****

**مكتب التخطيط الأكاديمي وضمان الجودة**

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

**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

# INTRODUCTION

Table ‎1‑1 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

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

# ASSESSMENT PLAN

## Direct Assessment Plan

### 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)

# ASSESSMENT IMPLEMENTATION DETAILS

Table ‎4‑1 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 ‎4‑2 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

## 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)

## Cumulative Results and Findings

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

Table ‎5‑2 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

## Activity level analysis for the actual academic year

## Program-level analysis based on cumulative results

## Combining Direct and Indirect Assessments (Optional)

# FUTURE IMPROVEMENT PLANS (*Actions*)

Table ‎7‑1 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

***Thank You***

Part 2

# Status of Improvement Actions Adopted During Previous Academic Years

Table ‎9‑1 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 ‎9‑2 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)