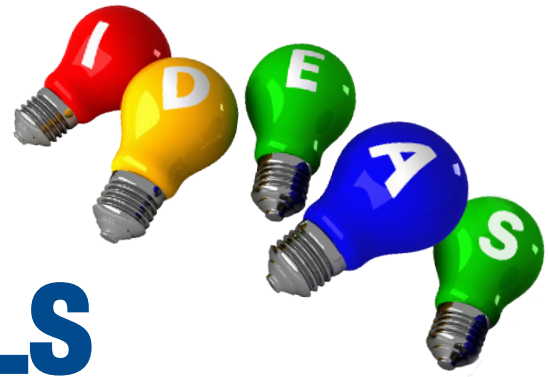


10 TIPS FOR SELECTING ASSESSMENT TOOLS



1. **Clarify goals.** Identify “the client” (i.e., the referral source, the individual test-taker, or both). What does the client hope to learn?
2. **Consider the implications of testing (or not).** Is there an advantage to using a standardized assessment tool? Will pre-post comparisons be needed later?
3. **Decide to test or not to test.** Choose to use assessment tools only if available information is inadequate to inform accurate and effective decisions.
4. **Determine budget.** How much is the client willing or able to spend on assessment?
5. **Identify special considerations...**e.g., client age, gender, grade level, literacy level, language proficiency, regionally-specific words or concepts, culture, accommodation requirements.
6. **Avoid a “one size fits all approach.”** Take a holistic approach to developing an assessment process that fits each client’s needs.
7. **Research options.** Consult a psychometric specialist or refer to publisher’s websites, manuals, research articles, and unbiased reviews.
8. **Find the right tool(s) for your purpose.** Consider format (e.g., online assessment tools, card sorts, paper and pencil, culture-free, non-verbal).
9. **Determine logistics.** Group or individual administration, in your office or at the assessor’s site, online or in person. What’s the turnaround time for scoring or reports? Can the assessment plan be altered to accommodate emerging needs (e.g., if an assessment’s validity scale indicates an inflated score or inaccurate result)?
10. **Confirm qualification levels of assessment specialists.** Access to many assessment instruments is restricted.



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