

Be the Captain

Steps and Best Practices for Piloting Your Assessments

 Tuesday Training with the Techs

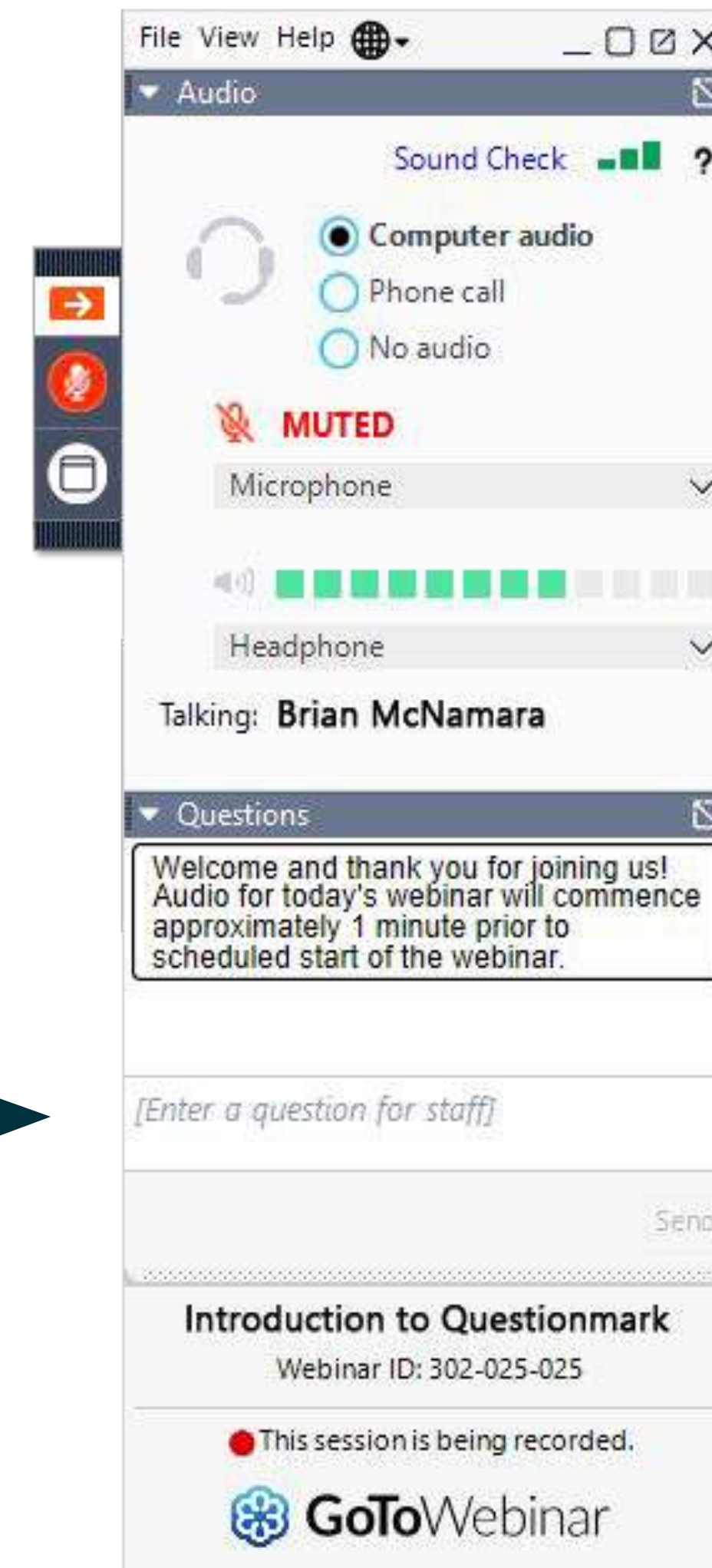


Before we get started

Watch for an email after the webinar to:

