

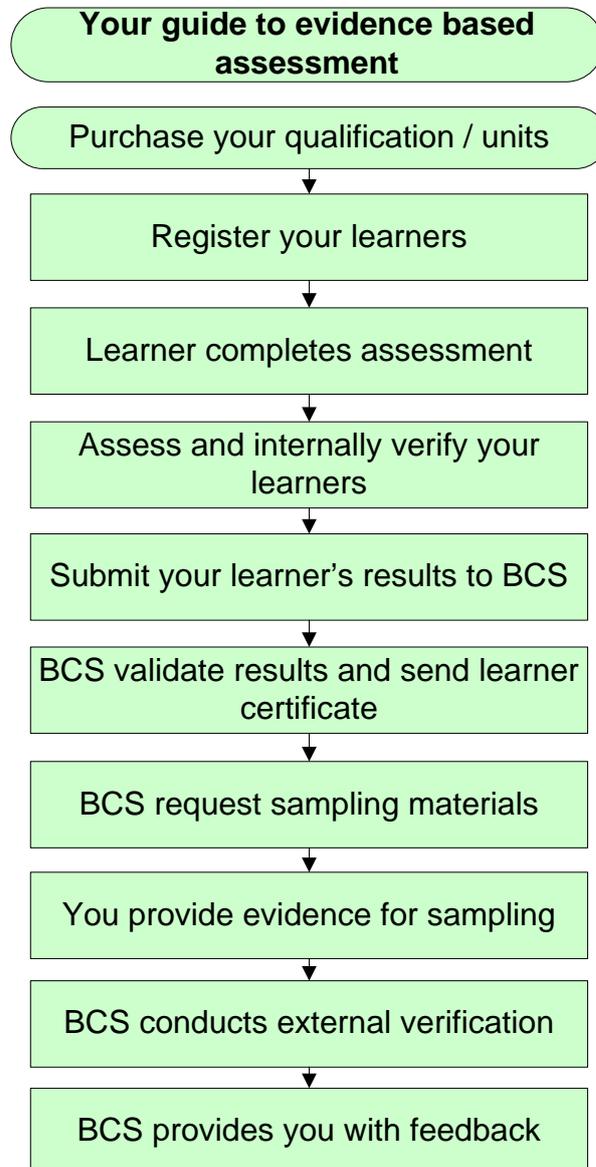
How To Deliver Evidence Based Assessments

02/03/11

V1.0

Overview

This guide is designed to provide you with supporting information for the evidence based assessment method of delivering BCS ITQ units. The diagram below shows the process.



Getting started

Product Approval Process

To begin delivering evidence based assessments your centre has to register one assessor and one internal verifier with us.

We will ensure the quality of assessment decisions; to do this we expect that assessors and internal verifiers have the necessary IT skills and experience to assess the relevant units and qualifications. This could be demonstrated by holding a relevant ITQ qualification, for example.

Centres are required to maintain a current register of assessor and internal verifier information, including curriculum vitae (CVs) and a record of their continuing professional development.

To register your assessor and internal verifier with BCS and begin offering evidence based assessments:

- Contact our Qualifications Client Support team on 01793 417530
- Or email us at qualifications@hq.bcs.org.uk

Your roles for running evidence based assessments

Centre manager

The centre manager needs to ensure that the assessors and internal verifiers involved in the assessment process have the required expertise and are adequately informed and supported to fulfil their responsibilities. This can be demonstrated through the achievement of a relevant qualification etc.

The centre manager is also responsible for ensuring that arrangements are in place for standardisation and quality assurance of assessment decisions.

Assessors

Assessors are required to review and mark all learner materials to show that the evidence submitted demonstrates that the learning outcomes have been achieved. Assessors should also ensure that the evidence produced by the learner is their own work. Assessors will then retain learner records and documentation (e.g. learner review documents, observation records, details of professional discussion etc).



These records will be maintained by the centre and will be available for use by all members of the centre's assessment and verification team.

Internal verifier

The internal verifier ensures that consistent standards for the qualification and the evidence based assessment methods are maintained. Internal verification should look at all aspects of the assessment.

- Verifying the assessment – to ensure consistent and reliable assessments
- Monitoring the quality of assessment decisions
- Highlighting trends and areas for improvement
- Developing and supporting assessors
- Overseeing the ongoing quality of qualification delivery within the centre

Purchasing your evidence based assessments

To purchase your qualifications follow the 7 easy steps below.

Step 1: Log into the Approved Centre Forum and select the 'Manage Candidates' tab at the top left hand corner of the page

Step 2: In the Manage Candidates page select the 'Qualification Ordering' link from the left hand side menu

Step 3: In the order form select the qualification you require from the 'Item Selection' drop down box on the left hand side of the page

Step 4: Enter the required quantity in the 'Quantity' box and select 'Add to Order'. Additional qualifications can be selected at this stage following steps 3 and 4 above.

Step 5: Details of your order will be displayed at the bottom of the page, including the individual price and total order value excluding VAT

Step 6: Once you are satisfied with your order, agree to the terms and conditions by ticking the check box and confirm your order at the bottom of the page

Step 7: We recommend you keep a copy of the confirmation page for your records

Registering your learners

Step 1: Log into the Approved Centre Forum and select the 'Manage Candidates' tab at the top left hand corner of the page

Step 2: In the Manage Candidates page select the 'Candidate Registration' link from the left hand side menu

Step 3: Choose from the 'Select Qualification' drop down list at the top of the page to choose the qualification you require. The available number of registrations for each qualification will show in brackets

For learners with a BCS ID

Step 1: Search for learners by selecting the 'Add BCS Registered Candidate' tab

1 a) If learner previously registered with centre

Use the search option on the left side of the screen to locate the learner's details. Just enter the required learner details. Field with an asterisk (*) are mandatory

1 b) If the learner has been registered with a different centre

Use the search option on the right section of the screen. Simply enter the required details as before.

