SHANNON CARAWAY

Assessment Specialist

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Brandon, MS

Education

2011	Bachelor of Arts: Secondary English Education Mississippi University for Women

Professional Experience

October 2026 – Present	Assessment Specialist ACS Ventures, LLC. Supports education, licensure, and certification assessment programs through assessment development, validation, client consultation, and facilitation. Collaborates with clients, subject matter experts, and psychometric professionals to develop practical, defensible assessment solutions.
March 2026 – September 2026	Test Development Specialist PSI Exams Managed and supported a portfolio of state licensure assessment programs, providing consultation on test development, exam maintenance, and assessment best practices. Led content development and validation activities while collaborating with clients, subject matter experts, and psychometricians to support defensible examination programs.
March 2022 – March 2026	Test Development Professional II Alpine Testing Solutions Supported the development, maintenance, and validation of professional certification and licensure programs across a variety of industries. Led client and SME activities including job analysis, blueprint development, item and exam development, standard setting, psychometric review, technical reporting, and the facilitation of workshops.
July 2013 – March 2022	Classroom Teacher & Virtual Instructor Northwest Rankin Middle School, Mississippi Designed curriculum, instruction, and assessments for diverse learners while using assessment data to guide instructional decisions and improve student outcomes. Also supported educator professional development in assessment literacy, standards alignment, instructional technology, and digital learning and earned National Board Certification in English Language Arts for Early Adolescence. Developed assessment specifications, rubrics, and scoring frameworks to support consistent, reliable evaluation across diverse learner populations.

January 2012 – May 2013	Classroom Teacher & Virtual Instructor Velma Jackson High School, Mississippi Designed standards-aligned English Language Arts curriculum, instruction, and assessments while using student performance data to guide targeted instructional support. Collaborated with colleagues to strengthen curriculum and assessment practices and incorporated accommodations and universal design principles to support diverse learners.

Areas of Expertise

Client Consultation & Facilitation: Client consultation, stakeholder engagement, SME workshop leadership, translation of psychometric findings

Assessment Development and Validation: Licensure & certification exams, assessment lifecycle management, test maintenance & validation

Curriculum & Instructional Design: Curriculum development, instructional design, digital learning resources, standards alignment, assessment literacy

Job Analysis & Content Design: Job task analysis (surveys, focus groups, SME panels), test blueprints, content specifications

Psychometrics & Evaluation: Item analysis, exam performance evaluation, standard setting (Angoff, Hofstee), equating support

Item and Exam Development: Item writing & review (written & performance-based), exam construction, simulation & lab assessments

Standards & Credentialing: Credentialing best practices, regulatory compliance, defensible assessment design, ISO 17024

Project & Portfolio Leadership: Multi-client delivery, cross-functional collaboration, timeline & deliverables management, quality assurance

Presentations and Professional Development

Association of Test Publishers (ATP) Conference Presenter— Game On: Boosting SME Motivation and Workshop Outcomes Through Gamification. Presented strategies for incorporating gamification into SME workshops to increase engagement and support effective workshop outcomes (2026)

Technology of Participation (ToP) Advanced Facilitation — Advanced facilitation training in collaborative decision-making, stakeholder engagement, and consensus-building.

IDOL Academy, Instructional Design Coursework — Completed applied coursework in instructional design, including learning experience design, development of digital learning materials, and the use of instructional design principles to create engaging, learner-centered experiences.