- Download slides (PDF)
- View a recording
- Explore valuable resources

To ask questions, use
the "Questions" feature





Tom Leggett

Trainer & Solutions
Consultant



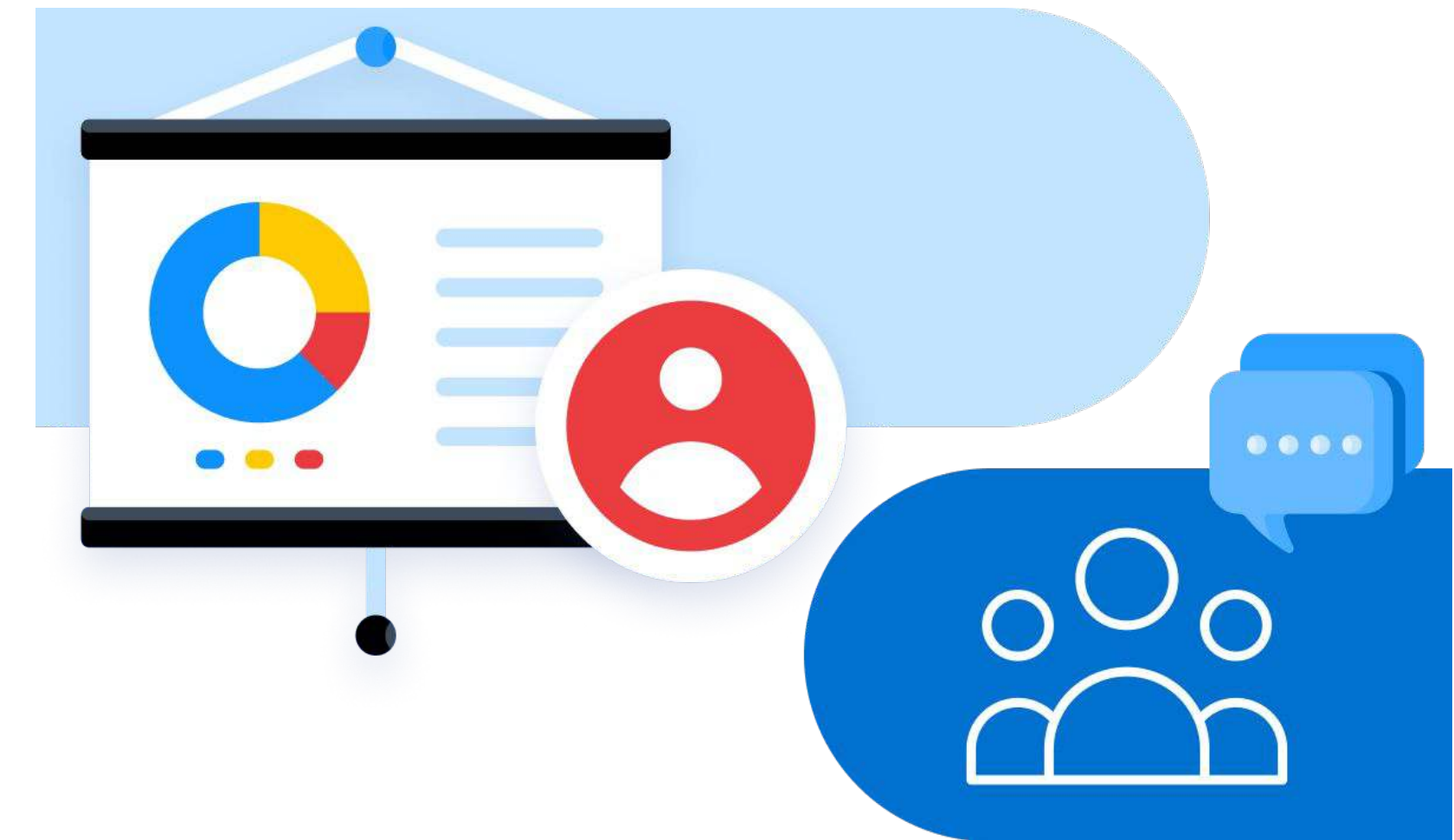
Nina Agressott

