



ACCREDITATION

Assessment Methodology Matrices Information and Instructions

Purpose of Assessment Methodology Matrices

The Assessment Methodology Matrices (AMM) are completed by agencies to demonstrate to the Pro Board Committee on Accreditation (COA) the ability to test the entire standard or level and identify the assessment (testing) methodology used to assess candidates against each section of the standard or level.

Allowable Alternative Forms

Agencies must utilize either the Pro Board AMM or *International Fire Service Accreditation Congress (IFSAC) Correlation Sheets* to demonstrate their ability to assess the entire standard or level, and to identify the methodology used to assess candidates. Any other forms will require approval from the COA prior to acceptance.

Agencies submitting the *International Fire Service Accreditation Congress (IFSAC) Correlation Sheets* to the Pro Board COA to demonstrate assessment of the Standard, must add columns to the IFSAC Correlation Sheets when JPRs are assessed through project-based, portfolio, or other assessment types currently not indicated on the IFSAC correlation sheets

Process for Assessment Methodology Matrices / Alternative Forms

The Assessment Methodology Matrices must be completed and submitted as part of:

- an accreditation package
- a re-accreditation package
- an extension of accreditation application
- a change in assessment methodology (see note below)

NOTE: In accordance with COA Opinion 09-03, when a change is made in the assessment methodology identified in a previously submitted AMM for a standard and/or level, the agency must submit an extension of accreditation application and identify the change in assessment methodology.

Use of Assessment Methodology Matrices / Alternative Forms

The COA will review submitted matrices for completeness. In addition, the matrices will be used by the site visit team to ensure coverage, test item correlation and appropriate methodology.

At the agency's site visit, all testing documents (e.g. test bank, skill sheets) will be reviewed based upon the information provided in the matrices.

At the agency's site visit, the agency must be able to isolate and provide the site team with the questions, skills, projects, etc. identified for each JPR. That is, if the matrix indicates there are eight questions for a given JPR the agency must be able to provide those eight questions including the distractors and correct answer to the team for review.

Submission of Assessment Methodology Matrices / Alternative Forms

The completed Assessment Methodology Matrices are submitted electronically, in conjunction with other documentation (e.g. Self-Assessment, Extension of Accreditation application), to the Pro Board Accreditation Manager at fpiechota@theproboard.org.

Matrices not completed correctly may be returned to the agency, prior to review by the COA, to properly complete.

Instructions for Completion of Assessment Methodology Matrices

When completing the AMMs, the agency must follow these guidelines:

Local Test Item Review

If the agency purchases or receives test items (question banks, skill sheets, projects etc) from an outside source, a local review/validation of all test items by the accredited agency must be conducted prior to the completion of these forms. That is, all of the review of test items, changes to items, elimination of items, and added items should be completed by the agency before the AMMs are filled out and the AMM must reflect the final set of test items after that review process.

Cognitive Assessment

This column is completed to identify the number of test items (questions) from the test item bank that can be used to assess (test) the applicable JPR or requisite knowledge.

- This column must be completed after the agency has locally validated the test bank
- You must document 100% of test items from the test bank
- The agency can either enter the test question number from test bank (e.g., 102, 106) or the number of test questions from the test bank for the applicable JPR or requisite knowledge (e.g., 6)

Psychomotor or Skills Assessment

This column is completed to indicate the skill sheet number(s) that can be used to assess (test) the applicable JPR or requisite skill.

- This column must be completed after the agency has locally validated the skill sheet assessment tool(s)
- Enter the name of the skill sheet (e.g., Skill 1 or Ladder 1) for the applicable JPR or requisite skill

Project-Based Skill Assessment

This column is completed if the candidates are assessed utilizing Project-Based Assessment for each applicable JPR, requisite knowledge, or requisite skill.

- This column must be completed after the agency has locally validated the project-based assessment tool(s)
- Enter the name of the assessment sheet (e.g., Project 1 or Investigation Report 1) for the applicable JPR, requisite knowledge, or requisite skill

Portfolio-Based Assessment

This column is completed if the candidates are assessed utilizing a Portfolio-Based Assessment for each applicable JPR, requisite knowledge, or requisite skill.

- Must be completed after the agency has locally validated their portfolio process
- Enter the name of the assessment tool (e.g., Report 1) for the applicable JPR, requisite knowledge, or requisite skill

Other Assessment

This column is completed if the candidates are assessed utilizing a methodology other than Cognitive, Psychomotor, Project-based, or Portfolio-based. An agency utilizing the "other" assessment methodology will require explanation when completing the *Extension of Accreditation* or *Self-Assessment* documents.

- The agency must complete the development process prior to completing the form
- Enter the name of the assessment tool (e.g., Report 1) for the applicable JPR, requisite knowledge, or requisite skill