



## Accredited Assessment Center Audit Checklist

**AAC Name:** \_\_\_\_\_

Auditor will complete the following and submit to NCCER for review. The Audit Program Manager will contact Primary Administrator to resolve any non-conformances.

Does the AAC policy cover the following topics as per the NCACP Guidelines?	Yes	No	N/A
<b>If Yes, respond to the questions below. If No, write a nonconformance.</b>			
<b>AUDITOR - DISCUSS THIS ENTIRE POLICY AND EACH TOPIC WITH THE PRIMARY ADMINISTRATOR DURING THE AUDIT.</b>			
Evaluations of Assessment Administrator, Assessment Proctors, Assessment Performance Evaluators, and Practical Examiners (if applicable)			
Audits of registered Authorized Assessment Sites (if applicable)			
Assessment room setup			
Retest policy for Journey-Level Assessments, Performance Verifications (if applicable), and Practical Exams (if applicable)			
Safety policy for Performance Verification (if applicable) and Practical Exam testing (if applicable)			
Cheating			
Grievances and appeals			
Method for ensuring certified personnel maintain certifications			
Method for implementing and communicating NCCER policy/procedure revisions			
Method for communicating the organization's assessment program contact information to appropriate personnel and candidates (i.e. Primary Administrator, Assessment Proctor etc.)			
Transition plan for removal/replacement of Primary Administrator			
Procedure for returning assessment records to Primary Administrator or Assessment Site Representative following: 1) departure of Assessment Performance Evaluator, Assessment Proctor etc. 2) closure of assessment program/location			

<b>How are assessment, performance verification and practical exam records kept? (Check any that apply)</b>	
Electronically, using a secure server	<input type="checkbox"/>
Locked or secure file cabinet	<input type="checkbox"/>

<b>Auditor must conduct and document the following:</b>
Audit of the assessment location using the AAS Audit checklist
Audit of an assessment session using the Evaluating an Assessment Session checklist



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<b>Auditor to conduct interviews with certified personnel as follows:</b>	N/A
Primary Administrator - Discuss security of assessment records policy - Discuss how they validate what craft area an assessment performance evaluator is certified to evaluate - Discuss how they communicate NCCER policy changes/announcements to certified personnel, AASs etc. - Discuss the registraion process for an AAS - Discuss association of certified personal to the AAS - Discuss how they keep their "people" tab up to date in Registry - Discuss how they keep their "associated organizations" tab up to date in Registry	
Comments:	
Assessment Administrator that is actively engaged in administering assessments and/or serving as an AAS Representative - Discuss security of assessment records policy - Discuss how to deliver an assessment - Discuss recordkeeping policy - Discuss how they communicate scores and training prescriptions - Discuss how their certification remains active - Discuss how PVs are administered (if applicable and if serving as an AAS Rep)	
Comments:	
Assessment Proctor that is actively engaged in administering assessments and/or serving as an AAS Representative - Discuss security of assessment records policy - Discuss how to deliver an assessment - Discuss recordkeeping policy - Discuss how they communicate scores and training prescriptions - Discuss how their certification remains active - Discuss how PVs are administered (if applicable and if serving as an AAS Rep)	
Comments:	



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Assessment Performance Evaluator that is actively administering PVs - Discuss security of PV records policy - Discuss the PV delivery process - Discuss how remediation is recommended for tasks not passed - Discuss recordkeeping policy - Discuss how their certification remains active	
Comments:	