Carolina Core Assessment
Frequently Asked Questions
Updated Fall 2023

About CORE Assessment

What is Carolina Core Assessment?

The learning outcomes for the Carolina Core are assessed using course-embedded assignments selected by faculty teaching foundational Carolina Core courses. Students' grades on selected assignments will be supplemented by an assessment of a representative sample of assignments by Core-teaching faculty. The grades on selected assignments coupled with the ratings provided by the faculty assessors are used to determine students' proficiencies with Core learning outcomes. The Office of Institutional Research, Assessment, and Analytics (OIRAA) will compile the results for each Core learning outcome and forward the results to the originating departments and to the Carolina Core Approval Committee for discussion and recommendations for improving the Core.

Do I need to get my students' permission to use their work because of FERPA?

You do not have to get students' permission to use their assignments or recordings for this assessment. Per the FERPA Guide, a faculty member, staff member, or school official has a legitimate educational interest in accessing or reviewing a student's educational records without the student's written consent if he or she needs to review an educational record to fulfill his or her professional responsibility.

Are you rating student learning or are you rating my teaching?

OIRAA is rating student learning only and if assignments align with the Core Learning Outcome and identified Student Achievements. An individual's in-class teaching is not being rated through this process.

Are you assessing the quality of the assignment or how well students performed on my assignment?

The Office of the Provost is building a Carolina Core assignment repository for future Carolina Core instructors. If you answered "yes" to the question in the Carolina Core Assignment Information Form (survey) about adding your assignment to this repository, the quality of your assignment will be reviewed by expert raters for inclusion in the assignment repository.

Students' performance on the assignment is assessed first by the grades they earned for the assignment. These are coupled with an independent rating of their work by department experts using the appropriate Carolina Core assessment rubrics.

Carolina Core Assignment Information Form (survey)

Do I have to complete the *Carolina Core Assignment Information Form* (survey)?
The Carolina Core Assignment Information Form (survey) is sent to all instructors of record who teach Foundational Carolina Core classes and should be completed by everyone. Completing the survey helps OIRAA plan for assignment collection at the conclusion of the semester.

What is in the Carolina Core Assignment Information Form (survey)?

The survey asks for the following information: Selected student achievement(s) addressed by the assignment. i. Name of the assignment

ii. Type of assignment (drop down menu)
iii. Assignment instructions given to students.
iv. The grading scale that will be used when grading the above assignment.
v. Method used for submitting assignments and grades to OIRAA.
vi. Request to share assignment on the secure Carolina Core Assessment Resources website as an example for other Core instructors.

Can I share my survey email with someone who is teaching a course but did not get their own email?
a.

Please do not share your survey link with anyone else. Each link is unique to the instructor teaching the course(s). Each survey auto-populates the instructor's Core classes and the associated Core learning outcome. If your colleague did not receive a survey email, please advise them to email the Carolina Core Assessment Email OIRAAGED@mailbox.sc.edu or call the General Education Assessment Hotline at 803-777-0072.

Do adjunct faculty need to complete the Carolina Core Assignment Information Form (survey)? a. All

Instructors of record who teach a Foundational Carolina Core course will be contacted via their official university email and asked to complete the Information Form.
b. All instructors will be required to submit assignments and grades for at least one assignment for each Carolina Core course that they are teaching.

Selecting Assignments

Why am I being asked to select an assignment for assessment?

Each instructor of record must identify at least one assignment aligned to at least one of their Carolina Core Learning Outcome's Student Achievements. Which assignment is completely up to the individual instructor. By the end of Final Exam Week, each instructor should submit one student submission for each assignment. (If you have 150 students, you will need to submit 150 copies of their work for that one assignment.)

How do I choose an assignment?

Please review the [assessment rubrics](#) along with the [quick reference sheets](#) for each of the ten Core Learning Outcomes. Each flyer lists the Student Achievements for each Core outcome. If you have questions about your specific assignment and whether it appropriately addresses the Core outcome and its associated Student Achievements, please contact the [assessment advisor](#) for your college. You may also email the Carolina Core Assessment office at OIRAAGED@mailbox.sc.edu or call the General Education Assessment Hotline at 803-777-0072.

What sorts of assignments can I use?

You can use the assignments that you normally administer. These include papers, presentations, multiple choice quizzes/tests, projects, artwork, etc. If you have questions about your particular assignment, contact the [assessment advisor](#) for your college. You may also email the Carolina Core Assessment email OIRAAGED@mailbox.sc.edu or call the General Education Assessment Hotline at 803-777-0072.

Can I use a group project for my assignment?

OIRAA is evaluating the work of each student individually and ideally, group projects should not be used. However, if you think your group project does allow individual work to be assessed, please contact OIRAA to discuss your assignment.

What about creative productions, performances, artwork, etc.?

You can submit either a recording of a performance (video, audio, etc.) or a photo of artwork. If you would like to submit another format and have a question about it, please email the Carolina Core Assessment Email OIRAAGED@mailbox.sc.edu or call the General Education Assessment Hotline at 803-777-0072.

I teach a cross-listed course? Do I need to submit an assignment for each listing?

If your course is cross listed, you will need to submit only one assignment for each Core learning outcome. Please submit a copy of each student's assignment. If the cross-listed courses have the same outcome, then you only have to submit one assignment.

I teach a Carolina Core overlay course. Can I use one assignment that covers both learning outcomes? Do I need to choose two separate assignments?

Because overlay courses have two Core learning outcomes, appropriate assignments are needed to address each learning outcome. For an overlay course you may either select an assignment for each Core learning outcome, or you may use one assignment to cover both learning outcomes. Whichever you choose please do the following:

- Review the [assessment rubrics](#) for each Core learning outcome ex. GSS with VSR overlay requires you to reference both the GSS Rubric and the VSR rubric.
- Pay close attention to the student achievements for each CORE outcome.
- Ensure your assignment can be rated fairly on at least one student achievement on each rubric.

If all looks good, respond with the same assignment details for each of the Carolina Core Assignment Information Forms (surveys) you receive.

The Carolina Core Assignment Information Form (survey) is programmed to ask instructors who teach overlay courses for assignment details for each Core learning outcome.

What if I teach more than one Core course?

You will need to submit assignments for each Core course that you teach, however, you only need one assignment per course. The Carolina Core Assignment Information Form (Survey) will list all the Core classes that you teach. Please provide answers to each question within the survey for each course.

I teach a course that also has a lab. Do I provide a lab assignment as well as a lecture?

Individual lab classes are not being assessed. For example, CHEM 111 lecture is assessed, but the CHEM111L is not.

If you have a lecture course that incorporates labs as part of the class, you can select assignments from the integrated lab classes.

I teach online but others are teaching the same class face-to-face – must we use the same assignment?

No. You and your colleagues do not need to use the same assignment.

I have multiple small assignments that I administer throughout my course. Can I submit several that address the outcome I select?

Yes, you can submit these multiple small assignments. In the Carolina Core Assignment Information Form (survey you will need to explain how each small assignment aligns to each Student Achievement and how these small assignments are all connected.

What about creative project assignments that are completed in phases with multiple pieces submitted both online and in print in person. How will this be handled?

Please share the details of your project in the "Instructions given to students" section of the assignment the Carolina Core Assignment Information Form (survey). Be specific about which pieces comprise the project, the format of each assignment, and the dates these will be due. This information helps OIRAA plan for collecting the various project pieces.

You can use an assignment where students submit creative work products: cards, sculptures, books, etc. OIRAA will work with you on the best way to submit these types of projects that work best for you and your students.

You can submit either a recording of a performance (video, audio, etc.) or a photo of artwork. If you would like to submit another format and have a question about it, please email the Carolina Core Assessment Email OIRAAGED@mailbox.sc.edu or call the General Education Assessment Hotline at 803-777-0072

Submitting Assignments

If I choose Blackboard as my preferred submission method, do I need to do anything else?

Instructors who respond to the Carolina Core Assignment Information Form (survey) with Blackboard as their chosen submission method do not need to upload assignments or grades. OIRAA can automatically access these at the end of the semester. Just be sure that the assignment name in your Blackboard Gradebook matches the assignment title you provided to OIRAA in the Carolina Core Assignment Information Form (survey).

What if I don't use Blackboard and my tests are administered in class and students turn in paper assignments?

If you have paper assignments or exams to submit for assessment, you can scan them and email them to OIRAAGED@mailbox.sc.edu. If you are on the Columbia campus, you can ask OIRAA to pick up a copy from you.

I use Scantrons for my multiple-choice exams. Do I need to turn them in?
Yes, OIRAA will need to obtain a copy of your question set and the response scantrons for each student who took the quiz or test. Please arrange for OIRAA to pick up your scantrons.

Alternatively, you may scan your Scantron so that the answers are entered into an Excel sheet. The spreadsheet will list all your students with their individual responses to the questions. You can either scan the Scantrons into a digital PDF, copy them onto individual pages. If you're in Columbia, OIRAA can pick up your scantrons, copy them and then return the originals to you.

My selected assignment is an oral presentation. How do I submit oral presentations for assessment?

Oral presentations must either be recorded for future rating or rated at the time of the presentation by an expert using the appropriate Carolina Core assessment rubric.

A presentation is required for each student. Please submit one assignment per student – so if you have 20 students, you will need to submit 20 presentations for the assignment. To use a group presentation for assessment, each member of the group must present.

If you would prefer to have an expert rater evaluate presentations for your class "live," you'll need to contact the assessment advisor for your college well in advance to arrange for a rater to attend your session. This option is only available if the rater's schedule permits.

What are my options for recording students' oral presentations for assessment?

Here are the assessment options for recording oral presentations:

1) Use the webcam in your classroom- Most classrooms now have a webcam set up on a tripod.

2) Use VoiceThread or Panopto to capture their speech. This would capture the video in a Bb tool. It would be posted in Bb for you to grade.

3) Record in Blackboard (Bb) Collaborate You can set up a Bb Collaborate session to capture the person speaking. Bb Collaborate saves the videos automatically. OIRAA will download the videos from Bb for assessment.

4) Students can record themselves in front of their friends/family using their cell phone or webcam, and then upload that video directly to a Bb Assignment.

5) Contact OIRAA for a videographer to come to your class to record. Please arrange this with OIRAA well in advance of the presentation dates by emailing OIRAAGED@mailbox.sc.edu or calling 803-777-0072.

Multiple-Choice Quizzes and Exams

If I have multiple choice questions, are you also looking at discrimination or just if my students answered correctly?

OIRAA is assessing not only the quality of the questions and if they align to the Core Learning Outcome Student Achievement that was identified in the survey, but also how students answered those questions.

I'm using multiple choice questions. Can I include information for the raters on how I wrote my questions and what the intent of these were and how they align to the Core Student Achievement?

Yes, in the survey, you can include this in the "Instructions given to students" textbox/comments box. Please provide any pertinent information that would help explain your rationale about how and why you designed your questions and how they align to the specific Student Achievement you selected.