Analyses of Passing and Failing Data in IEP Courses
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What you need:
- Spreadsheet with grade and level information, identifiers
- Microsoft Excel

Why do it this way:
1. Best Practices:
   - systematic (term-to-term and annual procedure), only need to set up once
   - Way to review curriculum and assessment
2. CEA Standards:
   - Curriculum Standard 1
   - Language and Structure of Program of Study Standard 2
   - Student Achievement Standard 2
   - Program Development, Planning, and Review Standard 2

The procedure:
1. Gather your data. Decide on column labels. This includes student identifiers, classes, levels, and grades. You might include other information, such as country or term.

   For example (here are student identifiers and Listening/Speaking column labels):

<table>
<thead>
<tr>
<th>Column A: Last Name</th>
<th>Column B: First Name</th>
<th>Column C: Student #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column D: Country</td>
<td>Column E: Country (recode)</td>
<td>Column F: L/S Level</td>
</tr>
<tr>
<td>Column G: L/S Level (recode)</td>
<td>Column H: L/S Final Grade</td>
<td>Column I: L/S Final Grade (recode)</td>
</tr>
</tbody>
</table>

2. Write formulas that will recode your columns with your unique information into numerical data. You only have to write these formulas once! How should you interpret this information? Consult with your IT department, Lynda.com, or Microsoft Office Support website for help.

   For example:
   L/S Level Recode Formula (we have 7 levels (“B,” 2–7, plus “exit”), so we recode to 1–8):
   \[=IF(F2=2,2,IF(F2=3,3,IF(F2=4,4,IF(F2=5,5,IF(F2=6,6,IF(F2=7,7,IF(F2="B",1,IF(F2="exit",8,if))))))))\]

   L/S Final Grade Recode Formula (we use letter grades and recode 0 for failing and 1 for passing):
   \[=IF(OR(H2="A+",H2="A",H2="A-",H2="B+",H2="B",H2="B-",H2="C+",H2="C"),1,0)\]

3. Apply formulas to recode data for levels and pass or fail. Copy and paste into the first cell. Click and drag the little square in the bottom right corner of the cell to drag the formula to the entire column.

4. Recode missing or n/a data as 99.
5. Create Pivot Tables with your data. Click and drag selected fields to create tables.

![Pivot Table Example]

6. Create charts or graphs with your data. Highlight the data you want to use and select your chart. Below is how to create a bar chart, but you should select the chart type best for your program.

![Bar Chart Example]

7. Use the data to interpret passing and failing trends by term and annually.

8. Make curricular or assessment adjustments to improve student success.