

Suggested Sampling Procedures for Multi-Section Courses 2018 - 2020

If a course has multiple sections, it is sometimes difficult to get data/assessment assignments from all sections. In an attempt to reduce the burden of getting all data, the following procedure may be used:

- 1—10 sections: Assessment data from all sections
- 11-20 sections: Assessment data from 10 sections*
- More than 20 sections: Assessment data from 1/2 of the sections*

*Please select sections to be included in data report by randomly selecting from the following groups: (a) Richmond campus; (b) Extended campuses; (c) On-line courses; (D) Part-time faculty; (E) Full-time faculty. (*We understand that these groups are not mutually exclusive, but are provided as examples of populations that should be included in sample.*) Data should be aggregated before submitting.

How many students' assignments do we need to grade?

- If the assignment is easy to grade (e.g. scantrons) then grading all of the students' work is desirable.
- If the assignment is more time-consuming to grade, then choose a random sample:
 - For 1—10 sections choose about 10% of the students' work, with a minimum of 30 students;
 - For more than 10 sections choose about 5% of the students' work. Fewer students may be chosen for the sample when the assignment is unusually difficult to evaluate, e.g., oral presentation videos, portfolios.

If a department wishes to use a different sampling technique, please include the rationale for the technique/method with the submission of data.

You do NOT need to have the same sample size for each competency. For example, if your assessment instrument includes multiple choice items to measure "Comprehension," and an essay to measure "Integration," then you might report all students' scores for "Comprehension," and a sample of 30 students for integration.

Random Sample Generator: <https://www.random.org/integers/>