

Office of Assessment
TRINITY COLLEGE
MEMORANDUM

TO: Trinity College personnel

FROM: Jennifer Hill, Associate Director, Office of Assessment

RE: Amending or Adjusting Data

Occasionally the Office of Assessment, Trinity College receives requests to adjust, edit, or remove information from a data file. For example, an instructor may observe a completed course evaluation form to indicate “great job” in the written comments, but the student supplied a 1 (a low rating) for the items in question. This discrepancy may represent error or misunderstanding on the part of the student.

Our policy is to not adjust submissions to any indirect assessment instrument, including surveys and course evaluation forms. The Office of Assessment cannot confirm the intentions of the original author or submitter, thus, adjusting the data would invalidate the survey results. Due to the confidential or anonymous nature of most assessment tasks, the Office of Assessment cannot or will not make determinations based on the identity of a respondent.

Individuals administering surveys or course evaluations are encouraged to remind students, faculty, and other stakeholders to complete the assessment task carefully and thoughtfully.

We appreciate your commitment to our policies and best practices. You may contact me at 919-668-1617 or JLH9@duke.edu with any questions.