

AUTHORIZED ASSESSMENT SITE AUDIT CHECKLIST

AAS NAME: _____

DATE: _____

CHECKLIST	YES	NO	N/A	COMMENT
Assessment facilities set up per the Assessment Facilities section of the Accredited Assessment Center Guidelines?				
Appropriate storage to ensure security and confidentiality of candidate records?				
Appropriate hands-on area and equipment are in place for performance verifications (if applicable)?				
Hands-on area meets all safety and regulatory requirements (if applicable)?				
Certified personnel have all available resources (devices, equipment, performance verification packets, etc.)?				
Assessment personnel are appropriately certified?				
Appropriate devices are in place and in good working order for online testing?				
Registration & Release forms for all candidates and certified personnel?				
Responsibilities & Liabilities for certified personnel?				
Dated and completed performance verification forms (if applicable)?				
Completed certified personnel evaluations?				
Certified personnel training and qualification documentation?				
Anti-cheating poster displayed?				
Prohibited items poster displayed?				
For programs operating before August 2020				
Locked, fireproof storage for assessment documentation available?				
Demographic and answer sheets for completed paper inventory available?				
If paper inventory, able to review and verify assessment inventory log?				

Additional Notes/Comments:

Primary Administrator/Administrator/Master Trainer Name: _____

Signature: _____