



Assessment in WAD Education Institutions

“And, behold, I come quickly; and my reward is with me, to give every man according as his work shall be” (**Revelation 22: 12, KJV**).

“Examine yourselves, whether ye be in the faith; prove your own selves. Know ye not your own selves, how that Jesus Christ is in you, except ye be reprobates?” (**2 Corinthians 13: 5, KJV**)

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Introduction:

Assessment is critical in every course of action. Without assessment, there cannot be intentional, monitored, meaningful, and positive transformation or growth. No effectual strategic plan can be drawn without thorough assessment of the systems and their current *modi operandi*. In Adventist educational Institutions, there are two categories of assessment, namely, a. student's performance assessment (SPA) and, b. worker's performance assessment (WPA).

SPA is carry out through academic and citizenship records. School Administration have the responsibility of assessing students based on the prevailing State's certification requirements as well as the Church's value-based-education requirements. With regard to WPA, it is the sole responsibility of the Church through education directorate to assess workers of its educational institutions. The attached instruments shall be used to assess workers in WAD educational Institutions during the 2016-2020 quinquennium. Assessment must be regular and periodic must be simple, straight to the mission key issues, and base on different opinions. This means that each worker shall be assessed based on at least three opinions including his or her own as shown below.

Rationale of the Instrument:

All the assessment instrument, with the exception of the “Board Opinion,” are based on the fact that every worker in Adventist school is to some extent an educator. In this regard the items of the instrument fall into three domains (though not distinctly demarcated on the instrument), namely “prophet,” “priest,” and “king,” which are the Christian parallels of the three domains of Bloom’s Taxonomy (i.e., Cognitive, Affective, and Psychomotor). These domains will help in assessing the level of IFT, IFS, and IFA

Assessment Opinion Categories:

1. Universities:
 - a. VC/President/Principal by
 - i. Self
 - ii. Board
 - iii. Faculty/Teacher
 - iv. Staff
 - v. Student
 - b. VP/Pro-VC by
 - i. Self
 - ii. Faculty
 - iii. Staff
 - iv. Student
 - c. Faculty by
 - i. Self
 - ii. Administration
 - iii. Staff
 - iv. Student
 - d. Staff by
 - i. Self
 - ii. Administration
 - iii. Faculty/Teachers

- iv. Fellow staff
- v. Students
2. Secondary Schools (*Same opinion categories as in Universities*):
 - a. Principal
 - b. Vice Principals
 - c. Teachers
 - d. Staff
3. Primary Schools (*Same opinion categories as in Universities*):
 - a. Principal
 - b. Vice Principals
 - c. Teachers
 - d. Staff

Purpose:

The main purpose of this evaluation is to evaluate the lifestyles and activities in the Church's educational institution in vis-à-vis the fulfillment of the Church's mission. As regular assessment is carried out, the church will be well informed toward decision making with regards to institutional expansion/extension, worker re-endorsement/recruitment, award/discipline, and outreach/goodwill management.

Assessment Administration and Analysis:

- Student assessment goes on throughout the term/semester and culminate in the end-of term/semester examinations and aggregation of Citizenship points.
- Faculty/teachers' regular assessment is carried out at the end of each semester/term. Students' opinion can be limited to two courses each semester/term.
- Staff regular assessment is carried out at the end of the school year.

- Pro-VC/VP regular assessment is carried out every three semesters/terms.
- VC/President/Principal regular assessment is carried out every four semesters/six terms.

WPA Report Format and Content:

- The report should be simple, standard, mostly tabular or graphical, following the current APA (American Psychological Association) format for the presentation of data and results.
- The report should at least display frequencies per item (cross-tabulations would be preferred where applicable) to visualize the general trends in perceptions, some descriptive statistics (*M*, *SD*, *Skewness*, *Kurtosis*) to provide an idea of data distribution and dispersion, bivariate correlations to help examine the relationships between opinions on different items, and one-way analysis of variance (or general linear model).
- For the analysis of students' opinion, it would be helpful to add hierarchical clustering for the sake of tracking possible significant sharing of answers.

