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**مكتب التخطيط الأكاديمي وضمان الجودة**

**Academic Planning and Quality Assurance (APQA) Office /**

**مكتب الدراسات العليا**

**Office of Graduate Studies**

**Annual Assessment Report**

**(AAR)**

|  |  |
| --- | --- |
| **College** | College Name |
| **Department** |  |
| **Program** | Program Name |
| **Head of Department** |  |
| **Program Coordinator** |  |
| **Assessment Coordinator** |  |
| **Email** |  |
| **Submission Date** |  |
| **Academic Year** | 202?-202? |
| **Assessment Cycle** |  |

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| **General Important Notes:**   1. Most of the information and tables required in this report can be extracted from the [OAS Menu: Reports> Annual Report Tables](https://oasprap.qu.edu.qa:8443/oas/faces/birt/birt_annual_report_tables.xhtml) 2. For the programs to analyze the assessment results properly, they should retrieve different reports from the OAS as prescribed in the [Learning Outcomes Assessment Guidebook (III.3.3.2 Reporting, page 10)](http://www.qu.edu.qa/offices/vpaa/aqa/learning_outcome_assessment). 3. For instructions about how to fill each section, you can click on the related comment. 4. Save this file using the following name format: “YYmmDD\_APQA\_AAR\_ProgramName.docx” 5. This report should be submitted to the Associate Dean for the Academic Affairs office from the Head of Department after the board’s approval. The Associate Dean for the Academic Affairs office should submit the collected reports to APQA office through ENJAZ platform: <https://enjaz.qu.edu.qa> |
| **Preface:**  This Annual Learning Outcomes Assessment report provides essential information related to the assessment of Program level Student Learning Outcomes (PLOs) and should include the following:  - Details on implemented assessment activities  - Analysis of assessment results with detailed findings and recommendations.  - Detailed plans for future improvement(s) (improvement actions)  - Details on improvement actions implemented during the current academic year.  The report is to be used by the APQA (Academic Planning and Quality Assurance) office to develop the university-wide learning outcome assessment report and to ensure that the program complies with the university requirements concerning the assessment of program-level PLOs.  This report includes two main parts:   * **Part 1:** In the first part of the report, programs report on their initial assessment plans for the academic year, provide details on assessment activities conducted and implemented during the current academic year, a **summary of the assessment results**, an **analysis of the assessment results** and findings, a list of recommendations for improvement, a **list of future improvement actions** adopted by the program, and a detailed action plan for implementing each of the adopted future improvement actions. * **Part 2:** In the second part of the report, programs give details on improvement actions already implemented by the program during the current academic year and provide evidence of implementation. In particular, programs are to indicate the status of improvement actions implemented during the current academic year that were adopted in previous academic years and recorded in previous annual assessment reports. |

Glossary

|  |  |
| --- | --- |
| AAR | Annual Assessment Report |
| AARR | Annual Assessment Report Review |
| APQA | Academic Planning & Quality Assurance |
| AY | Academic Year |
| OE | Outcome Element |
| PI | Performance Indicator |
| PLO | Program Learning Outcome |
| QU | Qatar University |
| RD | Rubric Dimension |
| SLO | Student Learning Outcome |
| SO | Student Outcome |

Part 1

*In the first part of the report, programs report on their initial assessment plans for the academic year, provide details on assessment activities conducted and implemented during the current academic year, a summary of the assessment results, an analysis of the assessment results and findings, a list of recommendations for improvement, a list of future improvement actions adopted by the program, and a detailed action plan for implementing each of the adopted future improvement actions.*

# INTRODUCTION

*Please include in this section a general overview of assessment activities, major issues, decisions, achievements, and general information related to the assessment of Program Level Student Learning Outcomes that occurred during the current Academic Year, with consideration of the comments in the previous year Annual Assessment Report Review (AARR) and describing what actions have been taken to answer those comments as shown in Table 1-1.*

