Purpose

The purposes for student assessments are:

To equitably and fairly measure student learning outcomes of course material presented.

To improve the course curriculum and student learning process through programmatic enhancements or adjustments by trainers.

Guidelines for the Student Assessment

The assessment process shall meet the following guidelines:

Each assessment instrument shall be based on the course material presented.

Each student shall receive the same assessment under the same physical conditions.

Each student’s assessment will be scored using the same criteria.

Each student’s assessment will be scored without trainer-bias.

The assignment of assessment scores will be based on the trainer’s previously announced standards.

There shall be measures of student learning outcomes: attendance, participation, level of hands-on skill assessment, and scores on quizzes and exams (70% to pass).

Assessment will be based on the measurement of learned industry standards (those standards dictated by the Illinois Department of Commerce and Economic Opportunity and the Department of Energy).

Administration

Periodically, assessments will be administered to all students simultaneously in order to evaluate the level of student learning outcomes of key course principles.
Assessment scores are stored securely with other course-related materials.

None of the assessment scores will be shared outside the scope for which they are intended.

Access to assessment results will be limited to trainers, the ICRT Coordinator, and the staff member who is responsible for tracking student learning outcomes; all of whom are aware of the provisions of this policy and matters of confidentiality.