Sharing WPA Results

1. VP/Pro-VC receives and analyzes data on students, faculty, and staff, and submits the analysis to the VC/Principal who reports to the Board.
2. VC/Presidents/Principals receive and analyze data on VP/Pro-VC, and report to the Board.
3. Board evaluation sub-committee chair receives and analyzes data on VC/President/Principal and reports to the Board

4. The Board's Interpretation of and Action on the Reports must always be available to the Accreditation visit teams and auditors.
5. Reports must always be accompanied with raw data (questionnaire filled by the respondent) and the data set for the sake of verification if need be.
6. Individual Report must also be shared with concerned workers, and a copy must be on their personal file at both the department where the worker serves and the human resource office.

NB:

- Though excel can be helpful in carrying out most of the analysis, SPSS is recommended for building up the database. The advantage is that data from SPSS can still be transferred to excel if need be.
- A competent and committed IT team should be constituted to generate the dataset. The Team must be instructed to destroy the dataset from their system as soon they submit it to the assessor. The team should be made to sign an undertaking of honesty which could be legally used against if the dataset otherwise used from their system.
- Because of the confidential nature of the data at hand, VP/Pro-VC, VC/Presidents/Principals, and Board evaluation sub-committee chair, can be given a brief video-conference tutorial, if need be, on how to carry out the minimum required analysis.

The Use of the WPA Results

The information from WPA is mostly based on perceptions. It can therefore be sole used to determine the performance of the worker. It must rather be used along with other performance indicators (e.g., policy compliance, student

academic performance, and audit records, etc.) to determine the final performance.

Assessment Forms

Faculty/Teachers

i. Self-Assessment Form

Faculty/Teacher Assessment: Self-Assessment (2 Corinthians 13: 5)						
Faculty/Teacher y's Name:						
Name Of Institution:						
Please, Check the number that corresponds to your opinion: 1: Not at all true; 2: Not true; 3: somewhat true; 4: True; 5: Very true						
		1	2	3	4	5
A	My teaching materials were current and accurate					
B	My delivery methods were commendable					
C	I displayed mastery of course					
D	I displayed intellectual humility					
E	I was involved in research					
F	I encouraged the Administrators, fellow teachers, staff, and students					
G	I prayed with Administrators, colleagues, staff, and students					
H	I enquired about the homes of Administrators, colleagues, staff, and students					
I	I visited Administrators, fellow teachers, staff, and students					
J	I was ready to assist administrators, colleagues, staff, and students					
K	I displayed the sense of responsibility					
L	I was conscious of my duties					
M	I provided his/her reports on time					
N	I was a good role model to students					
O	I exemplified the standards of the school					
Your Gender:		Female		Male		
Your Religious Affiliation:		SDA		Non-SDA		

ii. Administration Opinion Form

Faculty/Teacher Assessment: Administration Opinion						
Faculty/Teacher's Name:						
Name Of Institution:						
Please, Check the number that corresponds to your opinion: 1: Not at all true; 2: Not true; 3: Somewhat true; 4: True; 5: Very True						
		1	2	3	4	5
A	The teacher's teaching materials were current and accurate					
B	The teacher's delivery methods were commendable					
C	The teacher displayed mastery of course					
D	The teacher displayed intellectual humility					
E	The teacher was involved in research					
F	The teacher encouraged the Administrators					
G	The teacher prayed with Administrators					
H	The teacher enquired about Administrators' families					
I	The teacher visited Administrators					
J	The teacher was ready to assist administrators					
K	The teacher displayed the sense of responsibility					
L	The teacher was conscious of his/her duties					
M	The teacher provided his/her report on time					
N	The teacher was a good role model to the community					
O	The teacher exemplified the standards of the school					