Training & Solutions
Consultant

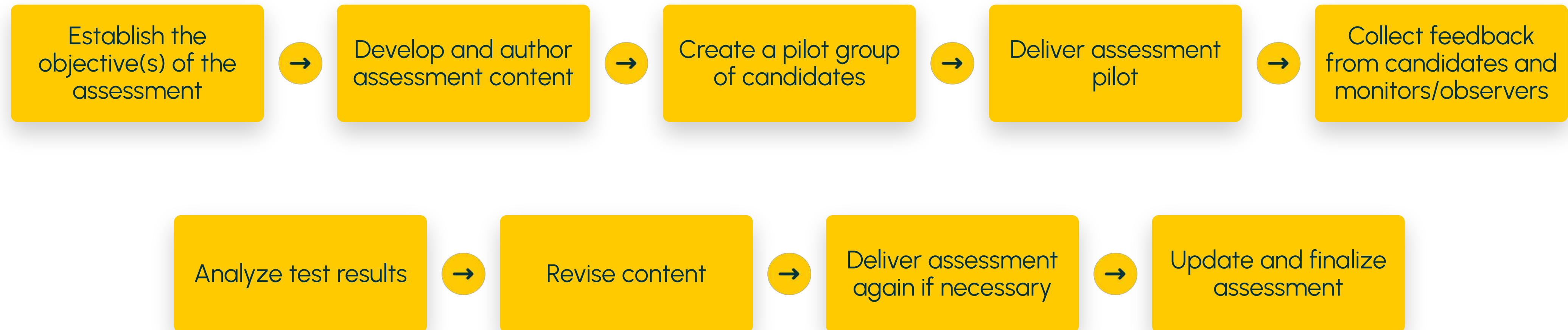
| Agenda

During this session, we will cover:

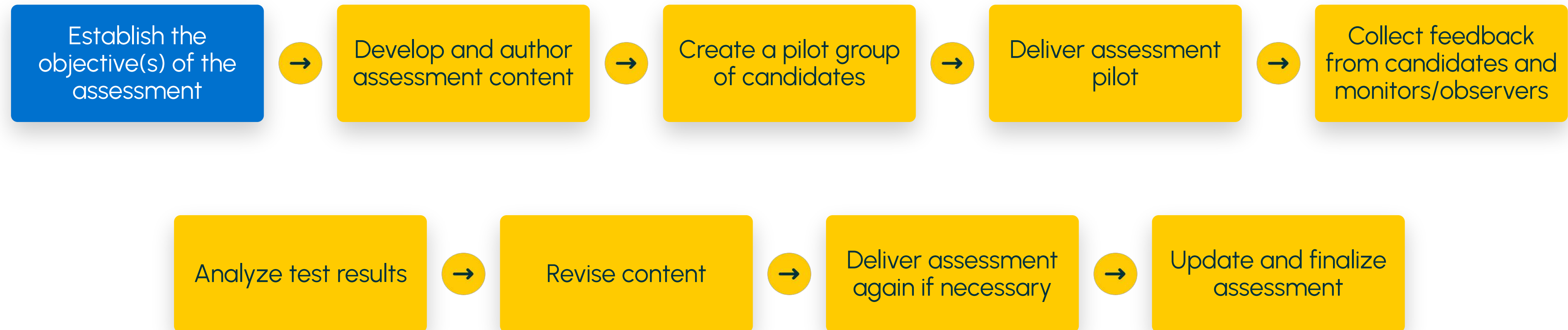
- Workflow
- Tools of the Trade
- Additional Considerations



