



## Assessment System Planning Checklist

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

<p><b>1. The Purpose of the Assessment System</b></p>	<p>What is the driver behind the implementation of an assessment system?</p> <p>What problem(s) are you trying to solve?</p> <p>What do you hope the certification will accomplish?</p> <p>What might happen if you do nothing?</p> <p>What evidence, both initially and over time, will demonstrate that the system is accomplishing the goal or purpose?</p>
<p><b>2. The Target Group</b></p> 	<p>Who is eligible to take the assessment instrument(s)?</p> <p>How many are eligible to take the assessment instrument(s)?</p> <p>Where are they located?</p> <p>Why should the identified group want to participate in the assessment system?</p> <p>How will taking the assessment affect them?</p> <p>What kinds of decisions will be made about the group based on the results of the assessment?</p> <p>What criteria are currently being used to evaluate the target audience?</p> <p>Why do you think assessing this group will solve the problem(s)?</p> <p>What evidence will show that the assessment system has positively affected the target audience?</p>
<p><b>3. The Stakeholders</b></p> 	<p>Who are the stakeholders?</p> <p>How many stakeholders are there?</p> <p>Where are they located?</p> <p>How will they benefit if the assessment system is successful?</p> <p>How will they be affected if it is not successful?</p> <p>What role will they play in the design and implementation of the system?</p> <p>How do they have to change for the system to be successful?</p> <p>Who would be an effective, credible representative of each stakeholder group?</p>
<p><b>4. The Stakeholder's Views</b></p>	<p>Do they share your understanding of the problem?</p> <p>What do they expect the program to accomplish?</p> <p>How do they envision participation in the assessment system to benefit the target audience?</p> <p>How willing they are to change to make the system successful?</p> <p>Which issues do they agree on and where do they disagree?</p>