



Assessment System Planning Checklist

Lay the groundwork for an effective assessment system by answering these questions.

<p>1. The Purpose of the Assessment System</p>	<ul style="list-style-type: none"> ✓ What is the driver behind the implementation of an assessment system? ✓ What problem(s) are you trying to solve? ✓ What do you hope the certification will accomplish? ✓ What might happen if you do nothing? ✓ What evidence, both initially and over time, will demonstrate that the system is accomplishing the goal or purpose?
<p>2. The Target Group</p> 	<ul style="list-style-type: none"> ✓ Who is eligible to take the assessment instrument(s)? ✓ How many are eligible to take the assessment instrument(s)? ✓ Where are they located? ✓ Why should the identified group want to participate in the assessment system? ✓ How will taking the assessment affect them? ✓ What kinds of decisions will be made about the group based on the results of the assessment? ✓ What criteria are currently being used to evaluate the target audience? ✓ Why do you think assessing this group will solve the problem(s)? ✓ What evidence will show that the assessment system has positively affected the target audience?
<p>3. The Stakeholders</p> 	<ul style="list-style-type: none"> ✓ Who are the stakeholders? ✓ How many stakeholders are there? ✓ Where are they located? ✓ How will they benefit if the assessment system is successful? ✓ How will they be affected if it is not successful? ✓ What role will they play in the design and implementation of the system? ✓ How do they have to change for the system to be successful? ✓ Who would be an effective, credible representative of each stakeholder group?
<p>4. The Stakeholder's Views</p>	<ul style="list-style-type: none"> ✓ Do they share your understanding of the problem? ✓ What do they expect the program to accomplish? ✓ How do they envision participation in the assessment system to benefit the target audience? ✓ How willing they are to change to make the system successful? ✓ Which issues do they agree on and where do they disagree?