Table ‑ Summary of Adopted Improvement Actions based on previous AARR\* Comments/Feedback

|  |  |  |
| --- | --- | --- |
| **Suggested Improvement Action Statement/Description for Previous AARR\*** | **Action Taken** | **Comments** |
|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

\* *AARR: Annual Assessment Report Review*

# PROGRAM SPECIFICATIONS

*<< Please embed the information required in the following table from the OAS by proceeding as follows:*

*⦁ Download the \*.pdf file from the OAS,  by following the steps below:*

*1. Go to the menu: Reporting> Annual Report Tables*

*2. Select the Current Academic year.*

*3. Click the “View” link in front of the row table “Program Specifications”*

*4. Export the report in pdf format.*

*⦁ Insert cursor inside the corresponding “Embedded Report from OAS” cell and follow the next steps:*

*1. Click Insert > Object > Create from File.*

*2. Browse for the PDF you want to insert.*

*3. Select the file and tick the "Display as icon" box*

*4. Click Okay.*

*>>*

|  |  |
| --- | --- |
| **Item** | **Embedded Report from OAS** |
| Mission, Educational Objectives, and Program Learning Outcomes |  |
| Curriculum Map |  |

# ASSESSMENT PLAN

*<< Direct and indirect assessments of program learning outcomes can be combined to provide a more comprehensive understanding of the program or student learning outcomes. Direct assessments, such as tests or assessments that require students to show what they know and can do, provide specific evidence of what students know and can do. Indirect assessments, such as surveys or course assessments, provide broader insights into students' perceptions and attitudes toward their educational experiences.*

*It should be noted that the indirect assessment is optional, and the program is not obligated to implement it.>>*

## Direct Assessment Plan

*<< Please embed the information required in the following table from the OAS by proceeding as follows:*

* *Download the \*.pdf file from the OAS,  by following the steps below:*

1. *Go to the menu: Reporting> Annual Report Tables*
2. *Select the Current Academic year.*
3. *Click the “View” link in front of the row table “Direct Assessment Plan for the current assessment cycle”*
4. *Export the report in pdf format.*

* *Insert cursor inside the corresponding “Embedded Report from OAS” cell and follow the next steps:*

1. *Click Insert > Object > Create from File.*
2. *Browse for the PDF you want to insert.*
3. *Select the file and tick the "Display as icon" box*
4. *Click Okay.>>*

### Direct Assessment Plan for The Current Cycle

|  |  |
| --- | --- |
| **Item** | **Embedded Report from OAS** |
| Direct Assessment Plan for the current assessment cycle. |  |

### Direct Assessment Plan for The Current Academic Year

|  |  |
| --- | --- |
| **Item** | **Embedded Report from OAS** |
| Direct Assessment Plan for the Current Academic Year. |  |

### Achievement Targets

|  |  |
| --- | --- |
| **Item** | **Embedded Report from OAS** |
| Achievement Targets. |  |

## Indirect Assessment Plan for The Current Academic Year (Optional)

*<<Please include in this section details about the indirect assessment plan that involve evaluating students' learning outcomes through indirect measures, such as self-reports or observations of indirect indicators of learning, such as attitudes or behaviors. This can include surveys, interviews, or focus groups that assess students' perceptions, opinions, or beliefs about their learning. Indirect assessments are designed to provide subjective and self-reported measures of student learning outcomes and are often used to gather information about students' motivation, engagement, and learning environment.>>*

# ASSESSMENT IMPLEMENTATION DETAILS

*<<Please include in this section details about the assessment activities implemented during the current academic year to measure the student achievements concerning the program-level PLOs or PI/OE/RD. Any discrepancy between the plan and the implementation of the assessment should be justified.*

*At a minimum, the following data and documents should be included for each assessed outcome:*

* *The ID and statement of the assessed Program level Student Learning Outcomes.*
* *The ID and statement of the assessed Outcome Elements (Performance Indicators), if any.*
* *The assessment context such as the course or other setting in which the assessment was conducted and in which data was collected.*
* *The number of assessed students in each assessment activity.*
* *The assessment tool used.*
* *A copy of the assessment tool such as a copy of the exam used for assessment or a description of the assessment tool.*
* *A copy of the rubric used in scoring individual student work.*
* *A sample of assessed student work (Best, Worst, Average) in case they are not uploaded in the OAS.*

