



COLLEGE OF EDUCATION

Collecting Exemplars of Student Work Spring 2009

Note: this applies to programs that do NOT use TaskStream to collect and manage student work.

EXEMPLARS AVAILABLE IN ASSESSMENT OFFICE UPON REQUEST BY NCATE REVIEWERS

Purpose

There are several reasons to collect student work samples:

1. Faculty should review exemplars of student work during their annual or semi-annual meetings to review data on student performance. Common analysis of exemplars provides deep understanding of how a program can be improved to better support student learning.
2. Discussion among faculty about what a “4” versus a “3” looks like is key to establishing inter-rater reliability and equity for students.
3. Sharing exemplary work of past students (with student permission and names removed) with current students can facilitate student success.
4. Accreditation organizations such as NCATE and CTC will want to see that we are collecting samples of student work and be able to compare scores on these exemplars to the rubrics our programs use.

Expectations of Programs and Faculty

1. Each faculty member teaching course(s) with a signature assignment should identify 2 exemplars for each point value on the 0-4 scale (for a maximum of 10 exemplars). Note: if one faculty member teaches multiple sections of the course, they should select exemplars *across* those sections; submit no more than 10 exemplars across all of your sections of a single course.
2. Faculty Members should:
 - a. Write the score (i.e., 4, 3, 2, 1, 0) on the top of each exemplar
 - b. place hard copies of the exemplars in a folder labeled “Exemplars [Course#]-[Faculty Name]” (e.g., Exemplars COUN 549-Haviland)
 - c. submit the folder to the Department Office **by the end of the semester.**
3. The department office will bundle all exemplars and deliver them to the Assessment Office.
4. The Assessment Office:
 - a. Scans the documents into a PDF format (in cases where there are numerous sections of one course, the Assessment Office may randomly select exemplars at each level of performance)
 - b. Saves the document in the program’s “Exemplars” folder on the Assessment server
 - c. Returns the hard copies to the faculty member