

## Implementing / Reviewing the use of additional admissions assessments

## **SPA** criteria for using admissions tests:

- ☑ Have rigorous validation and reliability testing
- ☑ Be supported by statistical and research evidence
- ☑ Ensure the minimum of bias in the test questions☑ so the test is valid for applicants from all backgrounds
- ☑ Be readily available and accessible to all in a timely way
- ✓ Provide exemplar materials and tests with answers
- ☑ Be fairly and professionally administered
- ☑ Be able to demonstrate they are fit for purpose and add value as part of holistic decision-making
- ☑ Be approved for use through the HE provider's relevant structures and processes

## What do we need to consider?

**Key allestions** 

1. Preparation  What are you looking for?  What benefit does it provide you through the admissions process?  Can its introduction be fairly administered?  Do you have the evidence to support why this is the best method?  Rationale  Do you fully understand why you are using this assessment?  Are there any prescriptive requirements you must follow?  Will using an assessment provide useful and additional information that can't be achieved through academic assessment alone?  Have you considered alternatives that may achieve the same outcome?  3. Assessment type  Do you have an assessment that is appropriate and fairly supports the admissions process?  Who needs to approve its use?  Who needs to be involved in the assessment and are			Key questions	Notes
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		they free and available
		(and trained)?
	0	How will the assessment
		be graded, and is this in a
		form that can be shared
		with applicants as
		feedback?
	0	How are the results
		recorded?
4.	lmp	pact assessment
	0	Is the method clear,
		reliable and valid in
		practice?
	0	Is the method comparable
		(between applicants)?
	0	Is the assessment method
		actually doing what you
		originally planned it to do?
	0	Who does the marking or
		makes the judgement? Is there more than one
		person?
	0	How will feedback be
	O	provided?
5	Co	mmunication
٥.	0	How will you be planning to
	Ŭ	communicate assessment
		requirements to your
		applicants and advisers?
	0	Will you provide
		preparatory information?
	0	Will you provide practice
		materials?
	0	Will you provide the
		marking schedule, or the
		details of assessment
		method(s)?
6.	Мо	nitor and Assure
	0	How will you measure the
		performance of an
	_	assessment?
	0	Are you able to collect and record details for
		monitoring?
	0	Who will analyse the
	J	results of this monitoring?
	0	Who will make
	-	recommendations / act on
		these findings?
	0	Who is responsible for
		deciding to continue,
		reassess or close an
		assessment?
An	y ac	lditional comments: