

## Managing the Assessment Process

Within IBSL, this process is divided into five different parts, each with its own separate process. These processes are:

- a) Developing and standardisation of the assessment instruments/tasks to ensure they are produced to the required standard;
- b) Due consideration is given to claims for RPL or exemption;
- c) The organisation of the assessments to ensure that (i) appropriate assessors are being used, and (ii) the work produced by the learner is authentic;
- d) Training, monitoring and evaluating the effectiveness of the people involved in the actual assessment process;
- e) Collating and recording learners' achievements.

### **a) Assessment instruments/tasks**

This function will be carried out by the Chief Executive and a small working group who have considerable experience in creating assessment instruments or tasks and matching them to the national standards that have been agreed in consultation with the Sector Skills Council.

The Chief Executive and the working group will ensure that the assessment instrument or task devised for any QCF unit will conform not only to traditional sign language assessment methods, but shall also have regard to modern, innovative practices where possible and relevant. Comparable assessment instruments and/or tasks will be looked at to ensure there will be consistency in the standards.

Where the written instrument is in a written or e-assessment format, IBSL will ensure that the language used is in plain English and appropriate to the class of learner.

Each assessment instrument or task will be subject to a standardisation exercise by a selected group of external examiners before they are implemented in any assessment process. The standardisation exercise will also check and ensure that the organisation's Equality and Diversity principles are maintained.

### **b) Claims for RPL and/or Exception**

Claims for any RPL or exemption of any QCF unit should be submitted by centres using the appropriate IBSL application process. Once received, these claims will be considered by the Qualifications Officer (QO) who shall refer to a list previously agreed by the Curriculum and Assessment Quality Committee (CAQC) of units or qualifications or circumstances for which RPL or an exemption may be granted. It is expected that the majority of claims shall be dealt with through this process.

In the event of any circumstance that is not covered by this list, the QO shall refer the matter to the Chief Executive, who may either make a decision or refer the matter to the CAQC for a final decision.

**c) The organisation of assessments**

The organisation of any assessment of learners will be the responsibility of the Administration Officer (AO), who shall receive applications for the holding of assessments from Centres in accordance with the assessment regulations contained in each unit and qualification specification, including QCF units. These applications will normally be made through the IBSL website portal, with instructions for the fees to be invoiced and settled through the BACS system.

Then the application for assessment is received, the AO will check that:

- a) The assessment can be carried out as provided for in the assessment regulations. If an invigilator is required, the AO will check that the Centre will provide one.
- b) If the assessment instrument requires an e-assessment or other visually recorded tasks for the assessment of receptive skills, the AO will check that the Centre is aware of its responsibilities in the provision of appropriate facilities for the assessment.
- c) If the assessment requires the learner to be assessed through a 1:1 process, the AO will check that the relevant teacher-assessor has received the appropriate up-to-date training standardisation activities required to carry out the assessment.
- d) If the assessment requires the presence of an external examiner (EE), the AO will make the necessary arrangements for an EE to be allocated to the assessment, and for the EE to receive copies of all assessment papers. The AO, in allocating the EE, will check that the EE does not have a personal interest with the centre carrying out the assessment.
- e) The AO will ensure that EE completes an observation report and External Examiner Visit form for each assessment and QCF unit observed and centre visited and sends these forms into the IBSL office by email within 14 days of the visit. This report and External Examiner Visit form, which will cover QA features, will comprise part of the feedback that will be used by the QO in the next training session (see below). These reports will also play a vital element in the EEs' annual training and standardisation activities where the overseeing of the QA of organisations is examined.

In each case, the AO will ensure that the necessary documentation are sent out to the Centre, including any forms that need to be signed by the learner and matched up with any video-recorded evidence or any independent forms that contain a declaration/statement that the work being submitted is the own work of the learner.

**d) Training the people involved in the assessment process**

Responsibility for the management of this part of the process shall be shared jointly by the QO and the AO, with the latter being responsible for the administrative detail only (i.e. booking the venues, sending out booking forms, ensuring that the appropriate people attend the appropriate training sessions – which will include standardisation activities – and recording attendances at the training sessions for record purposes.) The AO will also be responsible for the engagement of any external trainer/consultant who may be required to support the training session. The trainer-consultant will come from a pre-selected list of people agreed internally by the Chief Executive and the QO, who have experience in the QCF system.

The QO will mainly be responsible for the **content** of the training session and standardisation activity. Where appropriate, he will work with the trainer-consultant to decide how the content, including QCF information, can be delivered.

The content of the training session would include updated information on the units, the qualifications and benchmarking, including any new forms/paperwork and procedures to be introduced, and how these procedures fit within the QCF.

The QO, AO and the trainer-consultant will all be privy to the reports and External Examiner Visit evaluations that will have been completed on each teacher-assessor and centre by the EE who had visited the relevant Centre and observed the assessment process. These reports will be used to highlight and iron out any inconsistencies in the assessment process, and ensure that assessments are being done to the required standards.

#### **e) Collating and recording learner achievements**

The tasks of receiving back the application for QCF unit credit forms, achievement forms and teacher-assessor, plus EE reports, and collating these reports by putting them on the IBSL database would mainly be the responsibility of the AO, who shall devise databases from which reports can be compiled and circulated. These databases will enable IBSL to generate separate reports for achievement and the awarding of credits, consideration and recording of any RPL and exemptions, and ULN's, available from the Learning Records Service (LRS). The collected and recorded information would also be transmitted to the LRS database as well as being presented in IBSL's annual Self Assessment Report. The AO is the named person responsible for the updating of the LRS database of IBSL achievements.

These tasks would also enable the issue of appropriate certificates to be carried out.

#### **Additional Information: Personal or conflicts of interests**

It will be essential when recruiting external examiners and/or sub-committee members and trustees to ensure that each person declares any personal interest that they have with a centre, whether as a teacher, a manager, a governor or as an internal verifier/moderator linked with the delivery of IBSL programmes, which could lead to situations where a conflict of interest arise. These declarations would go onto a register of interests.

It will be the responsibility of the AO to maintain this register, and to check individuals' names against the register so that a person does not get allocated a centre or becomes involved with a centre where a conflict of interest could arise.

#### **Additional Information: Standardisation activities – Teacher-assessors.**

Teacher-assessors who carry out the 1:1 assessment process, or who externally mark learners' work (i.e. through e-assessments or written work), will attend an annual standardisation and training update session organised by the QO. It is possible the QO will be assisted by a trainer consultant with specific expertise of the standards.

These activities will be listed annually in an ongoing training programme (see Appendix B attached) which shall be managed by the AO who shall have responsibility for ensuring that every teacher-assessor attends at least one event.

Failure to attend will preclude the Centre from holding any 1:1 assessments until the training/update situation is rectified.

**Additional Information: Standardisation activities – External Examiners.**

External Examiners will be expected to attend **TWO** annual standardisation and training update sessions organised by the QO. It is possible the QO will be assisted by a trainer consultant with specific expertise of the standards.

These sessions will cover not just the work involved in moderating teacher-assessors, but also taking an overview of the quality assurance process by centres to ensure they are meeting IBSL (and the regulating authorities) requirements, especially with regard to the QCF)

These activities will be listed annually in an ongoing training programme which shall be managed by the AO who shall have responsibility for ensuring that every teacher-assessor attends at least one event.

Failure to attend will preclude an EE from performing moderation duties until the training/update situation is rectified.