



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 JPR of a specific level(s) within a standard.

Alternative Forms: Agencies must utilize the Accreditation Online System that contains the AMM's. Any other forms will require approval from the COA prior to acceptance.

Process for Assessment Methodology Matrices (AMM's): AMM's must be completed and submitted as part of:

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

NOTE: In accordance with COA Opinion, 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 (AMM's): 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. Also, at the site visit the agency must be able to isolate and provide the site team with the questions, skills, product/projects, etc. identified for each JPR. If the matrix indicates questions 21, 23, 26, 28, and 31 are for a given JPR, the agency must be able to provide those questions including the distractors and correct answer to the team for review.

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 AMM completion. After the review of test items, changes, eliminations, and added items should be completed by the agency before the AMM is completed to reflect the final set of test items after that review process.

Cognitive Assessment: This column is completed to identify the test item numbers from the test item bank that can be used to 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

Psychomotor or Skills Assessment: This column is completed to indicate the skill sheet number(s) that can be used to 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

Product/Project-Based Assessment: This column is completed to indicate the Product/Project numbers that can be used to test the applicable JPR, requisite knowledge, or requisite skill.

- This column must be completed after the agency has locally validated the product/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

Process Assessment: This column is completed to indicate the Process numbers that can be used to test the applicable JPR, requisite knowledge, or requisite skill.

- This column must be completed after the agency has locally validated the process assessment tool(s)
- Enter the name of the assessment sheet for the applicable JPR, requisite knowledge, or requisite skill

Portfolio-Based Assessment: This column is completed to indicate the Portfolio items that can be used to test the 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 those listed above. 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

Document Review (DR): "DR" is allowed to be entered into the "Other" column when an agency utilizes Document Review for indicating they are utilizing their Document Review process to fulfill the Requisite Knowledge and/or Requisite Skills in lieu of testing.

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