Standard Operating Procedure (SOP): Assessment Creation, Administration, and Grading Workflows

This SOP details the comprehensive process for **assessment creation, administration, and grading workflows**, encompassing the design of assessment materials, guidelines for consistent and fair distribution to participants, standardized procedures for conducting assessments, and the systematic approach to grading and providing feedback. The aim is to ensure reliability, validity, and transparency throughout the assessment lifecycle, enhancing educational outcomes and maintaining academic integrity.

1. Assessment Creation

1. **Define Assessment Objectives:**
   - Align assessment goals with curriculum learning outcomes.
   - Determine the scope and type of assessment (e.g., quiz, exam, project, presentation).
2. **Design Assessment Materials:**
   - Develop questions/tasks that match the set objectives.
   - Ensure variety in question types (e.g., multiple choice, essay, short answer) as appropriate.
   - Draft rubrics and grading criteria to be used for evaluation.
3. **Review and Validation:**
   - Have assessment reviewed by a peer or subject matter expert for clarity, fairness, and alignment with outcomes.
   - Revise as necessary based on feedback.
4. **Approval:**
   - Submit finalized assessment and rubric for formal approval by designated authority (e.g., department head).
5. **Version Control:**
   - Assign version numbers and store assessment documents in a secure, access-controlled repository.

2. Assessment Administration

1. **Schedule Assessments:**
   - Determine dates, times, and locations/platforms for conducting assessments.
   - Publish schedules well in advance.
2. **Communicate Guidelines:**
   - Share instructions, rules, permitted materials, and academic integrity policies with participants.
   - Provide reasonable accommodations where required.
3. **Secure Assessment Materials:**
   - Distribute assessment materials securely, maintaining confidentiality until the time of administration.
   - For online assessments, use secure platforms with authentication and monitoring.
4. **Conduct Assessment:**
   - Supervise in-person or monitor online assessments to ensure compliance with guidelines and prevent misconduct.
   - Document any irregularities or incidents during the assessment.
5. **Collection and Secure Storage:**
   - Collect, count, and verify all completed assessments.
   - Store submissions securely until grading is complete.

3. Grading Procedures

1. **Grader Assignment:**
   - Assign grading to qualified personnel according to established rubric.
   - Where necessary, anonymize student identification to prevent bias.
2. **Grading Process:**
   - Apply grading criteria consistently using prepared rubrics.
   - Grade a sample set to ensure inter-rater reliability if multiple graders are involved.
3. **Recording Grades:**
   - Document scores securely and accurately in the appropriate system or gradebook.
4. **Quality Assurance:**
   - Conduct random audits or second marking of samples to ensure accuracy and fairness.

4. Feedback and Results

1. **Provide Feedback:**
   - Compile individual feedback based on grading, highlighting strengths and areas for improvement.
2. **Distribute Results:**
   - Communicate results confidentially to participants via secure channels.
   - Allow for a review or appeal process, if applicable.

5. Record Keeping and Continuous Improvement

1. **Archiving:**
   - Store assessment materials, completed scripts, and grading records according to institutional retention policies.
2. **Review and Update:**
   - Periodically review assessment processes and outcomes for reliability, validity, and fairness.
   - Amend SOP as required based on feedback and institutional needs.