

This guide provides a brief checklist of Year 3 assessment cycle activities.

YEAR 3: ASSESSING & EVALUATING CYCLE CHECKLIST

START OF THE YEAR ACTIVITIES:

- Connect with all faculty involved in executing the action 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 action plan, ensuring that the data accurately reflects the established performance expectation(s).
- Prepare a summary of the assessment results using the same terminology and parameters as defined in the action 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.
- Upload evidence of the data outcomes to your respective [CIA Teams Channel space](#) at the end of each semester. This includes how many people met the performance expectation as well as the distribution of results.

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.
- Conduct a comprehensive analysis and provide a clear summary of the overall data findings.
- Evaluate the current action plan using the data collected. Summarize key insights and challenges identified during this review cycle and provide recommendations for the upcoming 3-year cycle.
- Upload evidence of the data outcomes to your respective [CIA Teams Channel space](#). This includes:
 - Anonymized student assessment dataset (e.g., Excel file containing individual scores/performance metrics)
 - Copy of the instrument(s) that was used to collect assessment data (e.g., copy of a rubric or subset of test questions)
 - *ABET programs only:* Examples of student work demonstrating poor, average, and excellent performance
- 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 & Evaluating Year* of the assessment cycle.

Assessment Cycle Worksheet Template
Year 3 Assessment Cycle Sample Report
Xitracs Guide