

## PRE/POST ADMINISTRATION OF THE KOZAI ASSESSMENT TOOLS

The directions below have been developed to help administrators use the Kozai Group's online assessment tools in a pre/post assessment process.

Many organizations, and higher education institutions in particular, are using the Kozai Group's online tools as a pre/post assessment to determine if:

- candidates have made progress on their Personal Development Plans
- training and coaching programs have had an impact
- students and staff have developed intercultural competence and/or global leadership skills over a plan of study

By administering either the IES or GCI as a pre/post assessment, administrators can gather and analyze data to support them in their work.

The Kozai Group offers a special pre/post assessment rate for the IES:

- \$20 per participant for the IES, a savings of 16%

Steps	Directions
<b>1</b>	<p><b>Learn to use the Kozai Group's Tools:</b> Visit the ICI/Kozai page at <a href="http://www.intercultural.org/kozai.php">http://www.intercultural.org/kozai.php</a> Under "Online Administration Resources" download:</p> <ul style="list-style-type: none"> <li>• Kozai Online Administration Tutorial</li> <li>• 6 Steps to Successful Administration</li> </ul>
<b>2</b>	<p><b>Prepare a Pre/Post Assessment Plan:</b> Follow the steps outlined in the "6 Steps to Successful Administration" document to plan the administration of BOTH the pre- and post-tests.</p> <ul style="list-style-type: none"> <li>• Be sure to carefully account for all of your participants in both the Pre and Post Tests. People often change e-mail addresses and even names, so make sure you can track them by first name, last name, e-mail address, and another identifier like an identification number.</li> </ul>
<b>3</b>	<p><b>Notify ICI of Your Pre/Post Assessment Plan:</b> Please send an email to ICI, <a href="mailto:kozai@intercultural.org">kozai@intercultural.org</a>, containing information about your pre- and post-tests. Please include the following:</p> <ul style="list-style-type: none"> <li>• Group names</li> <li>• Pre-test start date</li> <li>• Pre-test end date – you will be invoiced and the group will be closed on this date</li> <li>• Post-test start date</li> <li>• Post-test end date – the group will be closed on this date</li> </ul> <p>Please let ICI know if you need to change the end dates for either group to ensure that they remain open for use.</p>

4	<p><b>Set up BOTH the Pre- and Post-Test Groups at the Same Time:</b></p> <ul style="list-style-type: none"> <li>• <u>Survey Group ID</u> – Name the groups carefully as follows:  Group Name, <b>Pre-Test</b>, Month, Year eg. MA200 pre-test Jan 2012  Group Name, <b>Post-Test</b>, Month, Year eg. MA200 post-test Sept 2012  <i>(You must use the same group name to qualify for the special rate.)</i></li> <li>• <u>Reporting Options</u> – Decide if your participants are to automatically receive their reports either or both times and set the groups up accordingly.</li> <li>• <u>Billing Options</u> – Choose “Administrator Invoice” (<i>PayPal cannot be used for pre/post assessment.</i>)</li> <li>• <u>Billing Period</u> – In order to complete the on-line administration process, you will need to select a billing period to create the group, although you will actually be invoiced based on the pre-test end date you give ICI.</li> </ul>
5	<p><b>Enter Participant Information into the Groups:</b>  Add the same list of names and email addresses into BOTH the pre- and post-test groups at the same time.</p> <ul style="list-style-type: none"> <li>• See Step 2 above for a tip on tracking participants</li> </ul>
6	<p><b>Make Payment:</b>  Again, the Kozai Group offers a special pre/post assessment rate of \$20 for the IES.</p> <ul style="list-style-type: none"> <li>• The special rate covers both the pre- and post-test groups.</li> <li>• At the conclusion of the pre-test you will be invoiced the special rate times the number of assessments completed. <i>(Note: Unfortunately, we are unable to offer reimbursement for participants who do not complete the post-test.)</i></li> </ul>
7	<p><b>Request Statistical Data:</b>  You can request your data in either or both Excel and SPSS format.</p> <ul style="list-style-type: none"> <li>• Please send an email to <a href="mailto:kozai@intercultural.org">kozai@intercultural.org</a>.</li> <li>• Please allow 5-10 working days for the return of your data.</li> </ul>

To administer the GCI as a pre/post assessment, please contact Chris Cartwright, [cartwrightc@intercultural.org](mailto:cartwrightc@intercultural.org), for additional information and to discuss your plan.

Please contact us if you have any questions about this process.

### Contact ICI:

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### Hours of Service:

ICI is open during normal office hours, Monday-Friday, 9:00 AM to 5:00 PM PST. Please note that there is no evening or weekend coverage for technical support.