

## **SOE Assessment System**

### **— Policies and Procedures of Fairness, Accuracy, Consistency, and Elimination Bias**

Reviewed by Assessment Committee

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Given the nature of measurement errors inherent in any kind of the assessments and the fact that there is no single assessment fitting all purposes, SOE Assessment System employs multiple assessments to evaluate individual candidate's performance as well as the effectiveness of the programs and unit operation. In order the assessment to be fair, accurate, consistent, and free of bias, the following procedures were utilized:

#### **1. *Fairness***

- Requirements of each program are clearly stated
- Each candidate has equal opportunity to learn the requirements of the program (e.g. has equal access to relevant published recourses/handbook, website)
- Course requirements and learning objectives are clearly stated in the course syllabus so that the candidates understand what they are expected to complete for the course and/ projects
- Each candidate has equal opportunity to learn the contents (i.e., knowledge, skills, and dispositions) that are assessed included in test and/or project.
- Assessment includes clearly stated instructions so that each candidate understands what is expected of him/her on the assessment, how to complete and when to complete the assessment/projects/assignments.
- For performance-based assessments, candidates have equal opportunity to learn scoring guidelines/rubrics so that they understand how they are evaluated.
- Using multiple assessments to make decisions about candidate's performance

#### **2. *Accuracy***

- Alignment assessments with learning objectives stated by faculty and/or delineated in conceptual framework, state and professional standards so that the assessments measure what they intended to measure.
- Regular review of the appropriateness of assessment methods and appropriateness of levels of assessment question difficulties.

#### **3. *Consistency***

- Rubrics are used in scoring to make sure the evaluation criteria are the same
- Conduct internal consistent reliability analysis (e.g., degree 3 survey) when the data are suitable to the analysis

#### **4. *Avoidance and Elimination Bias***

- Rubrics are used in scoring to make sure that each candidate is evaluated using the same criteria.
- Conduct annual review of programmatic key assessments regarding the appropriateness of content coverage
- Using multiple assessments