



Assessment and Verification Policy

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1. Assessment

Introduction

At European College of Law and Business (ECLB), lecturers and learners are continuously engaged in the process of assessment, which at times may be initial, formative or summative.

Initial Assessment

Initial assessment is integral to the induction process. This will commence at the enrolment stage with a pre-course questionnaire to establish learners' interests, experience and motivation. It is part of the "getting to know you" activity in the induction process. This may include some assessments of the individual learner's skills and knowledge about what they can do and what will be able to do. The initial assessment:

- Establishes the existing skills and knowledge levels of learners
- Introduces learners to some of the skills and knowledge they will need to acquire on the programme
- Provides information to help lecturers plan the programme
- Provides a helpful introduction to assessment in a supportive way

Formative Assessment

This takes place throughout the course and involves checking that learning is taking place including motivation and:

- Finding out what knowledge and skills the learners have already acquired and the lacking they might still have
- Enabling the lecturer to give feedback which helps learners improving their work
- Enabling learners to identify what they have learned and what they want to learn next

Summative Assessment

Summative assessment is performed when learners submit their assignment for individual units/modules when the unit(s) have been taught. This

- Enable learners to recognise their achievements
- Justify awarding a qualification or other recognition of achievement which help the lecturer plan future courses
- Guide learners through their next steps

Feedback

Learners appreciate feedback, which helps them understand their shortcomings. This is provided after the assessment and internal verification. At ECLB, we consider written feedback as a vital part of the learning process.

1.1 Role of an assessor (lecturer)

At European College of Law and Business, we require our assessors (lecturers) to:

- Have relevant qualifications, knowledge and/or experience in the subject area being assessed
- Have relevant qualifications, training and experience in the assessment process
- Ensure that learners are fully briefed on assessment procedures and methods, including appeals procedures
- Provide constructive feedback to learners on assessments, discuss targets and areas for

development on an individual basis

- Adhere to the awarding organisation's assessment specification in the judgment of evidence towards an award
- Record outcomes of assessment using appropriate documentation
- Follow agreed procedures for recording, storing, reporting and confidentiality of information

Responsibilities of an assessor (lecturer)

An assessor (lecturer) has responsibility for the following:

- Developing plans for assessing competence with learners judging evidence criteria to make assessment decisions
- Providing feedback and support to learners on assessment decisions contributing to the internal quality assurance process
- The assessment must be valid, reliable, practicable, fair and useful to students

1.2 Developing plans for assessing competence with candidates

The assessor (lecturer) should:

- Check that all learners understand the assessment process involved, the support available to them and the complaints and appeals procedures agree fair, safe, valid and reliable assessment methods
- Maintain the confidentiality and integrity of the assessment outcomes
- Ensure that learners' progress is reviewed and that records of achievement are regularly updated
- Be aware of ways of handling difficulties or disputes in the assessment process

1.3 Judging evidence against criteria to make assessment decisions

The assessor (lecturer) should:

- Ensure that the work being assessed is the learner's own work
- Make fair, safe, valid and reliable assessment decisions based on the agreed standards
- Make a record of the outcomes of assessments by using an agreed recording system

1.4 Providing feedback and support to learners on assessment decisions

The assessor (lecturer) should:

- Give learners feedback at an appropriate time and place
- Give learners feedback in a constructive and encouraging way, which meets their needs and is appropriate to their level of confidence
- Clearly explain assessment decisions
- Provide developmental feedback to learners where it is necessary for them to re-submit work or needing to provide more evidence
- Follow the agreed complaints and appeals procedures if candidates disagree with the assessment decision

1.5 Contributing to the internal quality improvement process

The assessor (lecturer) should:

- Ensure assessment records are accurate and up-to-date
- Contribute to standardisation arrangements so that assessment decisions are in line with other assessors
- Contribute to the agreed quality improvement process

2 Internal Verification

Introduction

Our internal verification process is designed to establish and maintain the quality of assessment. The process provides the link between internal assessment and external verification systems and plays a key role in the quality improvement process.

Internal verification ensures that learners receive fair and equal access to assessment, which is free from discrimination and is made by well-informed and well-supported assessors (lecturers). It also ensures that the standard of assessment remains consistent across all learners and assessments with respect to individual assessors (lecturers). A standardisation process should maintain the consistency between the assessors (lecturers).

