INSTITUTIONAL CAPACITY ASSESSMENT TOOL
FAQ for Taking the ICAT

Q: How do I access the Institutional Capacity Assessment Tool?

A: Navigate to the following URL and enter your college's 8 digit authentication code:
https://atdcapacity.co1.qualtrics.com/jfe1/form/SV_3V3eplDfIqKEG7X

Q: **Does each person need to complete all seven sections of the assessment?**

A: At the start of the assessment the respondent has the option to select the capacity area(s) they would like to complete. *We recommend that you complete all seven areas.* There is an "I don't know" option for each question if the respondent has no basis to judge. The respondent must click on all seven capacity areas in order to complete the entire assessment (recommended). If the institution is only taking select capacity areas at this time, the respondent should click on each of those areas. Respondents should carefully review their selection since once they leave this page, the respondent will not be able to go back and change their selections.

Q: How do I respond when I believe that my college falls between two levels?

A: Always choose the lower of the two levels.

Q: When do I select "I don't know"?

A: Select "I don't know" when you do not know, or have no basis to judge, the answer to a particular question.

Q: How long will the assessment take?

A: Approximately one hour if all seven capacities are selected.

Q. Can I leave the assessment and come back later to finish?

A: Yes. *If you use the same browser and enable cookies*, your response is automatically saved for seven days. When you click on the assessment link again, it will re-direct you to the page where you left off. After seven days, your partial response will be deleted. You can test this by starting the assessment, closing your browser, and re-opening the same browser. If your initial selections are still present, your browser is saving your history. If your responses are no longer available, you will need to change your browser settings to enable this feature. If you are unsure or cannot save your browser history, we recommend completing the assessment in one sitting.

Q: Who has access to respondents' individual responses?

A: No one. All responses collected through the assessment tool are anonymous. ATD will have a database of the responses but no response is associated with a specific individual.

Watch this quick demo on taking the ICAT: https://youtu.be/77ElzTnbAko