

SOP: Scheduling and Notification of Assessments

This SOP details the **scheduling and notification of assessments** process, covering the planning of assessment dates, coordination with relevant stakeholders, timely distribution of assessment schedules, and methods for notifying participants. The objective is to ensure assessments are organized efficiently, communicated clearly, and executed smoothly to maintain compliance and achieve desired evaluation outcomes.

1. Purpose

To define standardized procedures for scheduling assessments and notifying all relevant parties to ensure organized, timely, and effective evaluation processes.

2. Scope

This SOP applies to all departments and personnel involved in the planning, scheduling, and communication of assessment activities.

3. Responsibilities

Role	Responsibility
Assessment Coordinator	Initiates scheduling, coordinates dates, obtains approvals, and manages notifications.
Department Heads	Provides input on schedules, approves dates, and communicates departmental conflicts or needs.
Participants	Reviews notifications, confirms availability, and prepares for assessments.
Administrative Support	Assists in distributing notifications and maintaining official records.

4. Procedure

- Planning Assessment Dates**
 - Identify assessment requirements and preferred timeframes.
 - Consult with department heads and review organization calendars.
 - Draft a proposed schedule and circulate for feedback.
- Coordination with Stakeholders**
 - Hold coordination meetings (in-person or virtual) when necessary.
 - Adjust dates based on input and resolve scheduling conflicts.
- Finalizing the Assessment Schedule**
 - Get final approval from relevant authorities.
 - Lock in dates and venues/resources as needed.
- Notification of Participants**
 - Prepare notification emails or memos, including assessment date, time, location, and instructions.
 - Send notifications to all participants at least *two weeks in advance* (or per policy).
 - Post assessment schedule on internal communication platforms (e.g., intranet, bulletin board).
 - Request confirmation of receipt from all participants.
- Follow-up and Reminders**
 - Send one reminder email 1-2 days prior to the assessment.
 - Update schedules/notifications as necessary if changes occur.
- Documentation**
 - Maintain records of all communications, schedules, and confirmations.

5. Methods of Notification

- Email (with read receipt/confirmation)
- Official memos
- Internal communication platforms (e.g., company intranet, SMS, bulletin board)
- Direct supervisor/manager communication

6. Related Documents

- Assessment Policy
- Assessment Calendar Template
- Notification Email Template
- Schedule Change Request Form

7. Revision History

Version	Date	Description	Author
1.0	2024-06-12	Initial SOP Template	SOP Team