Your Gender:	Female		Male		
Your Religious Affiliation:	SDA		Non-SDA		

iii. Fellow Faculty/Teachers' Opinion Form

Faculty/Teacher Assessment: Fellow Faculty/Teacher Opinion						
Faculty/Teacher y's Name:						
Name Of Institution:						
Please, Check the number that corresponds to your opinion: 1: Not at all true; 2: Not true; 3: somewhat true; 4: True; 5: Very true						
		1	2	3	4	5
A	The teacher displayed high level of knowledge					
B	The teacher shared his/her ideas with colleagues					
C	The teacher displayed intellectual humility					
D	The teacher was an inspiration to colleagues					
E	The teacher was familiar with current issues					
F	The teacher was concerned for fellow teachers' welfare					
G	The teacher prayed with colleagues					
H	The teacher enquired about colleagues' families					
I	The teacher visited his/her colleagues					
J	The teacher was ready to assist colleagues					
K	The teacher was time conscious					
L	The teacher lived a life worth emulating					
M	The teacher defended the school's standards					
N	The teacher would be a good leader					
O	The teacher was a good team player					
Your Gender:		Female		Male		
Your Religious Affiliation:		SDA		Non-SDA		

iv. Staff Opinion

Faculty/Teacher Assessment: Staff Opinion						
Faculty/Teacher's Name:						
Name Of Institution:						
Please, Check the number that corresponds to your opinion: 1: Not at all true; 2: Not true; 3: Somewhat true; 4: True; 5: Very True						
		1	2	3	4	5
A	The teacher requests came at the right time					
B	The teacher's requests were simple to understand					
C	The teacher knew what to expect from the staff					
D	The teacher was ready to take professional advice from the staff					
E	The teacher inspired in the staff the desire to be his/her work partner					
F	The teacher was concerned for the staff's challenges in the office					
G	The teacher inquired about staff family life					
H	The teacher passed by the office to pray with the staff					
I	The teacher was an encourager					
J	The teacher showed respect for staff					
K	The teacher shared some helpful tips to ease the staff work					
L	The teacher explained what he/she needed from office					
M	The teacher was ready to show how his/her request could be realized					
N	The teacher was approachable					
O	The teacher insisted on the right thing to be done					
Your Gender:		Female		Male		
Your Religious Affiliation:		SDA		Non-SDA		

v. Student Opinion

Faculty Assessment: Student Opinion						
Faculty/Teacher's Name:						
Course Code & Name:						
Name Of Institution:						
Please, Check the number that corresponds to your opinion: 1: Not at all true; 2: Not true; 3: Somewhat true; 4: True; 5: Very True						
		1	2	3	4	5
A	The teach was well prepared for the class					
B	The teacher knew how to communicate and explain					
C	The teacher was familiar with current issues about the course					
D	The teacher warned the class about some misuses of knowledge					
E	The teacher showed how the lesson relate to the Bible					
F	The teacher was concerned for student learning and progress					
G	The teacher showed respect for student					
H	The teacher enquired about the welfare of the student					
I	The teacher provided help to student when needed					
J	The teacher was interested in knowing about students' family members					
K	The teacher lived an exemplary life					
L	The teacher demonstrated what he/she wanted student to do					
M	The teacher ensured discipline in the class					
N	The teacher ensured that every student did what was required of them					
O	The teacher was punctual and ensured student punctuality					
Your Gender:		Fem		Male		
Your Religious Affiliation:		SDA		Non-SDA		

Assessment of Staff

i. Self-Assessment Form

Staff Assessment: Self-Assessment (2 Corinthians 13: 5)						
Staff's Name:						
Name of Institution:						
Please, Check the number that corresponds to your opinion: 1: Not at all true; 2: Not true; 3: Somewhat true; 4: True; 5: Very True						
		1	2	3	4	5
A	I treated requests and files at the right time					
B	I understood the various requests brought to me					
C	I satisfied the requests with high quality					
D	I was ready to share professional advice with everyone					
E	I inspired in people the desire to be their work partner					
F	I was concerned for people's challenges in the classroom and office					
G	I inquired about the homes of administrators, teachers, colleagues and students					
H	I passed by the office/class to pray with the people					
I	I was an encourager					
J	I showed respect for administrators, teachers, colleagues, and students					
K	I shared some helpful tips to ease the people's work					
L	I explained what I expected from the administrators, teachers, and students					
M	I was ready to show how requests could be better presented to me					
N	I was approachable					
O	I insisted on the right thing to be done					
Your Gender:		Female		Male		
Your Religious Affiliation:		SDA		Non-SDA		

