



## Assessor Preparation Checklist:

This checklist is intended to help the assessor prepare for and conduct an assessment for the Woodwork Career Alliance Skills Standards.

- Carefully read through the assessment you will be conducting, and make sure you understand the criteria you will be measuring.
- Print copies of the Skill Evaluation Record, Pre-operation checklist, and the specific operation(s) you will be measuring. It will be useful to have a clipboard to write on during the assessment.
- Prior to the assessment, record any specific criteria to be measured, such as finished product dimensions on the Skill Evaluation Record. Also record the candidate's name and relevant information including the Operation and Skill Level being measured.
- Gather the necessary tools to measure the outcome. These may include calipers, a tape measure, square, etc. Make sure these are properly calibrated to ensure accurate analysis of the finished product.
- If the operation requires the installation of tooling, make sure the tooling to be selected is present. Level 2 typically requires that the candidate select and install the correct type of tooling, so it is advisable to have a variety of tooling types available so you can test their ability to select the correct tooling.
- Be sure you have the necessary stock prepared for the candidate according to any specific directions listed.
- When ready, greet the candidate and make sure they are clear on which skill is being assessed.
- The candidate should have had the opportunity to read through the assessment prior to their testing and have the opportunity to ask for any clarification.
- The objective of the assessment is to test their knowledge. They may ask you questions, but be very careful that you are not giving instruction during the assessment.
- The observation typically passes quite rapidly. Be prepared to observe and check off specific tasks as they occur. Analysis of the final product can wait until the end, and may or may not be done with the candidate present.