

Program: _____

The following checklist outlines the required components of the comprehensive program exit assessment. The components identified with a (✓) have been verified by Academic Services and successfully satisfy the requirements.

1. Established a venue for informing students of the program exit assessment policy and all related actions?.....
2. Met with all representatives of the different disciplines within the program to review, discuss and understand generic, global objectives?
 - English.....
 - French.....
 - Philosophy/Humanities.....
 - Physical Education
 - “D” Block Disciplines
3. Attempted to integrate above disciplines within the terminal program objectives?.....
4. Developed the program exit assessment activity?
 - Described the activity and the related guidelines?.....
 - Specified the timing of the activity (i.e., where in program)?
 - Specified the duration of the activity?
 - Identified responsibilities of teachers/students/others (i.e., external experts)?
5. Described the required preparation of students for the program exit assessment and the approximate number of hours involved?
 - Identified resources/references to assist students in their preparation?
6. Identified the specific objectives of the assessment (i.e., skills, competencies)?
7. Determined the **criteria**¹ and **standards**² of the program exit assessment and the weight of each objective?
 - ¹**Criteria:** What the assessors will be looking for?
 - ²**Standard:** The level of performance at which an objective is considered to be achieved?
8. Identified the specific course(s), if applicable, within which the program exit assessment activity is conducted?
9. Established the distinction between grades assigned to the program exit assessment and the grades specific to the course(s) used for the exit assessment?
10. Determined when the assessment will be done?.....
 - Established who performs the assessment?
 - Identified whether assessment consensus required?.....
11. Developed a grading scheme for the program exit assessment?.....
12. Determined remedial plan of action or assistance for students who requires a make-up assessment?
13. Determined when students take a make-up assessment if they fail the initial assessment?.....
14. Established a process for validation of program exit assessment?.....

DATE

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