ii. Administration Opinion Form

Faculty/Teacher Assessment: Administration Opinion						
Faculty/Teacher's Name:						
Name Of Institution:						
Please, Check the number that corresponds to your opinion: 1: Not at all true; 2: Not true; 3: Somewhat true; 4: True; 5: Very True						
		1	2	3	4	5
A	The staff work output was adequate					
B	The staff's skills were current					
C	The staff displayed mastery of his/her job					
D	The staff displayed professional humility					
E	The staff in search for new better trends in his/her job					
F	The staff encouraged the Administrators					
G	The staff prayed with Administrators					
H	The staff enquired about Administrators' families					
I	The staff visited Administrators					
J	The staff was ready to assist administrators					
K	The staff displayed the sense of responsibility					
L	The staff was conscious of his/her duties					
M	The staff provided his/her report on time					
N	The staff was a good role model to the community					
O	The staff exemplified the standards of the school					
Your Gender:		Female		Male		
Your Religious Affiliation:		SDA		Non-SDA		

iii. Faculty/Teachers' Opinion Form

Staff Assessment: Faculty/Teacher Opinion						
Staff's Name:						
Name of Institution:						
Please, Check the number that corresponds to your opinion: 1: Not at all true; 2: Not true; 3: Somewhat true; 4: True; 5: Very True						
		1	2	3	4	5
A	The staff treated the teacher's request at the right time					
B	The staff understood the teacher's requests					
C	The staff satisfied the teacher's requests with high quality					
D	The staff was ready to share professional advice with the teacher					
E	The staff inspired in the teacher the desire to be his/her work partner					
F	The staff was concerned for the teacher's challenges in the classroom					
G	The staff inquired about teacher's family life					
H	The staff passed by the office/class to pray with the teacher					
I	The staff was an encourager					
J	The staff showed respect for teachers					
K	The staff shared some helpful tips to ease the teacher's work					
L	The staff explained what he/she expected from the teacher					
M	The staff was ready to show how his/her requests could be better presented					
N	The staff was approachable					
O	The staff insisted on the right thing to be done					
Your Gender:		Fema		Male		
Your Religious Affiliation:		SDA		Non-SDA		

iv. Fellow Staff Opinion

Staff Assessment: Fellow-Staff Opinion						
Staff's Name:						
Name of Institution						
Please, Check the number that corresponds to your opinion: 1: Not at all true; 2: Not true; 3: Somewhat true; 4: True; 5: Very True						
		1	2	3	4	5
A	The staff displayed high level of skillfulness					
B	The staff shared his/her ideas with colleagues					
C	The staff displayed professional humility					
D	The staff was an inspiration to colleagues					
E	The staff was familiar with current trends in his/her job					
F	The staff was concerned for fellow staff' welfare					
G	The staff prayed with colleagues					
H	The staff enquired about colleagues' families					
I	The staff visited his/her colleagues					
J	The staff was ready to assist colleagues					
K	The staff was time conscious					
L	The staff lived a life worth emulating					
M	The staff defended the school's standards					
N	The staff would be a good leader					
O	The staff was a good team player					
Your Gender:		Female		Male		
Your Religious Affiliation:		SDA		Non-SDA		

v. Student Opinion

Staff Assessment: Student Opinion						
Staff's Name:						
Name of Institution:						
Student's Level:						
Please, Check the number that corresponds to your opinion: 1: Not at all true; 2: Not true; 3: Somewhat true; 4: True; 5: Very True						
		1	2	3	4	5
A	The staff communicated well with the students					
B	The staff led students to appropriate office when needed					
C	The staff explained to student what was required of them					
D	The staff updated the student on their status					
E	The staff looked well organized					
F	The staff encouraged students					
G	The staff was concerned for student progress					
H	The staff showed respect for students					
I	The staff enquired about the welfare of the students					
J	The staff was sympathized with students in difficulty					
K	The staff lived a life worth emulating					
L	The staff strict with the standards of the school					
M	The staff was time conscious					
N	The staff insisted that the right thing be done					
O	The staff was advised students for good behavior					
Your Gender:		Fem		Male		
Your Religious Affiliation:		SDA		Non-SDA		

