

Assured benchmark standard – Optional elements

7

Assessment

There is a robust assessment methodology and this is supported by effective quality assurance procedures.

7.1 Assessment strategy

Quality statement:

A valid and reliable assessment strategy is in place that is fit-for-purpose and has clear links to the programme aims and objectives.

Approval evidence:

- Documented assessment strategy
- Approval discussion

7.2 Criteria for assessment

Quality statement:

Assessment criteria accurately measure whether learning outcomes/objectives have been met (validity). Assessors should have a high level of confidence that they are assessing participants own work (authenticity).

Approval evidence:

- Assessment criteria
- Assessment guidance (i.e. assessor manual)
- Assessment development procedure (incl. review process)

7.3 Assessment standards

Quality statement:

The assessment criteria are measurable, achievable and are communicated to participants. They must reliably test achievement of the learning outcome/objectives, the transfer of knowledge and/or and the skills participants have acquired.

Approval evidence:

- Sample assessments for each method proposed
- Marking and grading criteria
- Assessment development procedure (incl. review and QA process)

7.4 Staff competence

Quality statement:

Those with the responsibility for assessment have relevant technical experience and have developed or are developing, assessment and feedback skills.

Approval evidence:

- Assessor qualifications (if relevant)
- Assessor training programme / activities



7.5 Quality assurance

Quality statement:

Quality assurance activities are planned and designed to ensure consistency in assessment design, development and delivery of the programme. This applies to any ongoing assessment production.

Approval evidence:

- Quality assurance model and planned activities for design, development and delivery of the programme (i.e. standardisation of assessors)

7.6 Participant feedback

Quality statement:

Participants are given relevant and constructive feedback following assessment. Feedback should be captured, stored and made available upon request.

Approval evidence:

- Feedback procedure
- Feedback mechanism (e.g. reports / forms)

7.7 Assessment appeals

Quality statement:

Participants are informed about their right to appeal against assessment decisions and the process they should follow. Documented appeals policy and process, including timescales for resolution.

Approval evidence:

- Appeals policy and process

7.8 Certificates / credentials

Quality statement:

Certificates/digital credentials are only issued when assessments have been quality assured.

Approval evidence:

- Certification issuing process incl. quality checks