2.1 Role and responsibilities of Internal Verifiers

At European College of Law and Business, we require our internal verifiers to:

- Understand the process of assessment and verification within the context of quality improvement
- Have the relevant educational qualification or experience relevant to the subject area
- Apply and monitor equal opportunities and access procedures throughout all assessment procedures
- Have a clear understanding of the standards to which the learner is being assessed and ensure that any queries relating to the interpretation of the standards are brought to the attention of the external verifier
- Work with all assessors to ensure the standardisation of assessment practice and outcomes
- Follow agreed procedures for the recording, storing, reporting and confidentiality of information

Responsibilities

Our internal verifier has the responsibility of the following:

- Prepare assessment plans and internal verification plans
- Carrying out and evaluating internal assessment and quality improvement systems
- Monitoring the quality of assessors' performance
- Meeting the quality requirements of the awarding organisation

2.2 Carrying out and evaluating internal assessment and quality improvement systems

At European College of Law and Business, we require our internal verifier to ensure that:

- Arrangements for carrying out internal verification meet the requirements of the awarding organisation
- Administrative and recording arrangements meet the requirements of the awarding organisation
- The eligibility of assessors to undertake assessment is checked against the awarding organisation requirements
- Appropriate support for assessors (lecturers) is available and that the standardisation of assessments is carried out
- Complaints and appeals procedure is in place and is followed by the internal verifier when required

2.3 Supporting assessors (lecturers)

At European College of Law and Business, our internal verifier is required to ensure that:

- Assessors have appropriate qualification and teaching experience
- Assessors are familiar with and can carry out specific assessments and follow the recording and internal audit procedures
- The developmental needs of assessors are identified in relation to the principles of assessment; needs of candidates; their technical expertise and competence
- Assessors have the opportunity to develop their assessment experience and competence and that their progress is monitored
- Assessors have regular opportunities to standardise assessment decisions to be able to maintain quality standards.

2.4 Monitoring the quality of assessors' (lecturer) performance

At European College of Law and Business, our internal verifier must ensure that assessors:

- Apply safe, fair, valid and reliable methods of assessing the competence of learners
- Set up and maintain effective working relationships with learners at all stages of the assessment process
- Provide timely and effective feedback to learners and maintain an accurate and secure records
- Receive accurate and helpful feedback on their assessment decisions from the internal verifier

Sampling assessments

The internal verifier is required to ensure that the sampling strategy:

- Meets awarding organisation requirements
- Covers all assessors, learners, units, assessment methods and locations for each programme
- Includes an increased ratio of internal verification for the assessment decisions made by new or inexperienced assessors
- Checks that evidence is valid, sufficient, authentic, current, reliable and consistent

Reporting to Academic Committee meetings

The outcomes of the assessment and verification process, as well as feedback (report) from the external verifier, will be discussed at the Academic Committee meetings in order to develop a common understanding of this process.

2.5 Meeting external quality improvement requirements

At European College of Law and Business, we require our internal verifier to:

- Identify how internal assessments will be checked externally and the information needed for this purpose
- Plan, collect and analyse information on internal assessment decisions, agree the timing and nature of external verification arrangements, send background information and the requested documents to external verifier
- Give assessors feedback on external verification decisions
- Ensure that external verification decisions are included in internal reviews of procedures.

2.6 Recording verification activity

Recording documentation

The internal verifier will ensure that our recording mechanisms provide evidence that internal verification is carried out regularly and systematically and it will show that it occurs across learners, units and assessors.

2.7 Archiving of assessed student work

Records of all assessment and verification activity will be kept in secure storage and be made available only to appropriate personnel and for external verification purposes.

3 External Verification

3.1 External Verification

The External Verification process is designed to confirm that the Internal Verification process is working and being applied effectively and consistently to ensure that standards are maintained. It also checks that the necessary resources are in place to support the delivery of the qualification and that the centre-devised assessments are valid, reliable and practicable.

3.2 Claiming certification

Following the release of the certification by the external verifier, the internal verifier will liaise with the awarding organisation to ensure that certification for learners are claimed accurately and they are distributed to the learners upon receipt.

4 Academic Appeals

4.1 Learner dissatisfaction with assessor's decision

If a learner is dissatisfied with an assessment decision made by an assessor, he/she has a right to appeal against the decision. For more information on academic appeals, please refer to the College's Appeals Policy and procedure.

The aim of our academic appeals policy and procedures is to enable learners who believe that they have a grievance concerning an assessment to request a review of the decision. This appeals policy only deals with the academic appeals. It does not deal with learner's general complaints for which there is a separate complaints procedure.