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Pro

# Authoring process: **Innovation readiness checklist**

If you are developing high-stakes tests and want to identify which parts of your process could be **holding you back from delivering innovation**, this checklist is for you.

# Introduction

Assessment providers are looking to expand and improve their offering. Whether to enhance their standing in their market, or to support improvements in educational outcomes.

The most common innovations test publishers are being called upon to deliver include:

- New types of assessment
- Disruption proofing (e.g., coping with Covid)
- More frequent testing
- Faster development cycles
- Wider service offerings
- Better 'return on investment' per item
- Future-proofed processes (e.g., print *and* online testing)

Organisations wanting to make meaningful progress in these areas need to start by establishing good processes. With the right foundation in place test creators can more quickly upscale production, adapt to new projects and launch into new ventures.

We have created this checklist to help you identify the areas of your process which need updating to give your future innovations the best chance for success.

# Rate your current process in these areas from 1-10

(1 = Not at all - 10 = Entirely)

Project Management	1-10
Can you introduce and operate a range of workflows to help develop new products efficiently?	
Is 'business as usual' and exchanges between authors and reviewers straightforward and easy to manage?	
Can your team work on items remotely <i>and</i> in person easily?	
Can you easily monitor the progress of all items and tests to identify bottlenecks?	
Do your current processes give you space to take on new projects when your organisation needs them?	

**Impact:** Poor scope for innovation here will mean that new projects will be difficult to embed into your teams existing processes. This increases the risk of resistance to new ideas and innovation will be considerably slowed.

Quality Assurance	1-10
Is your QA model efficient enough to scale up and support new project development and rapid turnaround?	
Do your systems allow you to introduce new quality assurance methods? (e.g., pre-testing, anchor items)	
Can you easily tag items and tests with rich metadata to operationalise new quality control models?	

**Impact:** An inefficient QA system will prevent you from levelling-up the standard of your offering and can crack under the pressure of increased output.

Security	1-10
Does your security model let anyone in your team work on your tests safely, wherever they are?	
Can you easily control permissions and manage security as contributors come on board or leave?	

**Impact:** The security checks needed with any innovation will multiply the demands on your system. Not being able to innovate here could allow significant risk of breaches to creep in further down the line.

Publishing	1-10
Do your systems let you easily get extra value out of your existing items? (e.g., make new tests or product types)	
Is it easy to extract items from your papers for re-use?	
Are you able to easily track and manage where and when items are reused?	
Do you have tools supporting the automation of test construction?	
Can you efficiently adapt tests to generate related products? (e.g., tiered papers, translations, modified tests)	
Can you output your tests for print and online use without re-keying?	
Is your typesetting or digital outputting process quick and/or automated?	

**Impact:** Weakness in your publishing process will cost you heavily in time and money when you look to find efficiencies or reuse content.

Systems	1-10
Does the end-to-end technical system running your process enable you to swap tools in and out (aka modular)?	
Does the way content is held in your system conform with open international standards? (e.g., QTI)	

**Impact:** Any lack of flexibility here will make for a technical headache down the line and can severely limit your options for innovation.

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# Results

Your score	What does it mean?
0 - 80	<p>Your authoring process isn't innovation ready and won't be able to adapt very easily. When you try to implement a change it's likely that the lowest scoring areas will slow you down considerably.</p> <p>To tackle this, you should identify the changes you want to achieve and see which parts of your process are blocking them. Take a look at our list of <a href="#">suggested systems criteria</a> to help you build a requirements list that works for you.</p>
81 - 160	<p>Your authoring process is good but could be better. Improving the processes in the lower scoring areas will help your innovations be less painful and more likely to produce results.</p>
161 - 190	<p>Your authoring process is ahead of the curve. You're in a strong position to make changes for the better without worrying about overloading your team with an exponential workload increase.</p>

## What's next?

**Need to update your authoring process?** To help you clarify what you need in a new system, we have put together a comprehensive list of requirements that every assessment body should look to fulfil.

[Click here](#) to unlock a list of over 100 key system criteria to consider.

## Want to know more?

Let us know what you want to achieve, and we can show you how our tools can support your whole team:

[www.grademaker.com/ask-a-question](http://www.grademaker.com/ask-a-question)