



Prior Learning Assessment (PLA) Guidelines

Directions

PLA Assessments should be in Multiple Choice Test format whenever possible. When Multiple Choice is the format, tests should be developed in Canvas in the CPL Program shell.

Follow this set of Directions to create a Prior Learning Assessment which can be utilized to assess learning that has occurred through work and life experience. If you have any questions about creating the Prior Learning Assessment, please contact Academic Excellence.

1. Assessments should be uploaded into the CPL Program shell for each course regardless of format. This is where the PLAs will be housed so that faculty can easily review them.
2. The Prior Learning Assessment should follow and include all detailed criteria items listed on the Scoring Guide below.
3. The Prior Learning Assessment should fully assess all Course Competencies and address the related Criteria for each competency.
4. Items on the Prior Learning Assessment can be performance-based if necessary. To make the evaluation objective, skill demonstrations will need to include a rubric or checklist on the answer key.
5. Once the PLA has been created or reviewed, please complete the form in the CPL Program shell. This will update Student Records and Academic Excellence that the PLA has been reviewed and notify us of any changes that were made.
6. Using the Scoring Guide below, Academic Excellence will review and approve the Prior Learning Assessment prior to making it available to students.
7. NOTE: When evaluated, the passing score for a student's Prior Learning Assessment will need to be a score of 80% or above.

Rating Scale

Value	Description
Yes	Work includes all expected components and meets quality expectations
No	Components are missing or do not meet quality expectations
N/A	Criteria item #5 could be N/A for assessments that are short answer or skill demonstration.

Scoring Standard

The Prior Learning Assessment will need to receive a rating of "Yes" (or N/A) on each criteria item to be approved.

Scoring Guide

	Criteria	Ratings
1.	Prior Learning Assessment includes detailed directions for student, proctor, and evaluator (if necessary). These directions must include time parameters for the assessment and resources permitted or not permitted to be used during the test and whether the use of a calculator, scratch paper, resource books, etc. are permitted or not permitted.	Yes No
2.	Prior Learning Assessment contains a minimum of 5 questions related to each Course Competency, which address the Criteria of each Course Competency, or at least 1 comprehensive performance-based skill demonstration per Course Competency.	Yes No
3.	Questions on the Prior Learning Assessment are written at the level of "Apply" or above on Bloom's Taxonomy.	Yes No
4.	Questions on the Prior Learning Assessment should be Multiple Choice whenever possible. Four choices for Multiple Choice questions should be available. Questions may include fill in the blank (when Multiple Choice absolutely won't work), but cannot include T/F or Matching.	Yes No N/A
5.	Answer Key is included. For objective questions the correct answer is specified, for subjective questions or skill demonstrations a list of possible answers, a rubric, or a checklist is included.	Yes No