

Delivery of Assessment

The responsibility for the management of assessment procedures and the assessment process within IBSL currently rests jointly with the qualification officer (QO) and administration officer (AO), working under the supervision of the Chief Executive.

The QO will produce appropriate assessment material and tasks that enable learners to achieve assessment evidence that is valid and authentic; the QO will be responsible for ensuring that delivery of the assessment materials and tasks relate to standards that are consistent and accurate. The procedure for this is detailed in **Document 11**.

IBSL has in place a system to train, and continually update, assessors to carry out the assessment process with learners. For the majority of its QCF units and qualifications where 1:1 assessments occur, these assessors will be the same people who teach the units. This training is the responsibility of the QO and may be carried out either through specifically arranged training days or standardisation exercises to ensure that there is consistency with agreed benchmarks across all centres. It is these assessors who shall be responsible for the conduct of assessments.

Similarly, external examiners are required (as stated in **Document 11**) to attend annual standardisation activities organised by the QO to ensure that there is consistency with agreed benchmarks across all centres.

IBSL has an administration officer, part of whose responsibilities it will be to have in place appropriate performance monitoring and evaluation systems, both of the assessment results and the role of the assessors and external examiners. The administration officer will also ensure that sufficient evidence of learners' work and assessment decisions are retained to enable appropriate monitoring to be carried out. This may include, in some cases, ensuring that centres retain agreed items of assessment evidence.

Where appropriate, any claim for recognition of prior learning will be considered by the QO and records of valid claims retained on file at IBSL.

From time to time, it may be appropriate for the QO to attend specific training courses or seminars that address assessment issues, and/or materials and tasks associated with assessments.

