

Understanding the Principles and Practices of Assessment

Unit 1

Part B

Module 5-8

Assessment Pack

Understanding the Principles and Practices of Assessment

General Guidance - This unit assesses a candidate assessor's knowledge of the principles and practices of assessment in a learning and development context. Evidence for this unit could take the form of:

- written statements or answers by the candidate assessor
- oral statements or answers by the candidate assessor
- discussions between the candidate assessor and their own assessor
- assignments

NOTE:

Please answer **all the assessment criteria (AC)** below, use your own words, para-phrase or reference. Feel free to use all reading materials found on Blackboard as support including learner guide, PPT, and activities.

If you are currently working as an instructor, teacher or lecturer, please use your work experiences to give examples by applying the methods and principles within unit 1.

Please reference sources used and include a reference list.

5. Understand how to make assessment decisions	
AC5.1	Explain how to judge whether evidence is: authentic, current, sufficient How to use e.g. in-house and/or awarding organisation guidelines to ensure evidence meets requirements.
AC5.2	Explain how to ensure that assessment decisions are: • made against specified criteria • valid • reliable • fair How to: • interpret assessment standards/criteria correctly • match and measure evidence against assessment standards/criteria • ensure that consistent judgments are being made in own practice and liaise with other assessors and verifiers to ensure reliability • consider any possibility that individual learners are being treated differently to others in the assessment process

6. Understand own contribution to the quality assurance of assessment	
AC6.1	Evaluate the importance of quality assurance in the assessment process The importance of quality assurance in terms of: • ensuring the reliability of assessment decisions • fairness to individual candidates • upholding the credibility of assessment processes and decisions • ensuring consistency
AC6.2	Summarise quality assurance and standardisation procedures in own area of practice Typical quality assurance and standardisation processes relevant to own area of practice or interest use of assessment outcomes and records
AC6.3	Summarise the relevant procedures to follow when there are disputes concerning assessment in own area of practice Appeals procedures relevant to own area of practice or interest.

7. Understand how to manage information relating to assessment of occupational competence	
AC7.1	Explain the importance of following procedures for the management of information relating to assessment The importance of the candidate assessor completing and storing assessment records in order to: • provide accurate information on learner achievement • contribute to quality assurance and standardisation processes • provide a basis for feedback to the learner and review learner progress • make available information in the event of appeals
AC7.2	Explain how feedback and questioning contributes to the assessment process How feedback to the learner and others assists transparency of the assessment process and assists learner progression.

8. Understand the legal and good practice requirements in relation to assessment	
AC8.1	Explain legal issues, policies and procedures relevant to assessment, including those for confidentiality, health, safety and welfare Legal requirements and the policies and procedures of own organisation and awarding organisation concerning: • health and safety, including learner emotional welfare • confidentiality • transparency • record keeping • equal opportunities and diversity • compliance with the relevant assessment strategy if assessing a qualification
AC8.2	Explain the contribution that technology can make to the assessment process How technology can be used to enhance the assessment process: • video evidence of skills/performance • recording of oral evidence • paperless portfolio • computer-based/on-line testing
AC8.3	Evaluate requirements for equality and diversity and, where appropriate, bilingualism in relation to assessment How legal and best practice requirements may have implications for the assessment process in regard to: • gender • disability • race/culture/religion • language
AC8.4	Explain the value of reflective practice and continuing professional development in the assessment process How the assessor must: • continuously reflect on their assessment practice and ensure it meets legal, organisational and awarding body requirements • learn lessons from their assessment practice, interactions with learners, other assessors and those involved in the quality assurance and standardisation processes and improve what they do • maintain their occupational expertise by keeping up with changes in technology, working practices and standards in their sector • maintain their expertise in assessment by keeping up-to-date with new assessment standards, requirements and methods

References: