

# Standard Operating Procedure (SOP): Development and Approval of Assessment Tools

## 1. Purpose

This SOP details the process for the **development and approval of assessment tools**, encompassing the design, review, validation, and authorization stages. It ensures that assessment tools meet quality standards, align with learning objectives, and provide reliable measurement of skills and knowledge before implementation. The purpose is to maintain consistency, fairness, and accuracy in evaluating learner performance through structured and approved assessment instruments.

## 2. Scope

This SOP applies to all staff involved in the creation, review, and approval of assessment tools for training, education, or certification within the organization.

## 3. Responsibilities

Role	Responsibility
Assessment Developer	Designs and drafts assessment tools aligned with learning objectives and standards.
Subject Matter Expert (SME)	Reviews the content for accuracy and relevance.
Quality Assurance (QA) Reviewer	Evaluates tool against quality benchmarks and validation criteria.
Approving Authority	Grants final approval for implementation and use.

## 4. Procedure

- Needs Analysis:** Identify the necessity for a new or revised assessment tool based on curriculum requirements or performance gaps.
- Design & Development:**
  - Create assessment items/questions/tasks.
  - Align content with learning outcomes and competency frameworks.
  - Ensure clarity, fairness, and accessibility in all components.
- Internal Review:**
  - Assessment Developer submits the draft to Subject Matter Experts for content validation.
  - SMEs provide feedback and recommend revisions.
- Quality Assurance Review:**
  - Submit revised draft to QA Reviewer.
  - QA checks alignment with standards, fairness, and reliability.
- Pilot Testing (if applicable):**
  - Administer assessment to a small sample group.
  - Collect data and feedback; refine as necessary.
- Final Approval:**
  - Submit finalized tool and documentation to Approving Authority.
  - Upon approval, authorize for official use and dissemination.
- Documentation & Archiving:**
  - Record decisions, feedback, and versions in the document management system.

## 5. Documentation

- Assessment tool templates and rubrics
- Review and approval forms/comments
- Pilot test results (if applicable)
- Validation checklists
- Version history and change logs

## 6. Review and Update

This SOP will be reviewed annually or upon significant changes in assessment standards, with all updates recorded in the version history.

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**Version:** 1.0 | **Date:** 2024-06-12 | **Prepared by:** [Name/Department]