

Unit D34 Internally verify the assessment process

Element D34.1

Advise and support assessors

Performance criteria

- 1) assessors are provided with full, up-to-date awarding body documentation, records and guidelines
- 2) assessors are given accurate advice and support to enable them to identify and meet their training and development needs
- 3) accurate advice is provided about the appropriate and efficient use of different types of evidence
- 4) assessors are assisted with arrangements for candidates with special assessment requirements
- 5) allocations of assessor responsibilities are clear and match the needs of candidates and assessors
- 6) accurate, up-to-date advice and relevant support is provided to achieve consistency in assessments

Range statements

- 1) Assessors
 - a) Experienced
 - b) Inexperienced

- 2) Advice
 - a) Responses to assessors' requests
 - b) Advice that anticipates assessors' needs
 - c) Factual information
 - d) Interpretation of guidelines/policy

- 3) Assessor support
 - a) Direct Support
 - b) Indirect Support

- 4) Evidence derived from
 - a) Natural performance
 - b) Simulations
 - c) Projects and assignments
 - d) Questioning
 - e) Candidate and peer reports
 - f) Candidate's prior achievement and learning

- 5) Consistency in assessments
 - a) One assessor over time
 - b) Different assessors judging the same element(s)

Evidence requirements

The performance evidence required:

- A.** A specification of arrangements to provide advice and support to all assessors for whom the IV candidate is responsible, including an allocation plan and associated records

and

- B.** The way advice or support is given to two assessors who have differing experience of assessment. One of the issues on which advice or support is given must relate to awarding body policy regarding the collection and judgment of evidence.

The knowledge evidence required

- 1) What information awarding bodies provide and how to access it
- 2) What awarding bodies' requirements are for assessment, quality assurance and information, and how to implement them within their agency
- 3) What the roles and responsibilities of assessors are and how to allocate them fairly
- 4) The national standards for assessment and how these can be used to help assessors clarify their development needs
- 5) Sources of training advice and provision relevant to assessors' needs
- 6) Different types and sources of performance and knowledge evidence, how to use them to make valid and fair judgments, and where and how potential difficulties may occur in collecting and judging evidence
- 7) Why consistency in assessment to national standards is important and ways of providing support to enable assessors to achieve consistency
- 8) What types of special assessment requirements there are, sources of advice and ways of meeting the needs of candidates with special assessment requirements.

Unit D34 Internally verify the assessment process

Element 34.2 Maintain and monitor arrangements for processing assessment information

Performance criteria

- 1) arrangements for monitoring candidate records and processing information meet awarding body requirements and are sufficient to assure quality
- 2) candidate records are complete, legible and accurate
- 3) candidate records provide accurate and up-to-date information on monitoring candidate progress within the qualification and the judgments and assessment decisions made
- 4) information is stored securely and disclosed only to those who have a right to it.

Range statement

- 1) Information processes
 - a) for recording candidate information
 - b) for making submissions for the awarding of certificates

Evidence requirements

The performance evidence required

A Procedures for monitoring records and processing information

and

B Records in relation to three candidates.

The knowledge evidence required

- 1) The different types of information which need to be processed for assessment for national certification
- 2) What the awarding bodies' quality assurance requirements are for processing information
- 3) Types of candidates' records and the information they must contain
- 4) what the awarding bodies' requirements are for making submissions and how to complete submissions for award of certificates of unit credit and full qualification
- 5) Ways of storing assessment documentation securely
- 6) potential problems with confidential information and how to avoid them
- 7) Who has rights of access to confidential information.

Unit D34 Internally verify the assessment

Element 34.3 Verify assessment practice

Performance criteria

- 1) The eligibility of individuals to practice as assessors is checked against awarding body criteria
- 2) Assessment practice and quality assurance arrangements are monitored in an appropriate proportion of instances to check that they meet a warding body requirements
- 3) Assessors are given clear and constructive feedback
- 4) Judgments of evidence and assessment decisions are sampled regularly against the national standards to check their fairness and accuracy
- 5) Documentation is complete , accurate and up to date
- 6) Decision makers are given clear explanations of the need for improvements in assessment practice
- 7) Disputes and appeals are referred to the appropriate authority
- 8) Recommendations for awarding body action to maintain the quality of assessment are presented clearly and promptly to the external verifier

Range statements

- 1) Assessment practices
 - a) Awarding body requirements for evidence collection
 - b) Assessment and internal verification
 - c) Provision of access to fair and reliable assessment
 - d) Production and maintenance of records
 - e) timely processing of assessment decisions.
- 2) Quality assurance arrangements for:
 - a) Authenticity
 - b) Reliability
 - c) Sufficiency
 - d) Consistency
- 1) Recommendations relating to
 - a) Assessment methods
 - b) National standards..

