

Alden-Hebron School District 19 Assessment Approval Checklist

Level/Subject:
 Teacher(s):
 Date Submitted:
 Date Reviewed:

Criteria	Items to Consider. Check all that apply.
Academic Rigor	<ul style="list-style-type: none"> ○ Table of specifications was completed and reviewed by educational peers indicating: <ul style="list-style-type: none"> ● Assessment set is aligned to standards for the subject/grade level. ● Test items/tasks are challenging for subject/grade level. ● Essential content/skills are assessed at multiple depths of understanding/complexity at all three levels. (level 1, 2, 3) ● Standards listed on Table of Specifications ● Percent of Instructional time spent on standard
Test Administration Guidelines	<ul style="list-style-type: none"> ○ Testing procedures are clearly communicated. ○ Testing time lengths and accommodations are clearly outlined. ○ Adequate access to the appropriate test materials and testing tools are readily available for all students. ○ Test includes scoring procedures (rubrics, scoring guides) for all items. Point values explained for an open-ended question.
Assessments Reliability/Validity	<ul style="list-style-type: none"> ○ Pre/post tests are mirrored. ○ Test format, construction, and item design are consistently of high quality. ○ Standards are listed per question or section if measuring same standard(s) ○ Rubrics/scoring guides are accurate, clear, and easily accessible to students. ○ Student directions are clear for each portion of the test. ○ Test is free of errors. ○ Test is free from bias: no wording or knowledge that is accessible to only specific ethnicities, subcultures, or genders. ○ Individual test items and answer choices are on the same page. ○ Clear and adequate response spaces are provided. ○ Test is organized by type format (i.e. all matching is together, all multiple choice is together)

After careful review, the Joint Committee:

_____ Did not approve the assessment set. See comments in each section for clarification.

_____ Approved the assessment, pending the submission of an electronic copy of the following:

- Table of specifications
- Pre-test with administration guidelines and key
- Post-test with administration guideline and key