*The program should also provide a brief description of the process followed in adopting the assessment tools and evaluation and rating of student work.*

*Table 4.1 can be used to record the required information. >>*

Table ‑ Direct assessment activities implementation details

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PLO ID** | **Program Learning Outcome Statement** | **PI/OE** | **PI/OE Statement (if any)** | **Context for Assessment** | **No. of assessed students** | **Assessment Tool** | **Embedded Assessment Tool from OAS** | **Embedded Rubric from OAS** |
| **1** | <*Please insert PLO statement here*> |  | *<Please insert PI/OE/RDStatement here>* |  |  |  |  |  |
|  | *< Please insert PI/OE/RDStatement here>* |  |  |  |  |  |
| **2** | … |  | *< Please insert PI/OE/RDStatement here>* |  |  |  |  |  |
|  | *< Please insert PI/OE/RDStatement here>* |  |  |  |  |  |

Table ‑2 Indirect assessment activities implementation details (Optional)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PLO ID** | **Program Learning Outcome Statement** | **PI/OE** | **PI/OE (if any)** | **No. of assessed students** | **Assessment Tool** | **Reference to Assessment Tool** |
| **1** | <*Please insert PLO statement here*> |  | *<Please insert PI/OE/RDStatement here>* |  |  | Appendix A Exhibit 1 |
|  | *< Please insert PI/OE/RDStatement here>* |  |  |  |
| **2** | … |  | *< Please insert PI/OE/RDStatement here>* |  |  |  |
|  | *< Please insert PI/OE/RDStatement here>* |  |  |  |

# ASSESSMENT RESULTS & FINDINGS

*<< Please embed the information required in the following table from the OAS by proceeding as follows:*

* *Download the \*.pdf file from the OAS,  by following the steps below:*

1. *Go to the menu: Reporting> Annual Report Tables*
2. *Select the Current Academic year.*
3. *Click the “View” link in front of the row table “Summary of Assessment Results collected during the current academic year (PLO Level).”*
4. *Export the report in pdf format.*

* *Insert cursor inside the corresponding “Embedded Report from OAS” cell and follow the next steps:*

1. *Click Insert > Object > Create from File.*
2. *Browse for the PDF you want to insert.*
3. *Select the file and tick the "Display as icon" box*
4. *Click Okay.>>*

## Direct Assessment Results and Findings for the Current Academic Year

### PLO Level

|  |  |
| --- | --- |
| **Item** | **Embedded Report from OAS** |
| Summary of Assessment Results collected during the current academic year (PLO Level) |  |

### Rubric Dimension Level

|  |  |  |
| --- | --- | --- |
| **PLO ID** | **PI/OE** | **Embedded Report from OAS** |
| **1** |  |  |
|  |  |
| **2** |  |  |
|  |  |

## Indirect Assessment Results and Findings for the Current Academic Year (Optional)

*<< For indirect assessment (if any), please include in the followings a summary of the results and findings of the indirect assessments collected in the current academic year>>*

## Cumulative Results and Findings

*<< Please embed the information required in the following table from the OAS by proceeding as follows:*

* *Download the \*.pdf file from the OAS,  by following the steps below:*

1. *Go to the menu: Reporting> Annual Report Tables*
2. *Select the Current Academic year.*
3. *Click the “View” link in front of the row table “Summary of Assessment Results collected through the cycle.”*
4. *Export the report in pdf format.*

* *Insert cursor inside the corresponding “Embedded Report from OAS” cell and follow the next steps:*

1. *Click Insert > Object > Create from File.*
2. *Browse for the PDF you want to insert.*
3. *Select the file and tick the "Display as icon" box*
4. *Click Okay.>>*

