

This guide provides a brief checklist of Year 2 assessment cycle activities.

YEAR 2: ASSESSING CYCLE CHECKLIST

START OF THE YEAR ACTIVITIES:

- Connect with all faculty involved in executing the assessment plan. Confirm that any planned interventions are actively being implemented and that a process is in place to collect the designated assessment data at the end of each semester.

DURING THE YEAR ACTIVITIES:

- Collect assessment data in alignment with the procedures outlined in the assessment plan, ensuring that the data accurately reflects the established performance expectation(s) set by the assessment lead.
- Prepare a summary of the assessment results using the same terminology and parameters as defined in the plan. This information will be used to compile the end-of-year report in Xitracs.
 - Clearly report how many students met the established performance expectation(s)
 - Describe the overall distribution of results, if appropriate.
 - Include any relevant statistical data necessary for meaningful interpretation, if appropriate.
 - If sampling methods or partial datasets are used, provide a clear rationale detailing the sampling strategy and its justification for use.
 - Obtain a copy of the instrument(s) that was used to collect assessment data (e.g., copy of a rubric, subset of test questions, and/or assignment text)
 - *ABET programs only:* Examples of student work demonstrating poor, average, and excellent performance
- Upload deidentified student data, summary of results, instruments, and student work (if applicable) to your respective [CIA Teams Channel space](#) at the end of each semester.

END OF THE YEAR ACTIVITIES:

- Aggregate and organize all data collected throughout the academic year.
- Determine whether the established performance expectation(s) was achieved or unmet. Provide explicit data on the number of students who met the expectation(s).
- Conduct a comprehensive analysis and provide a clear summary of the overall data findings.
- Review the current action plan. Update it to note data collection efforts for the upcoming year, and incorporate any adjustments informed by insights and challenges from the first year of data collection.
- Ensure evidence is uploaded for both semesters to your respective [CIA Teams Channel space](#). This includes:
 - Anonymized student assessment dataset(s)
 - Copy(s) of the instrument(s)
 - *ABET programs only:* Examples of student work
- Enter all required fields in the program module in Xitracs. For more information on this process, see the Xitracs guide in the [CIA Teams Channel space](#).

ADDITIONAL RESOURCES

Visit the [Continuous Improvement & Accreditation \(CIA\) Teams](#) space to access these applicable resources for the *Assessing Year* of the assessment cycle.

Assessment Cycle Worksheet Template

Year 2 Assessment Cycle Sample Report

Xitracs Guide