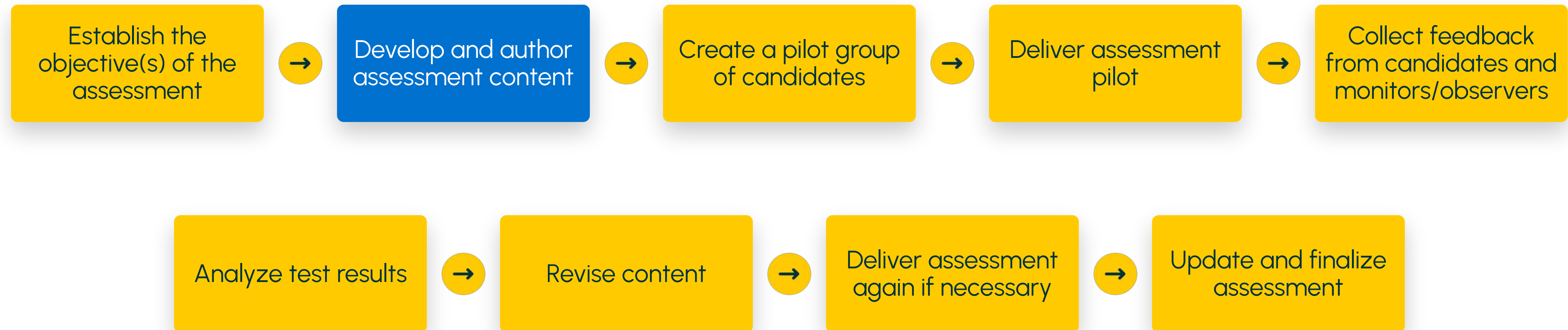
Workflow



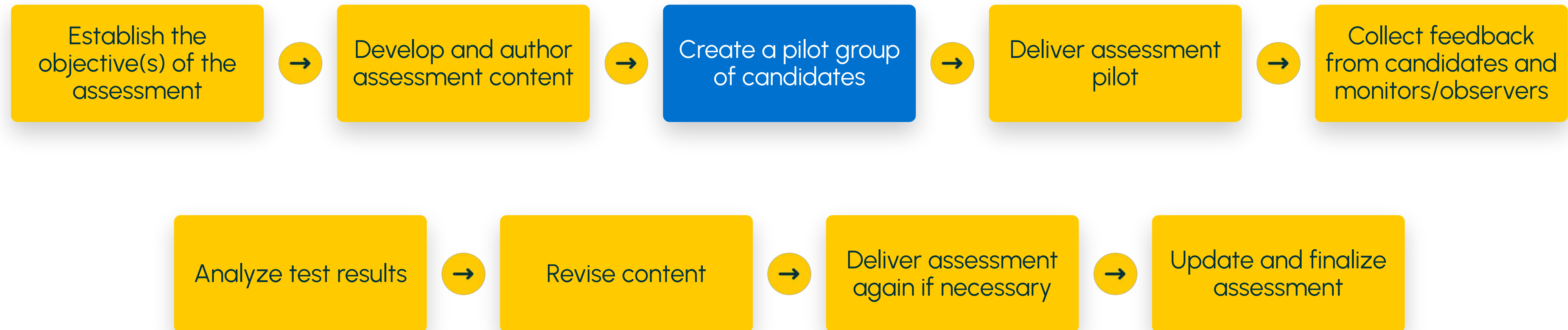
Workflow



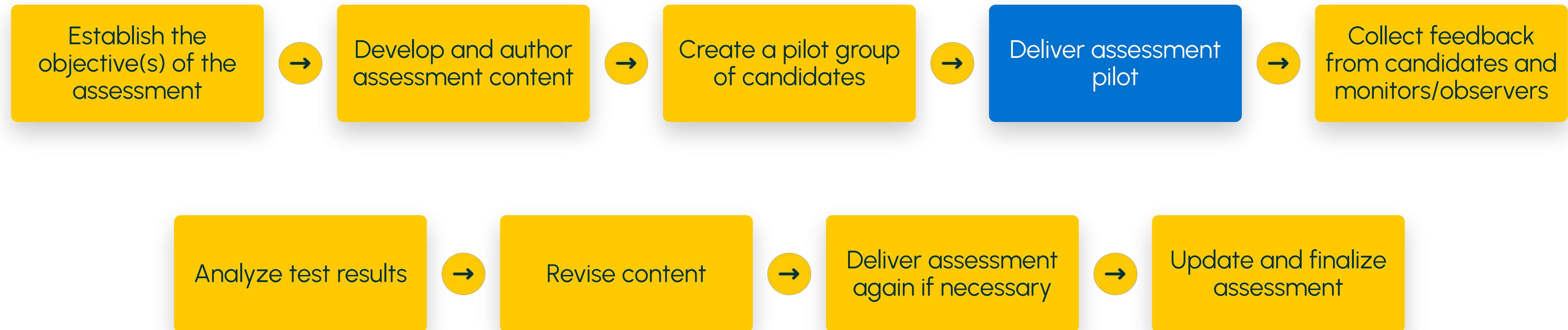
Workflow



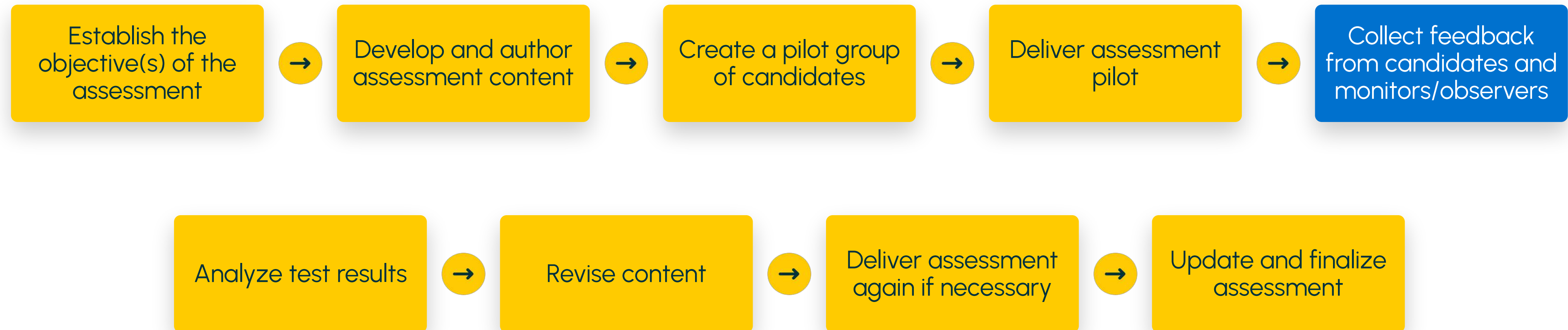
Workflow



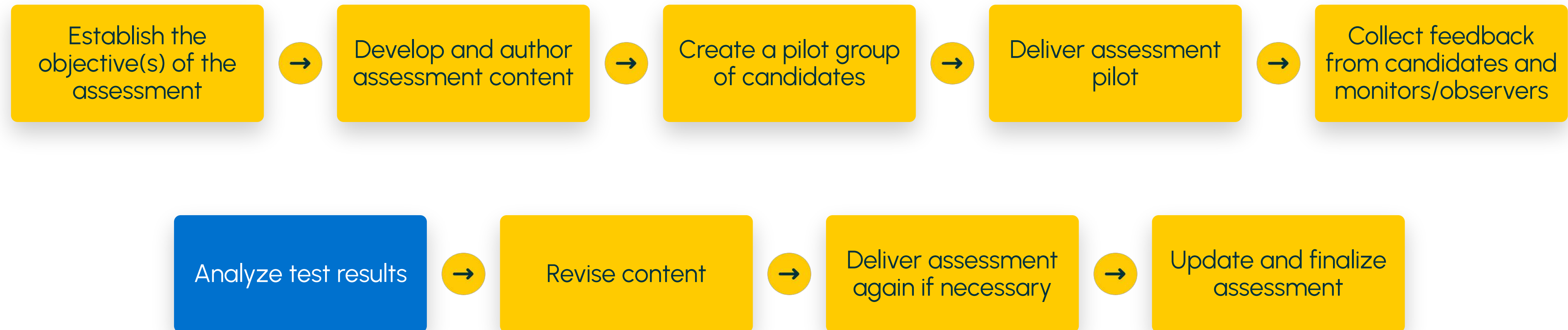
Workflow



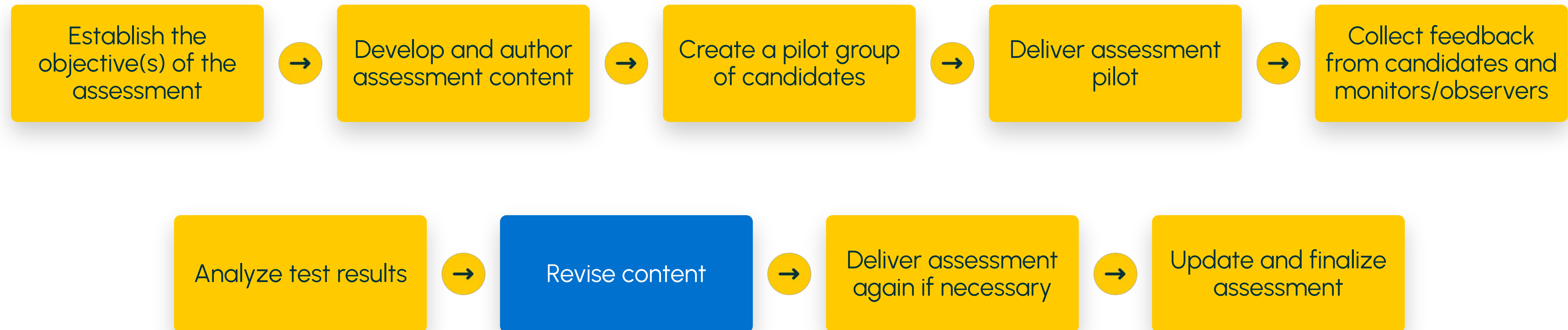
Workflow



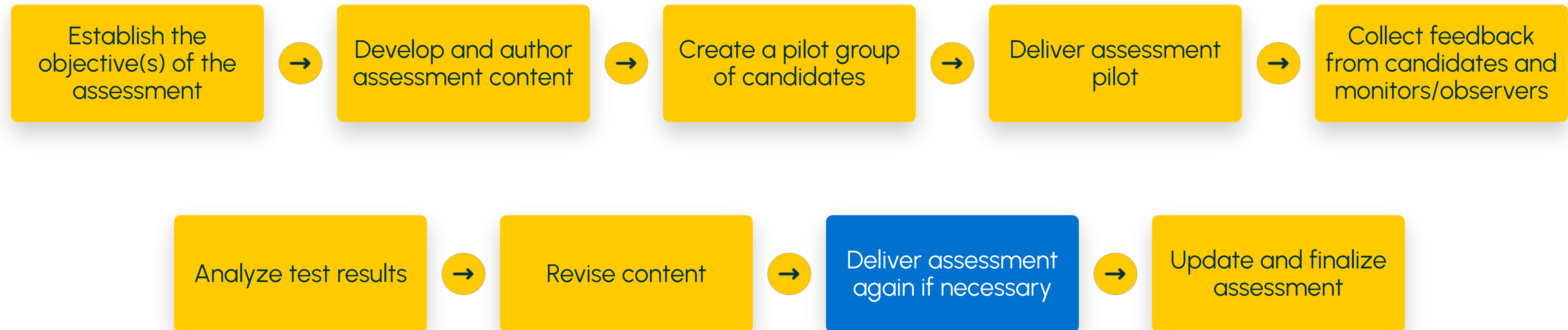
Workflow



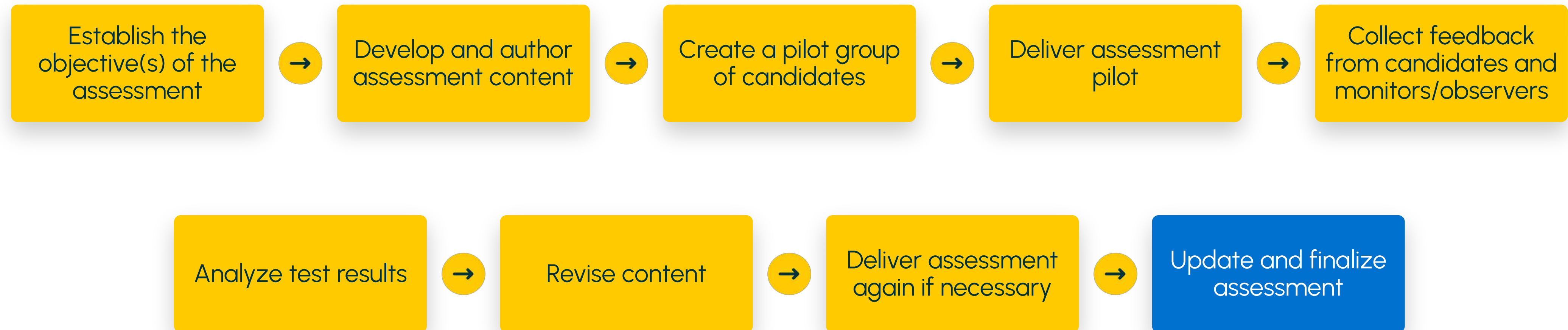
Workflow



Workflow



Workflow



| Workflow

Establish the objective(s)
of the assessment

- Who is the assessment for?
- What are you wanting to measure?
- What data do you want to collect from the assessment?

| Workflow

Develop and author
assessment content

- Create your questions and items with the goal of accomplishing the requirements from the previous slide.
- What question types will you create?

| Workflow

Create a pilot group
of candidates

- Select candidates/participants that are similar to who you will deliver the live assessment to.
- Ideally the more candidates/participants the better.

| Workflow

Deliver assessment pilot

- Make sure that candidates/participants understand how to use the comment boxes that were configured during authoring step.
- Deliver assessment if possible in a controlled environment.
- Make notes of any difficulties or questions encountered.

| Workflow

Collect feedback from
candidates and
monitors/observers

- Talk or interview the candidates/participants for their thoughts on the assessment.
- Were the instructions clear?
- Any suggestions to improve the assessment?
- It may be a good idea to have a follow-up survey.

| Workflow

Develop and author
assessment content

- Create your questions and items with the goal of accomplishing the requirements from the previous slide.
- What question types will you create?

| Workflow

Analyze test results

- Use the item-analysis report to look for any odd patterns or inconsistencies.
- Check to make sure difficulty is balanced.
- Run a report with commenting turned on to review the comments made specifically about the questions.

| Workflow

Revise content

- Use the feedback ascertained from the previous step to make adjustments or improvements to the assessment content.

| Workflow

Deliver assessment
again if necessary

- If major changes were made potentially deliver again to your group to verify issues were addressed.

