

**WORKSHEET 1
RSCs WITH EXISTING LEARNING
ASSESSMENT APPROACH**

This toolkit includes worksheets that can be used to think through an assessment approach and inform the development of assessment tools. There are two versions of this worksheet. The first is for RSCs that already have a CO learning assessment approach in place. The second is for RSCs that are starting the process.

1. What assessments are currently in use? Please take a moment to list each assessment (including if pre-testing is being used).

2. Review the objectives and indicators. Do current assessments address all of these?

a. Yes

b. No, but it does address some of them (please list)

c. No, it does not address any of them

3. In reviewing your existing assessment tool(s), what are your concerns? Use the list below as a guide in your considerations.

- a. Assessment tool(s) could address more objectives and indicators
- b. Assessment tool(s) is/are not accessible for all learners
- c. Assessment tool(s) is/are not adapted based on learner needs
- d. Assessment tool(s) is/are not realistic given the environment, time and available resources

4. In administering your assessment tool, have you established and clearly documented an administrative procedure for monitoring and evaluating results? Yes No

5. In reviewing your existing administrative procedures for monitoring and evaluation, how they could be improved? Answer the following questions and use these answers to inform proposed improvements.

- a. Does your administrative procedure ensure proper documentation of learning assessment results?
- b. Does your administrative procedure detail and ensure staff are trained in implementing assessment tool(s)?
- c. Is there a consistent process used to collect and secure data obtained from assessment tool(s)?
- d. Does the administrative procedure outline how results will be analyzed?
- e. Is there a system for evaluating the results for findings and recommendations?
- f. Are findings and recommendations communicated with staff?

6. Have the findings been used to improve CO delivery? If yes, how? Yes No

7. What have been the challenges to using the findings?

8. Based on these responses, what actions can be taken to update the assessment approach, assessment tools and/or administrative procedures for monitoring and evaluation?

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