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|  | **TEMPLATE** for Completing Annual Assessment Reports:**ASSESSMENT YEAR 1** |  |  |

September 2021

This editable document is intended to provide a convenient template to enter required Annual Assessment Report information as it is gathered throughout preparation, and is supplemental to [Annual Assessment Report Guidelines](https://www.ift.org/-/media/community/pdfs/educators-herb/2020_annual_assessment_report_guidelines.pdf) and [Instructions for Completing Annual Assessment Reports: Assessment Year 1](https://www.ift.org/-/media/community/pdfs/educators-herb/0621_instructions_annualassessment_reportguidelines.pdf). Please note you will *not* be uploading this template into the online platform at the time of Annual Assessment Report submission. Instead, you will enter the data from this template into the platform. Examples of Learning Assessment Techniques (LATs) can be found [here](https://www.ift.org/-/media/community/pdfs/educators-herb/learningassessmenttechniqueslat_ift_herb.pdf).



**Assessment Year 1 TEMPLATE: Standard 1, Essential Learning Outcome (ELO) 1**

|  |  |
| --- | --- |
| What to Include | Your Data |
| Standard |  |
| ELO assessed |  |
| Course(s) ELO was assessed in |  |
| Period ELO was assessed |  |
| *Exactly two different* Learning Assessment Techniques (LATs) used to assess above ELO |  |
| Description of how each of the two LATs was implemented with students to assess ELO |  |
| Description of the tool(s) used for LAT analysis |  |
| Key Findings for each of the two LATs |  |
| Interpretation of key findings in connection to student learning |  |
| Description of anticipated actions for improvement of teaching and learning based on key findings |  |
|  |  |
| Notes: |  |
|  |  |

**Assessment Year 1 TEMPLATE: Standard 1, Essential Learning Outcome (ELO) 2**

|  |  |
| --- | --- |
| What to Include | Your Data |
| Standard |  |
| ELO assessed |  |
| Course(s) ELO was assessed in |  |
| Period ELO was assessed |  |
| *Exactly two different* Learning Assessment Techniques (LATs) used to assess above ELO |  |
| Description of how each of the two LATs was implemented with students to assess ELO |  |
| Description of the tool(s) used for LAT analysis |  |
| Key Findings for each of the two LATs |  |
| Interpretation of key findings in connection to student learning |  |
| Description of anticipated actions for improvement of teaching and learning based on key findings |  |
|  |  |
| Notes: |  |
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**Assessment Year 1 TEMPLATE: Standard 1, Essential Learning Outcome (ELO) 3**

|  |  |
| --- | --- |
| What to Include | Your Data |
| Standard |  |
| ELO assessed |  |
| Course(s) ELO was assessed in |  |
| Period ELO was assessed |  |
| *Exactly two different* Learning Assessment Techniques (LATs) used to assess above ELO |  |
| Description of how each of the two LATs was implemented with students to assess ELO |  |
| Description of the tool(s) used for LAT analysis |  |
| Key Findings for each of the two LATs |  |
| Interpretation of key findings in connection to student learning |  |
| Description of anticipated actions for improvement of teaching and learning based on key findings |  |
|  |  |
| Notes: |  |
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**Assessment Year 1 TEMPLATE: Standard 2, Essential Learning Outcome (ELO) 1**

|  |  |
| --- | --- |
| What to Include | Your Data |
| Standard |  |
| ELO assessed |  |
| Course(s) ELO was assessed in |  |
| Period ELO was assessed |  |
| *Exactly two different* Learning Assessment Techniques (LATs) used to assess above ELO |  |
| Description of how each of the two LATs was implemented with students to assess ELO |  |
| Description of the tool(s) used for LAT analysis |  |
| Key Findings for each of the two LATs |  |
| Interpretation of key findings in connection to student learning |  |
| Description of anticipated actions for improvement of teaching and learning based on key findings |  |
|  |  |
| Notes: |  |
|  |  |

**Assessment Year 1 TEMPLATE: Standard 2, Essential Learning Outcome (ELO) 2**

|  |  |
| --- | --- |
| What to Include | Your Data |
| Standard |  |
| ELO assessed |  |
| Course(s) ELO was assessed in |  |
| Period ELO was assessed |  |
| *Exactly two different* Learning Assessment Techniques (LATs) used to assess above ELO |  |
| Description of how each of the two LATs was implemented with students to assess ELO |  |
| Description of the tool(s) used for LAT analysis |  |
| Key Findings for each of the two LATs |  |
| Interpretation of key findings in connection to student learning |  |
| Description of anticipated actions for improvement of teaching and learning based on key findings |  |
|  |  |
| Notes: |  |
|  |  |

**Assessment Year 1 TEMPLATE: Standard 2, Essential Learning Outcome (ELO) 3**

|  |  |
| --- | --- |
| What to Include | Your Data |
| Standard |  |
| ELO assessed |  |
| Course(s) ELO was assessed in |  |
| Period ELO was assessed |  |
| *Exactly two different* Learning Assessment Techniques (LATs) used to assess above ELO |  |
| Description of how each of the two LATs was implemented with students to assess ELO |  |
| Description of the tool(s) used for LAT analysis |  |
| Key Findings for each of the two LATs |  |
| Interpretation of key findings in connection to student learning |  |
| Description of anticipated actions for improvement of teaching and learning based on key findings |  |
|  |  |
| Notes: |  |
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