Review

Plan

Assess

Conduct the Assessment Process

SCQF level 8
Unit code: H290 35

40 hour Unit

What is this Unit about?

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).

More guidance on this can be found in *SQA Awarding Body Guidance for Centres and Assessor/Internal Verifier Candidates: choosing appropriate assessor and/or verifier qualifications*, which is available on the SQA website.

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

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.

What might be involved?

Each SQA-approved centre will ensure that the assessment of the tasks in this Unit complies with the standards laid down in the Unit specification. This ensures that the assessment demand on you and all other assessor-candidates undertaking the Unit remains equal and fair.

How your knowledge and skills will be developed prior to assessment is largely down to each SQA-approved centre, which will take the needs of those undertaking the Unit into account. You may, for example, be asked to attend training courses with others; take part in on-line learning; be involved in one-to-one tutorials; or undertake any combination of these.

Your particular learning and development route and assessment arrangements will be discussed with you at the start of your programme.

What can I do next?

 For those wishing to become a workplace learning and development practitioner, the SVQ 3 in Learning and Development at SCQF level 8 is suitable for trainers, facilitators, mentors, tutors, coaches, instructors or anyone with a training responsibility in addition to their main job.

The SVQ 4 in Learning and Development at SCQF level 9 is aimed at senior trainers, or training co-ordinators/managers who plan, deliver and evaluate programmes and/or have some management responsibility for others.

Your tutor/assessor can advise you about this.

Guidance for tutors/assessors

The Unit specification has been divided into two separate documents:

♦ Section A which is accessible from SQA's main website
   and
♦ Sections B, C and D which are accessible from the SQA Secure website

The sections of the Unit specification comprise:

Section A: The required Knowledge and/or Skills (included in this document)

Section B: The Evidence Requirements for each of the four tasks

Section C: Guidance on content and context for each of the tasks

Section D: Guidance on the overall delivery of this Unit

Core Skills

Assessor-candidates for this Unit will be communicating with a range of people at different levels, which will provide opportunities to develop Oral Communication at SCQF level 6. If assessor-candidates read a variety of documents and submit written reports as part of their assessing activities, this will provide opportunities to develop Written Communication to SCQF level 6.

Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website **www.sqa.org.uk/assessmentarrangements**.

Administrative information

Credit value
1 SQA credit (8 SCQF credit points at SCQF level 8)

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Section A

The required Knowledge and/or Skills

This section provides detailed information on the Unit specification requirements for Knowledge and/or Skills covering all four tasks.

The sections of the Unit specification stating the Tasks, Knowledge and/or Skills, and Evidence Requirements are mandatory. (Evidence Requirements are available from the SQA Secure website.)

Task	Knowledge and/or Skills
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

Task	Knowledge and/or Skills
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

Task	Knowledge and/or Skills
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

Task	Knowledge and/or Skills
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

Evidence Requirements and Assessment Guidelines

The parts of the Unit specification covering the Evidence Requirements and assessment guidelines are available on the SQA Secure website.