

## The Concordia University Common Scale – Evaluating Learning of Program Learning Outcomes

The tool you select to evaluate learning should include criteria which directly measures your Program Learning Outcome. You would not use a grade on a whole assignment, but possibly one row in a rubric that speaks specifically to the learning required in the Program Learning Outcome.

As you evaluate student work to identify performance levels of learning toward your expected levels for each program learning outcome/goal, organize your record-keeping so that you can report using the five-point university common scale. The scale should go from high to low.

### COMMON SCALE

Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations	Significantly Below Expectations
5	4	3	2	1

The annual report will ask you to provide the number of students receiving an evaluation, and then the number who performed in each of the five levels of the common scale. You are providing the raw numbers, not a percentage.

**Total Number of Evaluations**

[ how many students were evaluated]

Of the total, what is the number of students who **significantly exceeded expectations**

[ how many of the total evaluated were at this level?]

Of the total, what is the number of students who **exceeded expectations**

[ how many of the total evaluated were at this level?]

Of the total, what is the number of students who **met expectations**

[ how many of the total evaluated were at this level?]

Of the total, what is the number of students who were **below expectations**

[ how many of the total evaluated were at this level?]

Of the total, what is the number of students who were **significantly below expectations**

[ how many of the total evaluated were at this level?]