

APPENDIX C:

PRE-ASSESSMENT CHECKLIST

1 Materials checklist

The checklist below contains the list of materials that should be included in the submission. A rating of 1 (Yes) is the minimum requirement to proceed to review (if applicable). If the test materials are provided in the form of a link for the reviewers to complete the assessment themselves, the test questions and answer protocols can be marked “Yes”.

Materials	N/A	No	Yes
1.1 Application Form (Appendix A)			
1.2 Factual Information Form (Appendix B)			
1.3 Proof of Payment			
1.4 Test Manual			
1.5 Supporting research documents			
1.6 Test questions			
1.7 Answer protocols			
1.8 Sample reports			
1.9 List of all material submitted for reference			

2 Criteria checklist

The checklist below contains the basic criteria that should be included in the assessment manual. A rating of 1 (Yes) is the minimum requirement to proceed to review (if applicable). The relevant reference to the original EFPA criteria and description are in the square brackets for reference.

Criteria	N/A	No	Yes
2.1 Content domain is clearly indicated [EFPA 3.1]			
2.2 Intended or main area(s) of use are clearly described [EFPA 3.2]			
2.3 Populations for which the test is intended are adequately described [EFPA 3.3]			
2.4 Theoretical foundations of the constructs measured are provided [EFPA 7.1.1]			
2.5 Rationale for construction of the measure is provided [EFPA 7.1.2]			
2.6 This means that there is a good description of what the assessment is designed to measure and why it was constructed the way it was.			
2.7 Development of the measure is adequately described [EFPA 7.2.2.1]			
2.8 Adaptation of the measure is adequately described (if applicable)			
2.9 Translation of the measure is adequately described (if applicable) [EFPA 7.2.2.2]			
2.10 Scales measured by the instrument are adequately described [EFPA 3.4]			
2.11 The type of response format is adequately described (e.g., oral, paper and pencil, online) and special procedures described where applicable [EFPA 3.5]			
2.12 Any special demands on the test taker are clearly described [EFPA 3.6] (e.g., handedness, mechanical ability)			
2.13 The item format is provided (e.g., multiple choice, true-false, Likert-type, open-ended) [EFPA 3.7]			
2.14 Scale type (ipsative/normative) clearly indicated [EFPA 3.8]			

Criteria	N/A	No	Yes
2.15 Total number of test items and number of items per scale or sub-set are indicated. [EFPA 3.9]			
2.16 Intended mode of use (open/supervised/controlled/managed mode) is provided [EFPA 3.10]			
2.17 Administration mode (individual/group/computerised web/local self-administered/proctored) is described [EFPA 3.11]			
2.18 Time required to complete the assessment is indicated [EFPA 3.12]			
2.19 An indication of whether different forms are available is provided [EFPA 3.13]			
2.20 Description of the scoring procedure is provided [EFPA 4.1]			
2.21 Description of the score transformation for standard scores is provided [EFPA 4.4]			
2.22 Adequate instructions for test administration are provided [EFPA 7.3.1]			
2.23 Interpretation and reporting of scores are described [EFPA 7.3.4]			
2.24 Guidance on providing feedback is provided [EFPA 7.3.5]			
2.25 If the assessment is only using global research, a motivation for how this is appropriate in the South African context is provided.			
2.26 Documentation provided for Norms and benchmarks is sufficient to be able to rate the quality [EFPA 7.2.4]			
2.27 Documentation provided for Reliability is sufficient to be able to rate the quality [EFPA 7.2.5]			
2.28 Documentation provided for Validity is sufficient to be able to rate the quality [EFPA 7.1.4]			
2.29 There is an adequate description regarding the use of computer-generated reports [EFPA 7.2.8]			
2.30 The issue of practice effects is dealt with adequately [EFPA 9.1.9]			

Criteria	N/A	No	Yes
2.31 Assumptions of normality were tested before using analyses that require the assumptions to be met.			
2.32 Assumptions of homogeneity of variance were tested before using analyses that require the assumptions to be met.			