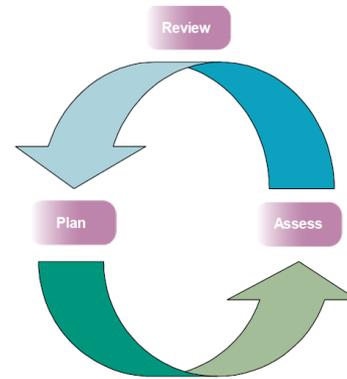


**Conduct the
Assessment Process
SCQF level 8
Unit code: H290 35**



This Unit is for assessor-candidates who are assessing learners in a classroom or other off-job training environments such as training centres and workshops. (You are an 'assessor-candidate' if you are working towards achievement of this Unit.)

It is not for those who are assessing SVQs or other qualifications that are assessed in the workplace (who should undertake the Units L&D9D or L&D9DI). The Unit has been aligned to the current National Occupational Standard (NOS) in assessment, L&D9 'Assess Learner Achievement' and omitting the requirement for the assessor-candidate to assess in the learner's workplace.

You will gain this Unit by providing evidence of your competence as a practising assessor. This evidence could be generated in a variety of non-workplace assessment contexts, for example assessing candidates for a First Aid Certificate in a simulated environment, assessing PC Passport in an open access centre, or assessing Units in a classroom environment.

It is important that the assessment you carry out has a real purpose for the learner (eg to gain recognition and/or a qualification) and is not contrived simply for the purpose of gathering your own evidence, as an assessor-candidate, to meet the requirements of the Unit.

What should I know or be able to do before I start?

You should have a good understanding of the assessment cycle, ie preparing for, planning, and carrying out assessment. This may have been gained through already having had some involvement in the teaching/learning and/or assessment processes.

Access to this Unit is, however, at the discretion of the centre.

What do I need to do?

You will need to carry out each of the following tasks:

Task 1: Agree assessment arrangements with candidates

This will include:

- Agreeing assessment arrangements with candidates
- Explaining how to formulate assessment arrangements covering situations that occur infrequently

Task 2: Conduct assessment with candidates

This will include:

- Conducting assessment with candidates
- Explaining the benefits and drawbacks of a range of assessment methods
- Explaining how issues might be dealt with if they arose during the assessment process, eg disagreements and disputes, special assessment requirements

Task 3: Review evidence and communicate assessment decisions to candidates

This will include:

- Conducting evidence reviews and providing feedback to candidates
- Providing feedback to candidates that is constructive and supportive
- Explaining how feedback might be delivered when there are shortfalls in evidence

Task 4: Contribute and conform to internal quality assurance requirements

This will include:

- Gaining testimonial evidence of having met internal quality assurance requirements
- Providing evidence of working with others to help standardise assessment practice

You also need to show you have the following knowledge and skills.

How do I achieve this Unit?

You will be asked to provide performance evidence of your assessment practice, which will include evidence of how you plan and carry out assessment activities, make assessment decisions and produce the relevant associated paperwork.

Your knowledge will be assessed mainly by you providing written/oral explanations. The evidence submitted in your portfolio must be based on real assessment of learners who require to be assessed in order for them to gain recognition and/or a qualification. It must not be based on assessment contrived simply for the purpose of gathering your own evidence to meet the requirements of this Unit.

Knowledge/Skills requirements.

1 Agree assessment arrangements with candidates

- The key concepts and principles of assessment
- The range of information that should be made available to candidates
- Assessment arrangements in own area of responsibility
- Quality assurance principles: validity, authenticity, reliability, currency, sufficiency
- Different types of methods/instruments of assessment
- Conditions and regulations relating to assessment
- How to involve candidates in agreeing assessment arrangements
- Adapting assessment arrangements to meet the needs of individual candidates
- Issues related to equality, fair access, diversity and, where relevant, bilingualism
- Special assessment arrangements
- Complaints and appeals procedures
- Relevant legislation, eg equal opportunities and data protection

2 Conduct assessment with candidates

- The key concepts and principles of assessment
- Judging evidence in relation to the principles of validity, authenticity, reliability, currency, sufficiency
- Different types of methods/instruments of assessment – benefits and drawbacks
- Subject specific knowledge and skills
- Assessment criteria/Unit specifications
- Conditions and regulations relating to assessment
- The types of risks that may be involved in the assessment process and how to manage these
- Issues related to equality, fair access, diversity and, where relevant, bilingualism
- Awarding body assessment requirements
- Making assessment decisions only in relation to specified Outcomes/criteria
- Ensuring assessment decisions are fair, valid and reliable
- How to handle disputes concerning assessment
- Use of marking guidelines

3 Review evidence and communicate assessment decisions to candidates

- Awarding body assessment requirements
- The principles and skills of delivering constructive feedback
- Issues related to equality, diversity and, where relevant, bilingualism
- Judging evidence in relation to the principles of validity, authenticity, reliability, currency, sufficiency

- Making assessment decisions only in relation to specified Outcomes/criteria
- Ensuring assessment decisions are fair, valid and reliable
- The type of candidate support available
- How to conduct progress/evidence reviews
- Communication and interpersonal skills
- Development/re-assessment/remediation options in order to prove skills and knowledge
- Supportive and developmental advice
- Record keeping

4 Contribute and conform to internal quality assurance requirements

- Awarding body assessment requirements
- Internal verifier evidence sampling records
- Internal quality assurance requirements
- Working co-operatively with others involved in the assessment process
- The standardisation process and how to effectively contribute to this
- Unit specifications including Evidence Requirements and assessment guidelines
- Conditions and regulations relating to assessment
- How to record and store assessment records conforming with data protection and confidentiality guidelines