

1.3.2 Information to Learners about Assessment

Procedure code and title:	1.3.2 Information to Learners about Assessment
Policy area:	1.3 Assessment of Learners
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Purpose

The purpose of this procedure is to detail how KWETB provide appropriate, relevant and accurate information about Assessment to learners across FET provision and FET Provision-Second Providers.

Scope

This procedure applies to all FET Provision and FET Provision-Second Providers. There is an integrated single policy, with integrated procedures for FET provision and FET Provision-Second Providers.

Preamble

This procedure is to assist the Learning Practitioner to meet their legislative and Quality Assurance responsibilities when communicating with learners about assessments. The process is underpinned by the 8 principles of assessment as outlined 1.3.1 Design and development of assessment. The process is also written in line with 1.3.3 Planning, conducting, and concluding assessment.

The assessment technique and learning outcomes to be assessed are guided by the module descriptor. The Internal Verification and External Authentication process ensure that the assessment process is fair and consistent.



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Procedure – 1.3.2 Information to the Learner about Assessment

1	The Learning Practitioner should familiarise themselves with the programme and module descriptor.
2	<p>The Learning Practitioner should inform the learner of the following:</p> <ul style="list-style-type: none"> • Instructions and guidelines for the learner – to include word count where appropriate • Assessment criteria/methods and marking schemes (allocation of marks) • Dates for distribution of assessment briefs • Deadline for submission • Policy and procedures on how to apply for an extension and the consequences for late submission of work • A written explanation of the assessment methods and techniques being applied to include a definition of the verbs used in the assessment briefs • Inform the learner on the appropriate formats for submission of assessment evidence (written, audio, multi-media, etc.). • Clear procedures for submission of assessment evidence in line with local policy for example, labelling of all assessment evidence prior to submission, signing of Authorship Statements, receipt of assessment evidence • Learners should be given information regarding digital processes including eportfolio, OneDrive process for upload of assessment.
3	The Learning Practitioner should ensure the learner is aware of their responsibilities regarding assessment.
4	The Learning Practitioner should explain the procedures for formative and summative feedback on assessments, including dates and frequency.
5	<p>The Learning Practitioner should explain the procedures in relation to Reasonable Accommodations including:</p> <ul style="list-style-type: none"> • How the learner can apply for reasonable accommodation • Supporting documentation required • Examples of possible reasonable accommodations
6	<p>The Learning Practitioner should explain the procedures relating to Assessment Malpractice including:</p> <ul style="list-style-type: none"> • What constitutes assessment malpractice? • Penalties for assessment malpractice • Procedures to verify that assessment evidence is the Learner's own original work (authorship statements) • Consequences of Assessment Malpractice

7	The Learning Practitioner should explain the procedures in relation to Compassionate Consideration including: <ul style="list-style-type: none"> • How the learner can apply for compassionate consideration • Supporting documentation required • Examples of possible compassionate considerations
8	The Learning Practitioner should explain the procedures in relation to Repeat Assessment and Appeals processes.

Link to other Policies/Procedures

1.3.1	Development and Design of Assessment
1.3.3	Planning, Conducting and Concluding Assessment
2.2.3	Learner Appeals
2.2.4	Academic Integrity and Assessment
2.2.5	Reasonable Accommodation in Assessment
2.2.6	Compassionate Consideration
2.2.7	Deadlines, short-term extensions and deferrals
1.3.9	Feedback to Learners
1.3.11	External Authentication



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