

Guidelines for Assessment Data Storage

The following should be maintained by the appropriate school Office of the Dean and AIRE. Documentation guidelines are outlined for the three types of course and program assessment methods utilized at City Tech:

- A. Multiple choice test/computer scored instruments:
 - 1. Assessment Design(form is in development)
 - 2. Test Blueprint
 - 3. Electronic data set of item responses for the exam
 - 4. Copy of the exam (electronic is preferred)
 - 5. Exam Answer key (electronic is preferred)
 - 6. Key Findings
 - 7. Action Items as a result of Key Findings
 - 8. Implementation Plan for Action Items

- B. Test with partial-scoring or open-ended responses:
 - 1. Assessment Design(form is in development)
 - 2. Test Blueprint
 - 3. Electronic data set of item responses for the exam
 - 4. Copy of the exam (electronic is preferred)
 - 5. Exemplar Exams
 - (a) several exams from each section of the course representing various levels of student work
 - (b) n-counts should be determined by department and AIRE
 - 6. Answer key
 - (a) electronic is preferred for binary response items - scored right/wrong – no partial credit
 - (b) Scoring Rubric for the partial response/open-ended items
 - 7. Key Findings
 - 8. Action Items as a result of Key Findings
 - 9. Implementation Plan for Action Items
 - 10. Inter-rater reliability evidence
 - (a) scoring a sample of the partial credit/open-ended items with multiple raters to ensure scoring consistency among raters

- C. Performance Appraisals:
 - 1. Assessment Design(form is in development)
 - 2. Electronic data set of performance appraisal scores
 - 3. Scoring rubric (electronic is preferred)
 - 4. Exemplar Specimens*

(a) several samples from each section of the course representing various levels of student work

(i) video specimens are recommended for oral presentations

(b) n-counts should be determined by department and AIRE

5. Key Findings

6. Action Items as a result of Key Findings

7. Implementation Plan for Action Items

8. Inter-rater reliability evidence

(a) scoring a sample with multiple raters to ensure scoring consistency among raters

D. Standardized Exams/Certification Exams:

1. Assessment Design(form is in development)

2. Score Report

3. Documentation of Student Learning Outcomes assessed

(a) Test Blueprint (if disclosed by testing company)

4. Key Findings

5. Action Items as a result of Key Findings

6. Implementation Plan for Action Items

7. Test Reliability and Validity evidence reported by test publisher

✓ Each department/program assessment liaison will provide documentation listing the contents provided to the Dean's office and AIRE for assessment activities completed.

✓ Documentation should be maintained for a minimum of three consecutive three-year cycles in order to evaluate trends and produce samples for Middle States Commission on Higher Education (which is on a 10-year cycle).

***Note. AIRE is researching the optimal cycle of record maintenance and will advise the CTAC regarding this recommendation.*