



Office of Planning, Assessment and Institutional Research
Department of Assessment and Institutional Effectiveness

OPEN ASSESSMENT DAYS – FALL 2020

“Proficiency Scale”

November 2, 2020

10:00-11:00 AM

Assessment Resources

A Proficiency Scale is an instrument used to measure one’s ability to demonstrate a competency within a specified field or domain. The scale captures a wide range of ability factors and organizes them into progressive steps relevant to that field or domain; for example, from “Novice” to “Expert”. The scale serves as a guide to understanding the expected proficiency level of emerging performers at each developmental level.

	Novice <i>(Basic Knowledge)</i>	Beginner <i>(Limited Experience)</i>	Competent <i>(Practical Application)</i>	Proficient <i>(Applied Theory)</i>	Expert <i>(Recognized Authority)</i>
Knowledge	Minimal or “textbook” knowledge	Introductory working knowledge of key aspects and area of practice	Good background and working knowledge of area of practice	Deep understanding of most areas and disciplines of practice	Authoritative knowledge of disciplines and deep understanding across all areas of practice
Skills	Unlikely to be satisfactory unless closely supervised	Straightforward tasks likely to be completed to an acceptable standard	Fit for purpose, though may lack refinement	Fully acceptable; standard achieved routinely	Excellence achieved with relative ease
Autonomy	Needs close supervision or instruction	Able to achieve some steps using own judgment, but supervision needed for overall task	Able to achieve most tasks using own judgment	Able to take full responsibility for own work (and that of others where applicable)	Able to take responsibility for going beyond existing standards and creating own interpretations