*<< Please include in this section a summary of the results and findings of the direct assessments collected and aggregated through the assessment cycle>>*

|  |  |
| --- | --- |
| **Item** | **Embedded Report from OAS** |
| Summary of Assessment Results collected through the cycle. |  |

Table ‑ Summary of direct assessment results collected through the cycle

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PLO / OE ID** | **Number of Students scoring 1** | **Number of Students scoring 2** | **Number of Students scoring 3** | **Number of Students scoring 4** | **Total Nb assessed Students** | **Student Average** | **Percentage students scored 1** | **Percentage students scored 3 or more** | **Defined Target** |
| **PLO 1** |  |  |  |  |  |  |  |  |  |
| OE / PI /Rubric dimension |  |  |  |  |  |  |  |  |  |
| OE / PI /Rubric dimension |  |  |  |  |  |  |  |  |  |
| OE / PI /Rubric dimension |  |  |  |  |  |  |  |  |  |
| **PLO 2** |  |  |  |  |  |  |  |  |  |
| OE / PI /Rubric dimension |  |  |  |  |  |  |  |  |  |
| OE / PI /Rubric dimension |  |  |  |  |  |  |  |  |  |
| OE / PI /Rubric dimension |  |  |  |  |  |  |  |  |  |
| **PLO 3** |  |  |  |  |  |  |  |  |  |
| OE / PI /Rubric dimension |  |  |  |  |  |  |  |  |  |
| OE / PI /Rubric dimension |  |  |  |  |  |  |  |  |  |
| OE / PI /Rubric dimension |  |  |  |  |  |  |  |  |  |
| **PLO 4** |  |  |  |  |  |  |  |  |  |
| OE / PI /Rubric dimension |  |  |  |  |  |  |  |  |  |
| OE / PI /Rubric dimension |  |  |  |  |  |  |  |  |  |
| OE / PI /Rubric dimension |  |  |  |  |  |  |  |  |  |

# ANALYSIS OF ASSESSMENT RESULTS

*<< Please include in this section an analysis of the assessment results and findings for the Fall, Spring, and Summer Semesters of the current academic year as well as an analysis of the cumulative assessment results for the current assessment cycle taking into account all assessment results obtained since the beginning of the cycle. A detailed analysis of assessment results and findings for each program-level Student Learning Outcome and Outcome Element (Performance Indicator) should be provided.>>*

## Activity level analysis for the actual academic year

*This section should include an analysis of the following:*

* ***Assessment Context****: The effectiveness of the assessment context and activity in measuring the program-level student learning outcomes*
* ***Assessment Tool****: The effectiveness of the implemented assessment tool in measuring the intended program-level student learning outcomes,*
* ***Assessment Sample****: If sampling was used, does the selected sample provide a good and valid representation of the overall student population,*
* ***Assessment Rubric****: The effectiveness and adequacy of rubrics used in scoring student work.*

## Program-level analysis based on cumulative results

## Combining Direct and Indirect Assessments (Optional)

*<<By using triangulation in program learning outcomes assessment, programs can obtain a more comprehensive and accurate understanding of student learning outcomes and make data-driven decisions to improve teaching and learning. Triangulation can help to overcome the limitations of individual assessment methods and provide a more complete picture of student learning outcomes.>>*

# FUTURE IMPROVEMENT PLANS (*Actions*)

*<< Please include in this section and based on the above results and analysis, a list of improvement actions the program is planning to implement in the future to further strengthen the program and improve the student's attainment of the Program Level Student Learning Outcomes.*

*Details of each improvement action planned for future implementation should include:*

* *A detailed description of the future improvement action (e.g., changes to program, courses, or processes), the process used in reaching the decision (e.g. consultation with faculty, committee meeting, department meeting), and link each improvement action to specific assessment results and/or findings.*
* *A specific action plan for each of the planned improvement actions with a clear description of the sequence of steps and tasks required to implement and carry out the planned action, the resources required, and an estimation of the associated costs, if any.*

