Best Assessment Processes V
April 2003

Reporting Your Assessment Results

Gloria M. Rogers
Rose-Hulman Institute of Technology
Things to remember when writing your ABET report: Criteria 2 & 3

- Know your audience
- Keep it simple
- Don’t bury them in data
- If you haven’t done it, you’re not going to fool them
## Where to start?

<table>
<thead>
<tr>
<th>Terms</th>
<th>Definition</th>
<th>Some other terms for same concept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objectives</td>
<td>Statements that describe the expected accomplishments of graduates during the first few years after graduation.</td>
<td>Goals, outcomes, purpose, etc.</td>
</tr>
<tr>
<td>Outcomes</td>
<td>Statements that describe what students are expected to know and able to do by the time of graduation.</td>
<td>Objectives, standards, etc.</td>
</tr>
<tr>
<td>Performance Criteria</td>
<td>Specific, measurable statements identifying the performance(s) required to meet the outcome; confirmable through evidence.</td>
<td>Standards, rubrics, specifications, metrics, outcomes, etc.</td>
</tr>
<tr>
<td>Assessment</td>
<td>Processes that identify, collect, use and prepare data that can be used to evaluate achievement.</td>
<td>Evaluation</td>
</tr>
<tr>
<td>Evaluation</td>
<td>Process of reviewing the results of data collection and analysis and making a determination of the value of findings and action to be taken.</td>
<td>Assessment</td>
</tr>
</tbody>
</table>
Criterion 2a: detailed published educational objectives that are consistent with the mission of the institution and these criteria

- Use “pictures” wisely
Criterion 2b: a process based on the needs of the program’s various constituencies in which the objectives are determined and periodically evaluated

- Who are your constituents?
- How are they involved?
Criterion 2c: a curriculum and processes that ensure the achievement of these objectives

*Describe the process you used to verify that your curricular strategies are related to your learning objectives.*
Criterion 2d: a system of ongoing evaluation that demonstrates achievement of these objectives and uses the results to improve the effectiveness of the program.

✓ Briefly describe the process you use to evaluate your objectives.
✓ Include information on the process you use to “close the loop”.
Criterion 3: Assessment process with documented results.

✓ Keep in simple
✓ Be precise
✓ Don’t tell everything you know
✓ Use appendices wisely
✓ Have supporting documentation available when they arrive
Writing “THE” Report
Criterion 3

**Do’s**
- Start early
- Develop an outline...AND use it
- Be direct
- Be clear
- Be efficient
- Use ABET guidelines

**Don’ts**
- Don’t be afraid to admit that you are not where you want to be
- Don’t bury the team in data
- Don’t go too high tech
- Don’t overlook program criteria