**Decision-Making Matrix – Sample**

A decision-making matrix is a useful tool to assist in thoughtful decision making. It uses a systematic approach to narrow down and compare two or more options by using a combination of weighted voting and ranking. This sample with guiding statements can familiarize you with the process. An accompanying template has been provided for schools or districts to customize for their own use.

# Purpose of the Assessment

Explain whether the assessment will be used for accountability, evaluation, curriculum or instructional programs, resource allocation or another purpose.

|  |  |
| --- | --- |
| **Purpose of the Assessment Sample** **Statement:** | *To select a quality assessment to predict proficiency on an annual summative assessment.* |

# Criteria and Descriptors for Review

Review the criteria and descriptors below for a more clarified understanding of each.

|  |  |
| --- | --- |
| **Criteria for Selecting an Appropriate Assessment** | **Description** |
| **A: Purpose** | Alignment with accountability, evaluation, curriculum or instructional programs or resource allocation |
| **B. Technical Manuals** | Provides purpose and use, assessment development information, skills measured, item types and data to support validity and reliability |
| **C: Content/Skill Alignment** | Aligns with designated standards and content and curriculum being taught |
| **D: Rigor Alignment** | Alignment of cognitive complexity of items and balance of representation shown in a test blueprint or guidance document |
| **E: Usability of Reports** | Reports provide purposeful, accurate information that is manageable to download, share, and manipulate. Reports provide directions for specific action, are of varied types related to the types of reports, and appropriate for intended audiences. Costs, if applicable, are clarified. |
| **F: Administration/Implementation** | Covers details related to costs, administering the assessment, scoring, directions given and professional learning needed. |

# Weighting the Criterion

Weighting each criterion helps a group to decide what is most important among the criteria they are considering and helps to narrow down the assessment options. Districts should determine their own weighting scale such as 0-3, 0-5, or another scale.

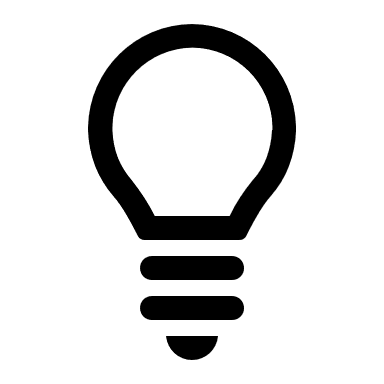
In the sample below, the criteria have been weighted using a 0-5 scale. Weight is NOT a ranking. Consider each criterion on its own merits.

|  |  |
| --- | --- |
| **Criteria** | **Weight 0-5**  (5 being high) |
| A: Purpose | 5 |
| B: Technical Manuals | 3 |
| C: Content/Skill Alignment | 5 |
| D. Rigor Alignment | 5 |
| E: Usability of Reports | 4 |
| F: Administration/Implementation | 4 |
| 1. Cost | 4 |

# Criteria Rating and Weighting across Three Assessments

Once the weighting scale has been agreed upon, it will be applied to each of the assessments being considered. Next a rating scale indicating to what degree each criterion is met by each assessment option is applied. The chart below demonstrates a ranking scale of **1-3** for each criterion multiplied by the weighted value previously determined by the district that indicates importance of the criteria.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria and Weighting Factor** | **Assessment # 1**  Rating Scale (1-3) | **Assessment # 2**  Rating Scale (1-3) | **Assessment # 3**  Rating Scale (1-3) |
| Criterion A: Purpose  Weight: **5** | 2 x **5**=10 | 3 x **5** = 15 | 1 x **5** = 5 |
| Criterion B: Technical Manuals  Weight: **3** | 3 x **3** = 9 | 3 x **3** =9 | 2 x **3** = 6 |
| Criterion C : Content/Skill Alignment  Weight: **5** | 3 x **5** = 15 | 2 x **5** = 10 | 3 x **5** = 15 |
| Criterion D: Rigor Alignment  Weight: **5** | 2 x **5** = 10 | 3 x **5** = 15 | 3 x **5** = 15 |
| Criterion E: Usability of Reports  Weight: **4** | 2 x **4** = 8 | 2 x **4** = 8 | 1 x **4** = 4 |
| Criterion F: Administration/Implementation  Weight: **4** | 3 x **4** = 12 | 1 x **4** = 4 | 2 x **4** = 8 |
| Cost  Weight: **4** | 2 x **4** = 8 | 2 x **4** = 8 | 3 x **4** = 12 |
| Total Weight | 72 | 69 | 65 |

** The option that scores the highest indicates your top priority choice.**

**TIP**: If others who are involved in the development of the criteria feel that the top scoring option isn’t the best option, then reflect on the scores and weightings that you have applied. This may be a sign that certain factors are more important than you initially thought.

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