

## Assessment Code of Practice, Verification and Monitoring

### Assessment

Al-Maktoum College endeavours to adhere to the following criteria:

#### Principles guiding assessment

The College adopts varied forms of assessment in order to indicate learner's progress based on diagnostic, formative and summative assessment. Assessment is based on the following principles:

1. Assessment methods and criteria are aligned to learning outcomes
2. Assessment is approached holistically
3. Assessment is purposeful and timely
4. Assessment is reliable, fair, consistent and valid
5. Students are supported for assessment

#### Pre-planning to assess

##### What a Unit Coordinator must know:

By making available to relevant parties:

1. The key concepts and principles of assessment and quality assurance
2. The range of information that should be made available to learners
3. The current criteria against which assessments are made and the current regulations relating to their assessment
4. Conduct a 'Pre-assessment delivery' meeting with the programme coordinator

##### What a Unit Coordinator must be able to do:

- Ensure learners understand the purpose, requirements and processes of assessments

#### Planning to assess

##### What a Unit Coordinator must know:

1. Guidelines for assessment planning as appropriate
2. How to involve learners in the planning of assessments
3. How assessment arrangements can be adapted to meet individual needs of individual learners and the academic requirements and standards of the given thresholds
4. The methods of assessment used for the programme, specifically SQA guidelines, and assessment support packs where available
5. The uses, benefits and drawbacks of the different assessment methods

*The methods of assessment and criteria are found in the Unit Outline*

##### What a Unit Coordinator must be able to do:

- Plan assessment to meet requirements and learners needs
- Identify and collect evidence that is valid, authentic and sufficient

## **Carrying out assessment**

### What a Unit Coordinator must know:

- The types of risks that may be involved in assessment and how to manage these
- Issues relating to equality, diversity and how to address these
- Assessment decisions made against specified criteria are valid, reliable and fair
- Evidence is authentic, current and sufficient and what to do if there is doubt
- Factors to consider when providing feedback to learners

### What a Unit Coordinator must be able to do:

- Use valid, fair, reliable and safe assessment methods
- Make assessment decisions against specified criteria
- Provide feedback to learners that affirms achievement and identifies any additional requirements.
- Make sure that the level of assessment is consistent with the design, delivery, and the standards of the relevant threshold.

## **Maintaining records of assessment practice**

### What a Unit Coordinator must know:

- Standardisation processes and how to contribute to these
- How to cooperate and work effectively with co-assessors, Programme Coordinator and the SQA Coordinator in the assessment process
- The relevant procedures when there are disputes concerning assessment
- How to record and store assessment decisions, who they should be available to, and data protection and confidentiality guidelines should be followed

### What a Unit Coordinator must be able to do:

- Maintain required records of the assessment process, outcomes and learner progress
- Work with Programme Coordinators and the SQA Coordinator to ensure the standardisation of assessment practices and outcomes
- Report all developments to the Programme Coordinator

## **Verification**

### **Pre-Planning to verify**

### What an Internal Verifier must know:

- The current requirements for assessment processes and systems
- The key concepts and principles of assessment and quality assurance
- The role of the assessor and internal verifier and relevant requirements of these roles
- The current criteria against which assessments are made and the current regulations relating to their assessment
- The methods of assessments are outlined in the Unit Outline, which has already been approved by the Academic Affairs Committee.

### What an Internal Verifier must be able to do:

- Prepare monitoring activities according to requirements of specific roles

- Determine whether assessment processes and systems operate according to quality requirements

### **Planning to verify**

#### What an Internal Verifier must know:

- The agreed procedures for preparing, planning for and carrying out assessment

#### What an Internal Verifier must be able to do:

- Plan monitoring activities according to requirements of specific roles
- Check that assessors meet the requirements for their role

### **Carrying Out Verification**

#### What an Internal Verifier must know:

- Techniques for sampling evidence and assessment practice
- The criteria for judging the quality of the assessment process
- How to ensure the health and safety of the learners during assessment
- How to follow agreed procedures for preparing, planning, carrying out and recording monitoring activity
- The types of feedback, support and advice that assessors need and how to meet needs

#### What an Internal Verifier must be able to do:

- Check assessments are prepared for, planned and carried out according to agreed procedures
- Check assessment methods are fair, valid and reliable
- Check that assessment decisions are consistent in only using specified criteria
- Provide assessors with feedback, advice and support to help them maintain and improve their assessment practice

### **Maintaining records of verification practice**

#### What an Internal Verifier must know:

- The standardisation processes and how to coordinate and contribute to these
- How to cooperate and work effectively with unit tutor(s), Programme Coordinator and the SQA Coordinator in the assessment process
- The relevant procedures when there are concerns or disputes about the quality of assessment and how to use them
- Report to the SQA Coordinator when there are significant concerns about the quality of assessments
- The requirements for information management, data protection and confidentiality in relation to assessment and quality assurance.
- Ensure the Programme Coordinator is kept informed of all developments.

