

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 questions	Notes
1. Preparation <ul style="list-style-type: none"> ○ 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? 	
2. Rationale <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ 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 	

<p>they free and available (and trained)?</p> <ul style="list-style-type: none"> ○ How will the assessment be graded, and is this in a form that can be shared with applicants as feedback? ○ How are the results recorded? 	
<p>4. Impact assessment</p> <ul style="list-style-type: none"> ○ Is the method clear, reliable and valid in practice? ○ Is the method comparable (between applicants)? ○ Is the assessment method actually doing what you originally planned it to do? ○ Who does the marking or makes the judgement? Is there more than one person? ○ How will feedback be provided? 	
<p>5. Communication</p> <ul style="list-style-type: none"> ○ How will you be planning to communicate assessment requirements to your applicants and advisers? ○ Will you provide preparatory information? ○ Will you provide practice materials? ○ Will you provide the marking schedule, or the details of assessment method(s)? 	
<p>6. Monitor and Assure</p> <ul style="list-style-type: none"> ○ How will you measure the performance of an assessment? ○ Are you able to collect and record details for monitoring? ○ Who will analyse the results of this monitoring? ○ Who will make recommendations / act on these findings? ○ Who is responsible for deciding to continue, reassess or close an assessment? 	
<p>Any additional comments:</p>	