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Efficiencies in Test Development and Standardization

In this workshop we explored the use of an Excel template for determining the resources needed to efficiently develop a test IAW STANAG 6001.  Borrowing from project management techniques, a Gantt Chart template was used to: (a) identify the most salient and crucial steps in the process of test development; (b) discuss the human resources needed to develop a language test in accordance with STANAG 6001 (from the needs analysis phase to the operational phase) and how this affects the test development timeline; and (c) visually track the progress of the test development enterprise in a way that is easily shared with higher leadership as/if needed.  The template was populated with information from a hypothetical reading test from a hypothetical testing team. Workshop attendees were given a link to the template so that he workshop time was spent manipulating the template to demonstrate its flexibility, as well as discussing the strengths and limitation of using it as tool to efficiently manage a testing program. The workshop concluded with a brief discussion of how the spreadsheet could also be used to ensure greater standardization in the test development process through its illustration of each of the steps recommended by BILC’s Best Practice documents.