*Please use Table ‎7.1 to record the planned improvement action details >>*

Table ‑ Adopted Future Improvement Actions Details

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Improvement Action Statement/Description** | **Action Type\* (Curriculum, Staff, Process, …)** | **Associated PLO / OE (if any)** | **Action / Step\*\*** | **Planned Date** | **Person Responsible** | **Resources** | | **Comments** |
| **Financial** | **Others** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

\* *Action Type: Review course or curriculum, Course delivery, Rubrics, Assessment tools, PLO statements, Assessment process or plan, new software, Equipment or facility, Professional Development, Staff*

\*\* *Many actions/ steps may be required for any specific improvement action; each step should be recorded in a separate row*

# CONCLUSION

*<< Please include concluding remarks in this section. >>*

***Thank You***

Part 2

*<< The purpose of this part of the annual assessment report is to record information on the implementation status of improvement actions during the current academic year including:*

1. *Improvement Actions were recorded in the Annual Assessment Report submitted at the end of the previous Academic Year.*
2. *Improvement Actions recorded in earlier Annual Assessment Reports submitted by the program (excluding the annual report submitted for the last academic year) and that were not yet completed or for which no status report was submitted.*

*Improvement Actions implemented by the program during the Current Academic Year and not recorded in previous Annual Assessment Reports. >>*

# Status of Improvement Actions Adopted During Previous Academic Years

*<< Please provide a detailed description regarding the implementation of each of the improvement actions adopted by the program and recorded in earlier Annual Assessment Reports submitted by the program (excluding the Annual Report submitted for last academic year) and* ***that were not yet completed or for which no status report was submitted****. For each adopted improvement action, please provide, when available, evidence of implementation such as meeting minutes, email communications, copy of updated course syllabus or approved changes in curriculum, etc. >>*

*<< Please provide in the status report table a summary of the improvement actions’ implementation status. >>*

*<< Please provide in this section detailed information about the improvement actions implemented by the program during the current academic year that were not recorded in any of the previous Annual Assessment Reports submitted by the program. Detailed information for each improvement action should include, but not be limited to:*

*- Detailed statement and description of the adopted and implemented improvement action*

*- Rationale including when available, details on the assessment that led to this action.*

*- Program Level Student Learning Outcome(s) or Objective(s) impacted by the action.*

*- Implementation details,*

*- Evidence of implementation such as meeting minutes, etc., when available. >>*

Table ‑1 Implementation Status of Improvement Actions Adopted and Recorded in Earlier Annual Assessment Reports

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Report Date** | **#** | **Improvement Action Statement** | **Associated PLO\* / OE\*\*** | **Rationale for the Action (link to Assessment)** | **Step / Task \*\*\*** | **Date of Implementation** | | **Used Resources** | | **Current Status (% of Achievement)** | **Reference to Evidence\*\*** |
| **Planned** | **Actual** | **Financial** | **Others** |
|  | 1 |  |  |  |  |  |  |  |  |  |  |
|  | 2 |  |  |  |  |  |  |  |  |  |  |
|  | 3 |  |  |  |  |  |  |  |  |  |  |
|  | 4 |  |  |  |  |  |  |  |  |  |  |

*\* PLO: Program Level Student Learning Outcome; \*\* OE: Outcome Element; \*\*\*Step/Task: Many Steps /Tasks may be defined for the same improvement action*

Table ‑2 Implementation Status of Other Improvement Actions Not Recorded in Annual Assessment Reports

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Improvement Action Statement** | **Associated PLO\* / OE\*\*** | **Rationale for the Action (link to Assessment)** | **Step / Task \*\*\*** | **Date of Implementation** | | **Used Resources** | | **Current Status (% of Achievement)** | **Reference to Evidence\*\*** |
| **Planned** | **Actual** | **Financial** | **Others** |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |

*\* PLO: Program Level Student Learning Outcome; \*\* OE: Outcome Element; \*\*\*Step/Task: Many Steps /Tasks may be defined for the same improvement action*

Appendix A: Samples of Indirect Assessment Tools (Optional)