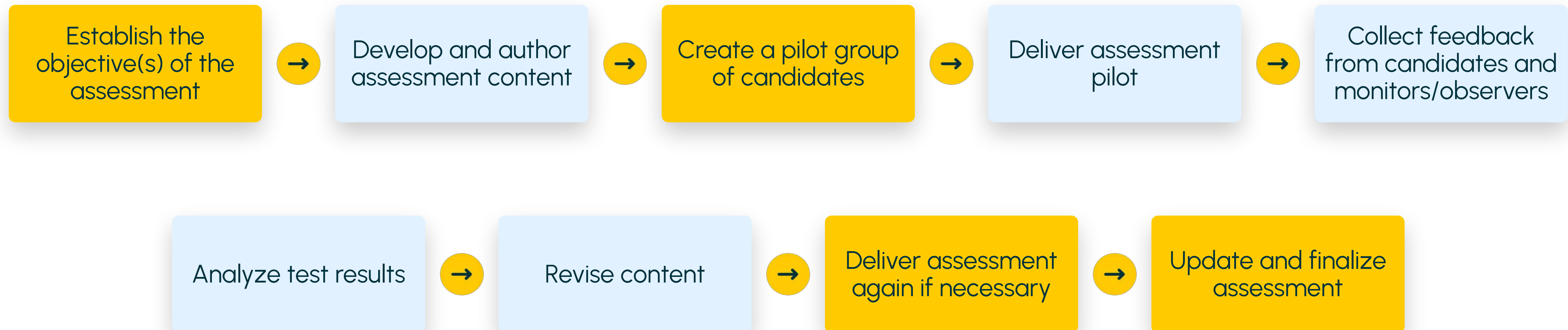
| Workflow

Update and finalize
assessment

- Make sure instructions are in order
- Verify that all your goals are met
- Deliver to your candidates

Workflow

Tools of the trade



Tools of the Trade

Authoring and Assessment Content

Question Type(s)
Comment boxes for pilot
Print for review
Question ID's
Revision Comments
How much time?
Template

Collecting Feedback from Candidates

Coaching Reports
Export for Excel w/comments
enabled
The candidates themselves

Analyze Test Results

Item Analysis Report
Test Analysis Report

Live demonstration

Questions?

Resources

<https://support.questionmark.com/content/how-can-i-effectively-use-questionmark-live-question-types>

<https://support.questionmark.com/content/print-for-review>

<https://support.questionmark.com/content/item-revision-history-and-rollback>

<https://support.questionmark.com/content/questionmark-templates-reference-guide>