#### What an Internal Verifier must be able to do:

- Compare assessor decisions to ensure they are consistent

- Work with the unit tutor(s), Programme Coordinator and SQA Coordinator to ensure the standardisation of assessment practice/outcomes
- Report to SQA Coordinator when there are significant concerns about the quality of assessment
- Report to the Programme Coordinator for the recording, storing, reporting and confidentiality of information

**Principles of verification to be adhered to by verifiers:**

**Validity:** The assessment is appropriate for its purpose, allowing candidates to show that they have the required knowledge, understanding and skills to meet the standards of the qualification.

**Reliability:** The extent to which assessment results are consistent from one candidate to the next, and from one assessor to the next and from one occasion to the next.

**Practicability:** An assessment may be valid and reliable but may not be practicable due to the resources or time required to carry it out efficiently and effectively.

**Fairness:** It is important to ensure that the learner is informed about, understands and can participate in the assessment process, and agrees that the process is appropriate. It also includes an opportunity for the person being assessed to challenge the result of the assessment and to be reassessed if necessary. Ideally an assessment should not discriminate between learners except on grounds of the ability being assessed.

## Internal Verification

Summative assessments are an essential part of the recognition of achievements. The Internal Verification process maintains the quality of assessment for internally assessed summative exams, reports, and essays. The Internal Verification process plays a key role in:

- ensuring students receive fair grades and equal access to assessment, free of discrimination;
- ensuring and maintaining the consistency and standardisation of the assessment process across time and between different assessors.

Al-Maktoum College's Internal Verification Policy for all programmes offered at/by the College is as follows:

### Process of Internal Verification

- The Internal Verifier, like the assessors, will have relevant knowledge and skills for re-assessing the sample exam papers, reports, coursework, as well as essays of all programmes offered at/by the College;
- At least 20% of all summative components of assessment should be verified (remarked) by the Internal Verifier(s)
- The Internal Verifier may choose a random sample to moderate (mark) regardless of the first grade; or they may decide to select the 20% of papers from the lowest and highest grades.
- Internal Verifier(s) should finish all marking within 4 working days for all programmes
- Students should be notified of the provisional results within 14 working days of submission before their approval by the Examiners' Board (agree)
- If the assessor and internal verifier could not agree on a grade, then another verifier identified by SQA Coordinator would moderate
- If the Internal Verifier gives the same grade as the First Assessor, they will pass on the marked exams/essays/reports directly to Student Administration for processing.
- If the grades are different, the Internal Verifier and the First Assessor should discuss their assessment judgements and reach an agreed grade;
- If the Internal Verifier and the First Assessor cannot reach an agreed grade, it should be discussed with the Programme Co-ordinator and SQA Coordinator to assign another verifier for further scrutiny. The agreed grades in both cases will be passed to Student Administration for processing.

### Avoiding Potential Conflicts of Interest

- No member of College staff, Marker/Examiner or Internal Verifier shall be involved in any assessment or examination in which they has a potential conflict of interest. Staff who believe there may be a conflict of interest must declare this by submitting a *Conflict of Interest Form* to the SQA Coordinator.

- All staff are responsible for reporting any conflict of interest, and the College will take measures to address this. This includes Assessors, Internal Verifiers, and Invigilators, who will:
  - Set assessments which this candidate will undertake,
  - Make assessment judgements on this candidate's work,
  - Internally verify assessment decisions on this candidate's work, and/or
  - Invigilate an assessment which this candidate is sitting

A personal interest in an outcome of an assessment amounts to conflict of interest, which poses a risk to the integrity of the assessment.

Staff are required to make a declaration if they are related to or have a private relationship with another member of centre staff involved in the internal verification of assessments. For example, where the assessment decisions of an assessor are to be internally verified by a relative.

Conflict of interest also applies where an individual stands to make a personal financial gain from the outcome of the assessment, as opposed to payment to the centre through normal business practice.

Conflict of interest also applies where an individual stands to make a personal financial gain from the outcome of an assessment, as opposed to payment to the College through normal business practices. It also applies if an employee uses their position to influence employment and promotion or compromising research activity in return of personal and financial benefits.

### **Review and Monitoring Process**

- Assessors and IV(s) should attend the Examiners' Board to ratify the grades.
- During the yearly monitoring review of Assessors and Internal Verifiers any IV can give feedback to any Assessor or other IV in terms of sharing good practice and maintaining standards .
- The assessment of each assessor and IV will be monitored on a yearly basis at the end of the academic year and will be reported to AQSC.
- Information on **Assessment Code of Practice, Verification and Monitoring** will be provided to Internal Verifiers ahead of taking on the role. These documents will be stored on the Shared Drive for all to access.
- If further advice or clarification is needed, IV's should contact their line manager or the SQA Coordinator.