instruction,(for examples : chalkboards, textbooks, overhead projector, and teachers), mass media used for education (newspaper, magazines, movies, radio, and television) and electronic instructional media (for examples: computers, interactive videos and multimedia systems).

Assesment

 Assessment is defined by Bob Kizlik as a process by which information is obtained relative to some knows objective or goal. Based on Peraturan Pemerintah Nomor 19 Tahun 2005 "*assessment atau penilaian adalah proses pengumpulan dan pengolahan informasi untuk mengukur pencapaian hasil*

belajar". It can be concluded that assessment is a process of collecting information about students' mastery in learning. By those, the teacher can consider what should he/she does for his/her class.

In the teaching-learning process, assessment has some functions. They are :

1. Formative Function

    In this condition, assessment is used as feedback for the teacher in order to he/she can repair his/her teaching and gives remedial as needed.

2. Summative Function

    In this case, assessment is used as a point of students' mastery in certain lessons. By those, the students' deserve to pass or even fail in a learning process.

The purpose of assessment are :

1. Keeping Track

    It means that an assessment is purposed to track the process of learning that is done by the students based on the lesson plan. The teacher must collect information about his/her students' development in learning periodically.

2. Checking Up

    It means that the teacher gives an assessment to know in which part of the material that the students have mastered.

3. Finding Out

    It means that assessment is done to look for the students' lacks in order to the teacher can give a solution.

4. Summing Up

    It means that assessment is used to get a conclusion about the students' learning development in order to the teacher can give them rank.

    In 2013 Curriculum there are three kinds of assessment include *Penilaian Sikap* (Attitude Assessment consists of spiritual and social),*Penilaian Pengetahuan*(Knowledge Assessment),*Penilaian Keterampilan*(Skill Assessment). In Attitude Assessment, observation is used by the teacher to get information, while Knowledge Assessment,

the teacher can use writing tests, oral tests, and tasks. Additionally, Skill Assessment is done by practicing, project and Porto folio.

METHOD

Design of the Study

1. Place

This study is located in SMP Negeri 1 Muara Teweh, North Barito Regency, and Central Kalimantan Province. This school's address is on Jl. Ahmad Yani No 44, Kelurahan Lanjas,Kecamatan Teweh Tengah, Kabupaten Barito Utara, Propinsi Kalimantan Tengah

2. Time and Plan

In accordance with the study, it is conducted in order to get the information about the use of Google Form Application for Students' Assesment in SMP Negeri 1 Muara Teweh as Model School . It is decided by the reason that the use of the online test is something new in this school. It is scheduled from September to October 2019

Population and Sample

1. Population

The population of this study is all teachers in SMP Negeri 1 Muara Teweh that consist of 49 teachers where 40 teachers are official workers and 9 teachers are freelance workers.

2. Sample

Sample of this research is taken by using purposive sample (subject). The sample is 40 official teachers in SMP Negeri 1 Muara Teweh.

Instrument of Data Collecting

According to Suharsimi Arikunto (2006, p.163), *instrument penelitian adalah alat atau fasilitas yang digunakan oleh peneliti dalam mengumpulkan data agar pekerjaannya lebih mudah, dan hasilnya lebih baik dan sistematis sehingga mudah diolah .Instrumen penelitian dapat berupa tes,angket atau kuisioner, dan lembar observasi.* (a research instrument is a tool or facility used by the researcher in order to collect some related data easily and get the result systematically. The instrument used can be test, questionnaire or observation).

This study uses a questionnaire as the major data that will be analyzed by the writer. There are 10 (ten) questions given to the subjects in order for the writer can get a conclusion. As addition, the writer has an observation note so that the conclusion made is reasonable.

Technique of Data Analyzing

This study uses Qualitative Descriptive to analyze the data. Where according Sugiyono (2005 :p)*metode deskriptif kualitatif adalah metode yang digunakan untuk menggambarkan atau menganalis suatu hasil penelitian tetapi tidak digunakan untuk mengambil kesimpulan yang luas.* It means that this study will be presented in the form of a description of the problems correlated factually.

FINDINGS AND DISCUSSION

Manual Test

In SMP Negeri 1 Muara Teweh, as same as other schools, the test is done at least twice in a semester. They are the Mid-semester test and Final Test. The students are given writing test include multiple-choice and essay questions as manual test.

There are 10 (ten) lessons taught in Junior High School level where the number of students is 720 students include in 24 classes. Each lesson usually needs 4 papers per student in a test. So that one lesson may need about 2.880 papers where 10 lessons are about 28.800 papers. The cost that must be paid by the school for each test is about 28.800 paper x Rp 200 = Rp 5.760.000. It means that the school management spends about Rp 23.040.000 every year just for holding tests. It can be added by administration need such as Score Sheets and Report Sheets that are collected to the Homeroom Teachers. This condition often causes an overload of trash whereas SMP Negeri 1 Muara Teweh has a concept as a green school.

