



Prior Verification

Assessment Scheme Checklist

An assessment instrument is valid when it:

1 is appropriate to purpose

Is the type of assessment instrument matched to the nature of the learning?
Eg a practical assessment of practical skills or an oral assessment of oral skills.

2 ensures adequate coverage of all the outcomes or elements of learning defined in the qualification

Does the instrument of assessment provide complete and balanced coverage of outcomes and performance criteria (and, where applicable, the range of the unit or outcome)? Does it, where appropriate, comply with the evidence requirements specified in the unit/course specification, arrangements or standards? Will it allow candidates to provide sufficient evidence of all the main skills and knowledge specified in the qualification?

3 assesses the learning in the context of tasks which arise naturally

Does the instrument of assessment combine the outcomes of the unit as far as is reasonable and is it composed of tasks which arise naturally and which are practicable? Outcomes and PCs should be assessed in such a way that they are combined wherever possible. Where cutoff scores are used, does the assessment scheme provide sufficient evidence that all outcomes will be satisfactorily achieved?

4 facilitates the making of reliable assessment decisions by all assessors for all candidates

Where choice is offered, does the instrument of assessment provide choices parallel in terms of level of demand and coverage of outcomes?

5 produces evidence of candidates' performance which can be measured against specified outcomes and defined standards

Does the instrument of assessment have accompanying marking/assessment guidelines, which contain a list of all valid answers or categories of valid answer and do not preclude valid responses? (Where a question allows for a range of possible responses, markers/assessor discretion is flagged).

6 is accessible to all candidates who are potentially able to achieve it (no unnecessary barriers; conforms to Equal Opportunities guidelines)

Additional information can be found in the following documents:

Guide to Assessment and Quality Assurance for Secondary Schools –

Pages 8 and 9	Principles of Assessment
Pages 20 – 23	Internal Assessment and Verification
Page 29	Prior verification

Guide to Assessment and Quality Assurance for Colleges of Further Education

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Pages 8 and 9	Principles of Assessment
Pages 23 – 27	Internal Assessment and Verification
Page 35	Prior Verification

Guide to Assessment and Quality Assurance for Training Providers and Employers –

Pages 8 and 9	Principles of Assessment
Pages 14 – 18	Internal Assessment and Verification