Preparing for Assessment

Tips to prepare your program for successful a Quality First assessment:

☐ **UPDATE the Extranet and Registry**
- Use the [Extranet Update Checklist](#) to make sure you have updated all important information.
  - ***Reminder-*** The staffing tab determines staff recognition funding for participants who earn a 4-star or 5-star rating. This tab must be kept up to date.

☐ **REVIEW assessment processes and resources**
The resources below can help all staff understand and be prepared for the assessment process
- [Quality First Participant Guide](#) (Section Six: Quality First Assessment)
- Assessment manuals for the Environment Rating Scales (ERS) and Classroom Assessment Scoring System (CLASS)
- [ERS and CLASS Assessment Self-Reflection Guides](#)
- [Online Training](#)
  Log in to your AZ Registry account, select "Find Training Event" and search "Overview of the Environment Rating Scales" or "Overview of Classroom Assessment Scoring System"

☐ **COMMUNICATE the unique needs of your program**
Sharing program details helps match the right assessor to your program. Assessors are fluent in many languages and familiar with a wide range of instructional and philosophical practices. Important things to share with your assessor include:
- Language of instruction.
- Children's special needs. *Assessors will not need to view individual plans for children with special needs or special health care conditions.*
- Unique populations served.
- Any events or circumstances that would keep an assessor from being able to observe a "typical day."

☐ **PREPARE children and families in advance.**
- Sharing with families helps children understand the assessor's role and feel comfortable with the assessor's presence in their classroom. It also supports parents' understanding of your commitment to improvement.

☐ **PLAN** to be available in case the assessor needs additional information.

☐ **ASK** the assessor if you're unsure about any part of the assessment–before, during, or after. Don't be afraid to speak up at any time.

Questions about updating your Extranet data? Contact your Quality First coordinator for assistance.