Excellence in Assessment Checklist

☐ Submitting institution is a degree-granting, accredited institution of higher education
(Schools/Colleges within an institution are not eligible to apply)

Application Narrative:

☐ Is no longer than 3,000 words (Note: Tables and/or figures included in the process narrative count toward the 3,000 word limit. Items 1-3 on pg. 6 of the Application Packet (Letter from Senior Leadership, Institutional Contacts Form, and Annotated Overview of Individuals and Groups Engaged in Assessment) do not count toward the 3,000 word limit.

☐ Includes letter from Senior Leadership

☐ Includes completed Institutional Contacts Form

☐ Includes an overview of individuals and groups engaged in assessment activities across the institution that is no more than two pages

☐ Inclusion of one or more links in each section (Note: Reviewers will be required to visit no more than three links in any section.)

☐ The narrative is written for an audience unfamiliar with the institution and its processes and practices

☐ The narrative clearly states why the institution engages in the processes and practices shared in the application, as opposed to simply listing that they are occurring

☐ Is submitted to niloa@education.illinois.edu by May 1, 2020 (Note: You should receive confirmation once it’s received. If not, please follow-up)