Key Assessment Cover Sheet

The program should use the Key Assessment Rubric in preparing the submission.

College or University:

Program Level and Name:

Key Assessment # and Name:

1. **Background information about the assessment:**

How were the assessment instrument and rubric or scoring guide developed? *(Addresses who, how, when, and revisions as appropriate.) (N/A for Praxis and edTPA)*	
When are candidates required to take the assessment?	
Who scores the assessment?	
What is the passing score?	
What happens if a candidate does not pass?	

2. **Insert data table(s) here or attach document.** *At least three years of data must be reported, or an explanation must be provided. Programs with a low "n" must try to reach the minimum "n" of ten by reporting up to five years of data.*

3. **Data Analysis**

Who analyzes the data?	
What trends or patterns in the data were identified?	
What strengths or relative strengths were identified. *(Reference specific data points.)*	
What weaknesses or relative weaknesses were identified. *(Reference specific data points.)*	
Identify and describe data-based continuous improvement efforts.	
How are the data from this assessment consistent with data from other assessments?	
What do the data reveal about prior continuous improvement efforts?	
Additional analysis findings	

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4. Use of Data for Continuous Improvement

Describe how data from this assessment inform program evaluation and possible areas for improvement, if any.

Program Actions Taken Based on This Data	Program Actions Under Consideration Based on This Data

Attachments:
- **Assessment instrument** (not applicable for standardized tests)
- **Scoring guide or rubric for the assessment** (not applicable for standardized tests)
- **Data tables(s)** (if not inserted above)