



## Policy AA1.06: Student Evaluation and Testing Methods

Oversight	Information
Policy Type	Academics
Policy Owners	Chief Academic Officer
Initial Policy Approval Date	September 15, 2006
Current Revision Approval Date	February 3, 2016
Procedure Effective Date	February 3, 2016

### Policy

Purpose of Evaluation - American Sentinel University is committed to using the most appropriate evaluation procedures to allow students to demonstrate their mastery of academic content. As courses and programs are diverse, so are the types of evaluation. The university regularly reviews its evaluation procedures to ensure their effectiveness. Students' assessments, at the conclusion of each course, are reviewed to ensure any student concerns about the appropriateness and impartiality of evaluation methods are addressed. Many of the evaluation procedures in American Sentinel's courses provide new learning experiences that help to integrate students' new knowledge with their work experience, such as writing computer code for a civic organization, developing organizational plans, and developing a health assessment procedure. Applying knowledge in this way contributes to the development of students' professional and civic lives.

### Guidelines

Methods of Course Evaluation - Course evaluation procedures vary by course. Students may be evaluated in one or more of the following methods. Alternate methods may be used at depending on the course content.

- Participation – Students are required to participate in activity sessions and/or group discussions online. Regular presence and active involvement is essential for both individual learning and the learning of other students in the course.
- Reflective Journal – Journal assignments require students to periodically submit written reflections about what they learned from the content of the readings, class discussions and activities and how their learning relates to their professional situation. The journals are for each student's personal growth and will not be shared. Each submission will be given a mark. The marks will be averaged and will count for a specified percentage of the final grade.
- Synthesis of Required Readings Research Paper – Some courses will require final papers. The final paper builds on prior learning, research and reflection. The paper should show evidence of appropriate academic writing style and must conform to the guidelines of the Publication Manual of the American Psychological Association most recent edition.



- Exams – Exams are a formal knowledge-based evaluation methodology. If required, final exams will be scheduled for three to four days following the end of the course. All exams are to be completed within a specified time. Some exams are open book, while others are proctored, (taken in the presence of someone who verifies a student's identity).
- Progress Tests – Some courses provide embedded tests, known as progress tests. These tests are developed by faculty to provide students with the opportunity to demonstrate their command of certain content and receive feedback.
- Written Computer Code/Program Assignments – Many courses in our technology programs require students to demonstrate their understanding of technological concepts by writing computer code or programs.
- Peer Evaluation of Group Assignments – Occasionally, students work in groups on special projects. The peer evaluation process requires peers to assign marks in addition to providing feedback on group assignments. Peer evaluations serve to increase motivation and enhance the learning process.

Methods of Project Evaluation – Evaluation of student learning in American Sentinel University's project-based programs is conducted by the faculty coach using a competency-specific assessment rubric. Participation is mandatory in weekly online meetings but is not part of the evaluation process. There are no exams or additional assignments required.

Program Evaluation – Students' progress through a degree program is monitored to ensure that overall degree program outcomes are being met. American Sentinel has established a set of program outcomes, required and elective courses, prerequisites and suggested program tracks and suggested career ladders to ensure students meet both program and overall course outcomes. Faculty regularly review student progress to maintain high academic and professional standards.

## Procedure

- Not Applicable

## Related Documents/References

- AA7.05 Academic Program Review
- AA7.06 Academic Course Review

## Definitions

- None.

## Revision History

- February 3, 2016: Added language for program based programs.
- May 7, 2020: Updated policy format for accessibility guidelines - AHB

