

Policy Regarding Confidentiality of Assessment Data

Sterling College's Assessment Committee evaluates students' academic performance outcomes for the purpose of program improvement. To complete this job, the Committee collects information that includes student identities. Such identification is necessary as it allows the committee to examine relationships among many variables.

The Committee has an obligation to protect the confidentiality of assessment data. The Committee adopts the following principles to insure such confidentiality:

- ◆ The Assessment Committee will collect evaluations of student work, student self-reports, assessment test information, and student records identified by student name.
- ◆ Each student has a right to receive assessment results of his/her own tests.
- ◆ The master data files containing assessment information will be protected by reasonable security measures that restrict access to the Assessment Committee and support staff who enter file information.
- ◆ The Assessment Committee will only use student name information to report results of assessment to the individual student, *and* to department chairs *when* such reporting is necessary to generate additional assessment data.
- ◆ In some cases the Assessment Committee collects information from students evaluating a department's instructional processes (e.g. Ethics Instruction Student Self-Report). For such evaluative information, department chairs will only receive aggregated data. If only one student completes such an evaluation in a given year, that student's data will be aggregated in a future year's report, and not presented when the department chair would automatically know the student's identity.
- ◆ The Assessment Committee will aggregate data in all other reports, preventing individual identification of the students who generated the data.
- ◆ All college personnel who have access to individual testing information must read these principles of confidentiality and agree to abide by them. This includes Assessment Committee members, support staff who transcribe, code, and enter data, and department chairs/program directors who receive individually identifiable information.