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Writing effective
instruments of
assessment.



Assessment

- ◆ We use assessment instruments to allow us to measure if our students have reached the required level of skills.
- ◆ Their performance is measured against the Unit Specification.
- ◆ The assessment instrument must therefore meet the requirements detailed in the Unit Specification

How do we identify what is appropriate?

- ◆ Know the unit specification requirements
- ◆ Know the outcomes within the unit
- ◆ Use assessor judgement to decide if students have met the requirements.

What about writing assessment instruments?

- ◆ By teaching units you learn what is covered and what is required
- ◆ You will provide students with practice assessments to prepare them
- ◆ You have had to write them to suit the unit
- ◆ Use the Unit Specification to prepare an assessment which fits the requirements.
- ◆ **Do not copy the Assessment Exemplar**
- ◆ It is an example of how to assess – not necessarily the only way.

Writing an assessment.

- Have the up to date Unit Specification (US) with you at all times
- Break each outcome down into what is in the US evidence requirements
- Prepare an activity which will allow students to produce the required evidence and which will allow you to measure their performance
- Check it covers all of the US requirements
- Prepare a marking guideline, including any guidance notes

Assessment conditions

- ◆ The assessment conditions chosen for each outcome are not random!
- ◆ If closed book – we need students to use memory and skills
- ◆ If open book – we need student to use skills and apply them without the stress of trying to remember.
- ◆ If supervised conditions – we need the student to use skills, some memory but more application with prompts.

Security of assessments

- ◆ The assessment instruments you write have to be kept securely
- ◆ Students cannot know in advance what they will be asked in an assessment.
- ◆ They must not be shown AEPs or your in house assessments.
- ◆ Students are sneaky!
 - Phones
 - Notes

Prior Verification

- ◆ The Prior Verification service is to be recommended.
- ◆ It means you know your AI is appropriate and fit for purpose
- ◆ Its free!
- ◆ Feedback from EV team will help you for future writing.
- ◆ Not an issue if returned for amendments