**Roadshow Planning & Costing Structure for hosting institutions**

**BALEAP Testing Roadshow checklist**

1.  **Aim**

* To support better understanding of **assessment literacy** by
	+ Encouraging institutions and individuals to attend testing roadshow events
	+ Engaging in activities including (mainly): item writing, approaches to a range of testing purposes; creating test specifications, test administration, post-test analytical measures, critical analysis of existing institutional assessment measures

**Please note**– the type of activities required can be negotiated between the institution and members of the BALEAP Testing Officer depending on the level of experience and needs of the intended participants at any one event.

2. **Conditions for hosting events**

* 30 maximum participants providing at least one breakout room is available seems the most manageable number
* If numbers are greater than 30 special arrangements would need to be made in negotiation with the Testing Officer
* Adequate space i.e. meeting room and at least one breakout room
* Room accessible to participants with limited mobility
* Photocopying (?Photocopied materials?) unless otherwise agreed with the Testing Officer
* IT equipment (preferably with internet connection)
* Providing clear instructions to the workshop organiser (usually the Testing Officer) of the location of the venue and possibly advising on travel and accommodation arrangements depending on the location of the event

3. **Costing**

* VAT or other university levy, if charged by institution
* Security if necessary
* Heating
* Portering if necessary
* Catering: Tea and coffee for half-day events; tea, coffee and buffet lunch for whole day events

4. **Fees**

* Advertising locally although the Testing Officer will take responsibility for notifying the mailing list and encouraging participation on a wider scale
* Assessment roadshows are organised by BALEAP and the fees for attendance are:

 Members £15

 Non-members £25

 Fees are payable to BALEAP

**John Slaght (BALEAP Testing Officer) 15/02/18**