Step 2: The search results will be displayed at the bottom of the page. Once you are satisfied you have identified all the learners you can select 'Confirm Registrations'

Step 3: We recommend you retain a copy of your confirmation of the learner registrations

For learners without a BCS ID

Step 1: Search for learners

1 a) To register learners individually:

Enter the required learner details in the 'Create new Candidate' tab. Fields marked with an asterisk (*) are mandatory fields

1 b) To register multiple learners:

Select the 'Import New Candidates' tab and select 'Import' to upload your CSV file

Step 2: Once you are satisfied you have all the learners entered, you can select 'Confirm Registrations'.

Step 3: We recommend you retain a copy of your confirmation of the learner registrations and BCS numbers for your records

How learners complete assessments

There are various methods of assessing ITQ. Some of the possible assessment techniques methods include:

- Product evidence gathered in the workplace
- Personal statements
- Witness testimony
- Oral questioning
- Professional discussion
- Knowledge tests
- Simulation
- Scenario based

Supporting information on assessing ITQ is available from the e-skills website at:

<http://itq.e-skills.com/>.

Learners need to ensure their evidence follow the guidelines below:

- **Valid** – the evidence should be relevant and suitable for its purpose
- **Authentic** – all evidence is required to be the learner's own work, produced in their own words
- **Current** – evidence should not be more than 2 years old
- **Sufficient** – the quantity and quality of evidence submitted should be representative of the learner's ability and ensure that the learning outcomes for the unit have been met

Two different types of evidence should be submitted for each unit. A piece of evidence may demonstrate the learner's competence in more than 1 area.

Learners are required to complete and submit the appropriate evidence based assessment sheets along with their evidence.

These sheets are designed to:

- Support learners by providing a way to demonstrate all learning outcomes and assessment criteria have been achieved and all requirements of the unit have been satisfied
- Support your internal verification process
- Provide a reference for future sampling activity

Evidence based assessment sheets for all 3 levels of the ITQ units are available to download from the Approved Centre Forum to provide to your learners.

Assessment and internal verification for evidence based qualifications

Assessment

Assessors are required to ensure that the assessment evidence presented by the learner fully demonstrates the knowledge and performance learning outcomes.

Your assessors will then complete the relevant section of the evidence record sheet and outline how the evidence presented meets the unit evidence requirements. For each piece of evidence used for internal verification, the internal verifier is also required to complete the relevant internal verification section.

Internal Verification

Internal verifiers are required to verify 10% of all evidence based materials. It is necessary for the sample to provide a sufficiently accurate picture of the quality of assessment in your centre and to ensure that all other assessments fully meet the same standard. This sample must cover outputs from all assessors. It is recommended that all decisions made by new or inexperienced assessors are verified to ensure consistency of standards.

Submitting your learners pass results

Step 1: Log into the Approved Centre Forum and select the 'Manage Candidates' tab at the top left hand corner of the page

Step 2: In the Manage Candidates page select the 'Manual Tests Results Entry' link from the left hand side menu

Step 3: Enter the BCS ID for the learner in the left hand side screen and select 'Search'. The learner details will appear on the right hand side of the screen

Step 4: Select from the 'Qualification' drop down menu on the left hand side the qualification to add in the results. Then select from the 'Unit' drop down menu when prompted. Finally, select Fully Assessed from the 'Assessment Type' drop-down menu

Step 5: Enter the following details

- Assessor name
- Internal verifier name
- Result
- Completion date

Step 6: When you are satisfied with the details select 'Add'. Use 'Edit' to make any amendments, or 'Remove' to delete any results

Step 7: When all the assessment details have been entered, select 'Confirm New Results' at the bottom of the page. We recommend you retain a copy of your confirmation of the results you have submitted for your records.

Uploading your assessment materials

We will sample a random selection of your completed evidence based units on a quarterly basis. This selection will be based on a percentage of the unit results you have already supplied to us.

Once a quarter you will receive an email from us requesting the materials for specific units completed by learners during the past quarter. We will provide you with the following information to locate the materials we wish to see:

- BCS ID
- Learner name
- Unit title
- Unit level

Step 1: Assemble all materials relating to the unit to be sampled, including learner evidence, assessor and internal verifier documents and the evidence record sheet. Compress the files (using WinZip or WinRAR) and complete this process for all units requested

Step 2: Log into the Approved Centre Forum and select the 'Manage Candidates' tab at the top left hand corner of the page

Step 3: In the Manage Candidates page select the 'Submit Materials for Sampling' link from the left hand side menu *Note this page is currently not available for view.

Step 4: Against each learner unit required for sampling locate the related file by selecting the 'Browse' button and click 'OK'

Step 5: Complete this process for all required learner units and select 'Submit' at the bottom of the page. The files will now be uploaded to the secure site awaiting verification.

The sampling process will take up to 12 weeks to complete. You will receive confirmation via email once the units have been verified. Where necessary we will provide you with feedback on the assessments.

If you want to know more about evidence based assessment just call us on 01793 417530 or email qualifications@hq.bcs.org.uk