

Tips for Writing Assessment Reports

Faculty reports

1. On **Faculty reports**, begin each student-learning outcome with “students” or a synonym for “students,” such as “graduates” or “completers.”

Examples:

From a Math report:

Students will be able to solve a quadratic equation.

From a Horticulture report:

Graduates will be able to propagate plants.

2. Include at least two means of assessment. You can consider one means of assessment in two ways, but you really need a second means of assessment.

Example:

One means of assessment for evaluating how well students can solve math equations:

In using a test as a means of assessment, you can say the total group of students will score an average of at least 75 out of a possible 100 points. You can add that no student will miss more than five items.

Second means of assessment for evaluating how well students can solve math equations:

In asking students to write out the answers to stated problems that require them to use different math equations, you can say that 80% of the students will use the correct procedures for solving these problems.

3. After you have administered the assessment and analyzed the results, be sure you write the information in the Use of Results section in past tense. When SACS reviews these reports in the future, we need to state clearly what we did, not what we intended to do. Because we do not want to have to update these reports in the future, we need to use past-tense verbs in this section.

The subject of the sentences in Use of Results section will be terms like “faculty,” “lab instructors,” “learning associates.” In other words, when you learn what students need help with, then you determine what your group will do about it—written in past tense.

Administrative and Educational Support Services

1. On **Administrative and Educational Services (AES)** reports, begin each administrative objective with a term that identifies the recipient of the service, such as “students,” “faculty,” or “staff.” Be sure the term is the recipient, not the performer of the service.

Examples:

From a Library report:

Students, faculty, and employees will be able to use appropriate databases for researching their chosen topics.

From a Financial Aid office report:

- Students will understand how to file their financial aid forms correctly.
2. You need at least one means of assessment. If two means of assessment are appropriate, then please include two means of assessment.
 3. After you have administered the assessment and analyzed the results, be sure you write the information in the Use of Results section in past tense. When SACS reviews these reports in the future, we need to state clearly what we did, not what we intended to do. Because we do not want to have to update these reports in the future, we need to use past-tense verbs in this section.

The subject of the sentences in Use of Results section will be terms that refer to the members of your staff. In other words, when you learn what students, faculty, or other staff members need help with, then you determine what your group will do about it—written in past tense.