Teachers' Workshop

To solve the problem above, the school management based on the program that is included in SPMI (Sistem Penjaminan Mutu Internal) Program tries to change the manual test to an online test. This is begun by giving a workshop for the teachers.

These workshop purposes to train the teachers in using online test, that is Google Form Application. There are 40 teachers join this program in two seasons, September 17th, 2019 and October 10th, 2019 where three skilled teachers are as the trainers. In this workshop, the teachers learn from the basic step of creating a Gmail account as the requirement to make the Google Form Test.

After joining this activity, the teachers are supposed to at least has Gmail account so that he/she can access Google drive as the application where the Google Form is exists.

Google Form Application For Assessment

The Google Form Application firstly used by the teachers in SMP Negeri 1 Muara Teweh in currently Mid-Semester Test. From 40 teachers only 10 teachers who uses Google Form for this assessment. Here are links of the tests :

TABEL 1

GOOGLE FORM LINK FOR MID SEMESTER TEST

NO	Name of Teacher	Subject	Google Form Link
1	Sri Rahayu,S.Pd	Science	gg.gg/UTSONLINEKELAS82019
2	Gustiana Ramayanis,M.Pd	Science	gg.gg/IPAUTS9
3	Alori Lena,S.Pd	Science	gg.gg/IPAALORI8
4	Dwi Astuti,S.Pd	Science	gg.gg/UTS-IPA-8-GANJIL
5	Dewi Padmasari,S.Pd.I	Islamic Studies	gg.gg/PAIKLS7
6	Araida,S.Th	Christians Studies	gg.gg/araida8
7	Fitria Yunita,S.Pd.I	English	gg.gg/EnglishTestKelas9
8	Dwi Hasna Kurnianto,S.Pd	English	gg.gg/UTSONLINEKELAS9
9	Dra. Haryati	Indonesian Language	gg.gg/UTSkls9SMP-1
10	Umi Hariani,S.Pd	Social Science	gg.gg/IPSKELAS9-umi

It shows that just 25% of teachers who use this application for assessment. Especially in the Mid-Semester Test which is held during the last week of October.

The writer then gives a list of questions to the teacher in order to get some information about their response to the use of the Google Form Application. The questionnaire is conducted by Yes/No Questions as performed in this following table :

TABEL 2

QUESTIONNAIRE

NO	QUESTIONS	ANSWER		REASON
		YES	NO	
1	Do you have a Gmail Account?	40		
2	Do you know that Google Form can be used for making an online test?	40		
3	Can you make your own online test by using Google Form?	30	10	- Cannot operate computer well - Need more training and guiding
4	Do you agree that Google Form Application decreases paper use and money?	40		
5	Do you agree about the statement that Google Form Application is easy to create?	32	8	- Slow learner
6	Do you agree about the statement that Google Form Application is effective and easy for students' assessment?	32	8	- Not all students or teachers have internet access in the classroom
7	Do you agree that in this era online test is better than manual test?	40		
8	Do you agree that SMP Negeri 1 Muara Teweh will use online test for every test held by the school management?	32	8	- Not all students and teachers are ready for the changing.
9	Do you create your own online test for this Mid Semester Test?	10	30	- Haven't enough time for typing the questions
10	Do you agree that technology use is needed in teaching-learning process?	40		

From the table it can be analyzed that :
1. 100 % teachers agree that the use of Google Form Application for assessment decreases paper use and money that must be paid by the school management. The school management does not need to pay as much as when the manual test is done.

2.   80% teachers agree that the use of Google Form Application makes the assessment is easier than manual test while 20% are do not agree by the reason that not all students and even teachers have internet access in the classroom. They also complain if the students are permitted to bring their own smartphone to the school. They assume that Junior high school students are still in growing period where they need more control in using smartphone.

CONCLUSION

Based on the discussion in the the previous chapter, it can be concluded that 80% of teachers state that Google Form Application makes the assessment is easier, 20 % of teachers assume that Google Form Application is difficult, 25 % of teachers can use Google Form Application well, 100% of teachers agree that Google Form Application reduces school's consequence for paper supply, and 25% of teachers apply Google Form Application for assessment. Finally, the Google Form Application has many advantages for teachers, especially to assess the students' proficiency in the subjects effectively.

Generally, the use of Google Form Application for online test is agreeable by the teachers but it needs training intensively because there are many teachers are still unskilled in using a computer. Some teachers even do not have motivation to improve their competency.

The writer recommends that Google Form Application can be used in various activity of teaching-learning. The teachers can create home task and project learning by using it. The use of digital technology can be effective in teaching-learning if the teachers improve their skill in using it and control the classroom well for example making an appointment to the students about using smartphone in the class.

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