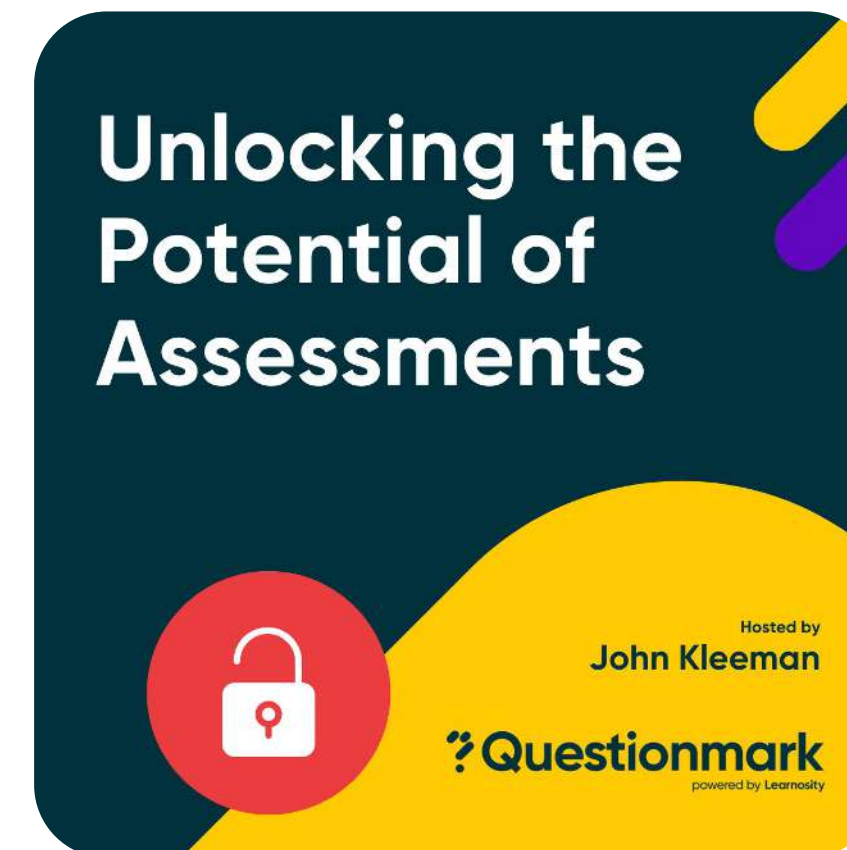
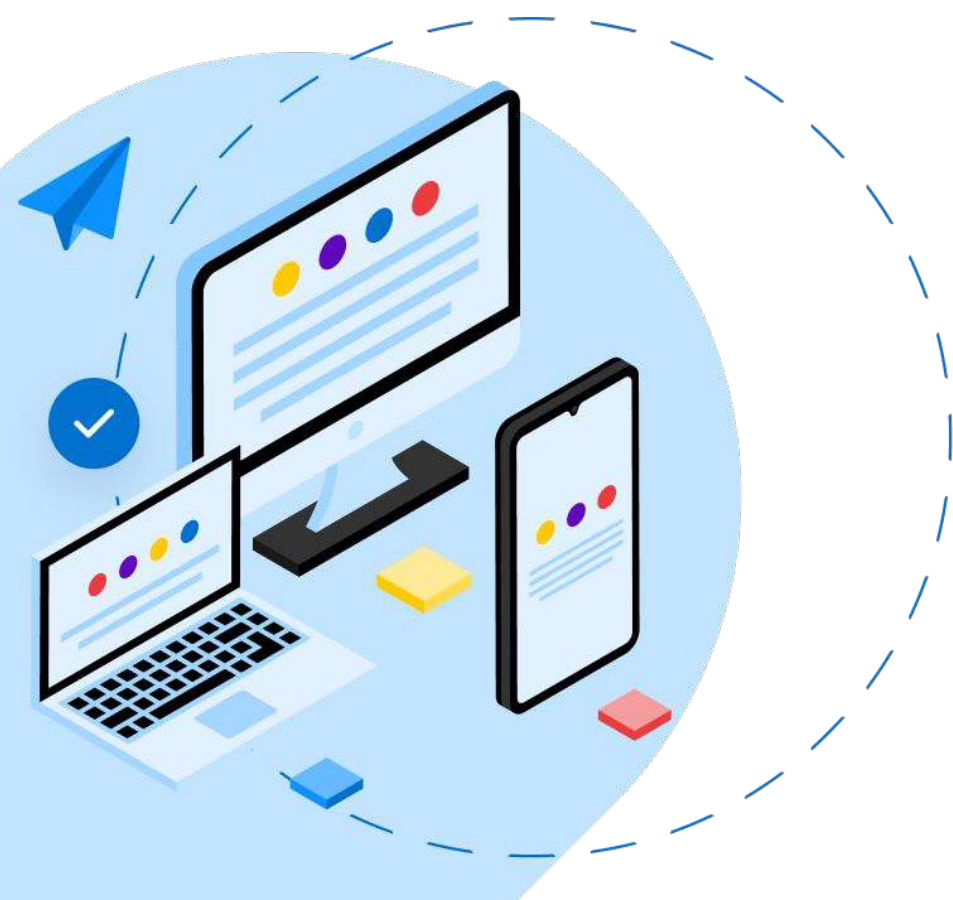
<https://support.questionmark.com/content/how-can-i-create-item-analysis-report>

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Assessments

Best Practice

Mastering Item Analysis

Learn how item analysis including item-total correlation and item difficulty can improve test quality and make your assessments better.



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