

**WORKSHEET 3  
ADMINISTERING ASSESSMENTS:  
QUESTIONS FOR CONSIDERATION**

Once you have developed an assessment approach and developed assessment tools, the following is a list of questions that can be used to create a procedure for administering the assessment itself. These questions focus on identifying when and how the assessment(s) will be delivered, how that information will be collected and analyzed, and how findings will be applied and communicated with other staff members.

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1. When will the assessment implementation begin? When will the assessment(s) be delivered (how frequently and when during CO)?

2. What resources and materials will be needed?

3. Who will administer the assessments?

4. How will they be trained to deliver the assessment?

5. Who else needs be trained on the assessment administrative process?

6. How will the assessment be presented to participants?

7. How will the assessment be modified for special populations (cognitively disabled, hearing or sight impaired, elderly, clients who are reluctant to participate in CO or in assessment)?

8. How will the assessment be scored?

9. What kind of post-assessment follow-up will be provided to participants (if any)?

10. How will the results of the assessments be documented?

11. How will feedback on administering the assessment be collected (i.e. documenting staff comments on ability to carry out the assessment, questions from interpreters, concerns on logistics)?

12. How will the results of the assessment be collected and managed?

13. How will this data be kept secure and confidential?

14. Who will analyze the data and how often?

15. What are the key aspects to be analyzed (evaluative indicators)?

16. Who will be responsible for reporting on the results once analyzed?

17. How will these results be communicated and to whom?

18. Who will be involved in evaluating the results for recommendations?

19. How and when will the tool be assessed for revision needs?

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