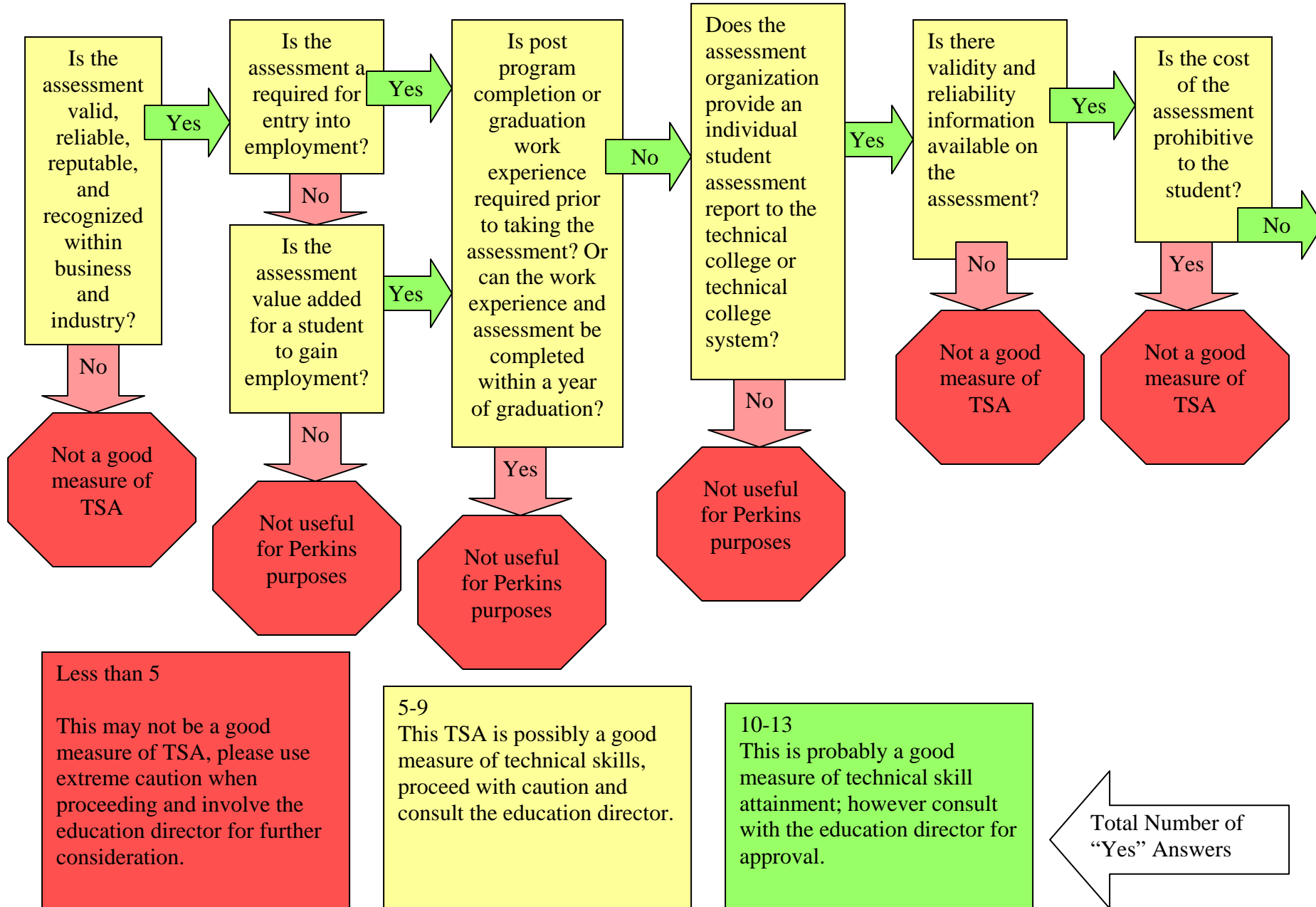


Guidelines for Choosing a 3rd Party Technical Skill Assessment



Proceed considering the following questions:

| | Yes | No |
|--|-----|----|
| Is the assessment based on a set of professional competencies or credentialing standards? | | |
| Does the set of standards or competencies reflect a thorough job and task analysis of the occupation or align with program outcomes? | | |
| Are the tasks properly weighted and congruent with test emphasis? | | |
| Is the assessment's reading level appropriate for the job or intended industry? | | |
| Is the assessment current or is there a schedule of test revision? | | |
| Is there a performance component to the assessment? | | |
| Is there a criteria-reference benchmark or norm based benchmark available? | | |
| Does the assessment administrator maintain appropriate security? | | |
| Are there appropriate accommodations for individuals with disabilities? | | |
| Is the performance component evaluated by an independent content expert? | | |
| Is there a scoring rubric for each performance task? | | |
| Are assessment takers given feedback on their written and performance knowledge? | | |
| Are assessment takers able to view scores in various tasks within the occupation? | | |
| Total number of responses in each column | | |