Evidence requirements

The performance evidence required

A The conduct of internal verification in relation to three assessment decisions and

B Records resulting from monitoring the assessment practices.

The knowledge evidence required

- 1) The awarding body's criteria for practicing as an assessor
- 2) Awarding bodies' quality assurance requirements and how they apply locally
- 3) Ways of monitoring assessment practice and sampling assessment decisions
- 4) How to judge the accuracy and fairness of assessments against the requirements of the national standards
- 5) How to provide constructive and clear feedback to assessors
- 6) What the required documentation is and how to complete it
- 7) How to refer disputes and appeals about assessments, and who to refer to in the national system
- 8) How to make recommendations clearly to decision makers
- 9) Types of awarding body actions which may be needed to maintain quality of assessment nationally and how internal verifiers' recommendations fit into the overall system

Assessment framework for Unit D34

Activity and evidence

- 1 Write down a list of your assessors and state their assessment Qualifications and/or experience.
- 2 Conduct a meeting with your assessors (preferably at least two).
- 3 Identify development needs of two assessors with different assessment experience.
- 4 Monitor at least three assessment occasions.
- 5 Make recommendations to the Awarding Body.

Assessment activity

Your assessor will examine all the documentation produced. She/he may also ask, and record, questions to ensure that all the evidence requirements have been met. particularly with regard to the range.

APPLICATION TO OTHER UNITS AND ELEMENTS

D32; D33

You may wish to discuss with your assessor how the evidence in D34 could contribute towards achieving D32 and D33. You may wish to assess your assessors to obtain evidence for D32 and D33, which would then also provide evidence for D34.3

In preparing

Your assessors' meeting, you:

- draw up an allocation of assessor responsibilities
- gather together all appropriate guidelines and documentation
- have a procedure for ensuring consistency of assessments, both, for one assessor over a period of time and for different assessors judging the same element(s)
- have a procedure for supporting assessors who have candidates with special assessment requirements

Your identification of assessors' development needs, you:

- have all relevant information available
- are aware of the sources of training advice and provision relevant to assessors needs

The monitoring of assessments you:

- are aware of the awarding body requirements for individuals to act as assessors
- know the procedure for candidate appeals
- can describe the documentation used for a candidate from registration through to certification
- are aware of the awarding body requirements for processing information
- can describe the security procedures for the files and who has access them
- are aware of any differing procedures for submissions or unit certification qualifications

Your recommendations to the awarding body representative, you:

- know how to make recommendations clearly to decision makers

In doing

Your assessors' meeting you:

- explain all procedures and documentation clearly
- provide advice on what to look for when assessing candidates and explain how you will ensure consistency
- make your assessors aware of all potential sources of evidence when assessing candidates. Sources of evidence includes:
 - natural performance
 - simulations
 - projects and assignments
 - questioning
 - candidate and peer reports
 - candidates' prior achievements and learning
- your advice complies with awarding body requirements and covers:
 - responses to assessors' requests
 - factual information
 - interpretation of guidelines/policy
 - advice that anticipates assessors' needs

Your assessors' development needs identification, you:

- consider your assessors' preferred learning style
- agree upon a plan of action to meet the identified needs

The assessment monitoring, you:

- examine assessors' records and candidates' evidence
- check that evidence sampled is:
 - sufficient
 - authentic
 - current
 - reliable
 - consistent
- check the assessment records are:
 - complete
 - accurate
 - up-to-date
- check that the assessor is:
 - using appropriate assessment methods
 - conducting a fair assessment
- check that candidate record are:
 - complete
 - accurate
 - and indicate the candidate's progress within the qualification
- check that the correct awarding body documentation is being used
- record your findings and provide feedback to the assessors

Your recommendation to the awarding body, you:

- present these clearly and promptly to the external verifier and refer to assessment methods and national standards

