

# Check Sheet for Success...

When selecting your Certification and Assessment Partner

Prepared by  2007

CRITERIA		YES	NO	NOTES
1	Is the organization that developed the assessment reputable and recognized within business and industry?			
2	Does the organization have a set of professional competencies or credentialing standards on which the assessment is based?			
3	Are the standards (or competencies) available for public review?			
4	Is the assessment congruent with the set of standards?			
5	Does the set of standards reflect a thorough job and task analysis of the occupation and do the tasks appear to be properly weighted?			
6	Is this weighting congruent with the test emphasis?			
7	Is the test's reading level appropriate for the intended industry or job?			
8	Are results of national pilot tests or field tests available?			
9	Are the tests current and is there a schedule of test revision?			
<b>TECHNICAL ANALYSIS</b>				
10	Is there a technical manual for the test that can be reviewed?			
11	Is there a performance component to the test?			
12	Is there a criterion-referenced benchmark or norm based benchmark available?			
13	Is there validity information available on the test?			
14	Is there a reliability coefficient?			
15	Are the choices for each item plausible?			
16	Are the items independent of each other?			
17	Is there an item-to-total (point biserial) correlation?			
<b>TEST ADMINISTRATION &amp; SECURITY</b>				
18	Does the test administrator maintain appropriate test security?			
19	Is there a time limit for the test?			
20	Are there appropriate accommodations for individuals with disabilities?			
21	Can the knowledge component be administered online and on paper?			
22	Is the performance component required to be completed in a specific time limit?			
23	Is the performance component evaluated by an independent content expert?			
24	Is pre-testing available?			
<b>SCORING</b>				
25	Is there a scoring rubric for each performance task?			
26	Is there a criterion-referenced benchmark for each performance task?			
27	Are test takers given feedback on their written and performance knowledge?			
28	Are test takers able to view scores in various tasks within the occupation?			
<b>REPORTING</b>				
29	Can the testing organization provide an annual report to the company showing a summary of the test takers performance disaggregated by specific subgroups?			
30	Does the test organization provide a detailed individual test taker report and a summary report to the company?			
31	If Pre-testing is selected as an option, are gain scores available?			
32	Can the testing organization provide customized score reports?			