

Assessment Documentation Pack

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Introduction

This Assessment Documentation Pack has been put together to help Centres compile and keep track of evidence within learners' portfolios.

Assessors must ensure that the learner's portfolio sufficiently covers all learning outcomes and assessment criteria as defined in each unit of the qualification. All unit details are listed in the Qualification Specification which is available to download from the HABC website.

The pieces of work, or evidence, collected to make up the portfolio will be in a variety of formats. Assessors are responsible for ensuring learners compile their portfolio correctly by gathering evidence for each unit that is both adequate and suitable for the requirements of the unit/qualification.

Suggested types of evidence include:

- written work or class notes
- products or samples of practical work
- professional discussion records
- observation notes
- expert witness records
- simulated activities or role play
- work placement diaries
- learning logs
- video or audio recordings
- other appropriate formats

These could be gathered in the classroom, the workplace or at home.

This pack includes suggested forms for Centres to use. Guidance on each of the forms is included below.

If Centres have their own forms to use, these must be approved by the Quality Support team at HABC .

NOC Forms

HABC will provide Centres with NOC (Notification of Completion) Forms when an order for a portfolio based qualification is placed. These forms must be filled in and signed by the learner, the assessor and the person responsible for Internal Quality Assurance.

These must be completed and only sent to HABC once a portfolio has been completed. Once HABC receive these forms, an EQS (External Quality Support) visit or remote sampling will be arranged, until Direct Claim Status has been awarded. Once Direct Claim Status has been achieved periodic EQS visits will be arranged by the QS team.

Example Action Plan

This action plan is an example form that Assessors can use when planning with the learner what they must achieve by the next assessment.

It is recommended that the appropriate Assessment Criteria the learner has left to cover are listed in the first column, with a planned action for the learner to complete by a set deadline in the second and third columns. All agreed actions will be reviewed at the next assessment and new actions will then be established.

Example Assessment Record

The assessment record can be used to record assessor decisions for all types of evidence. The following is an example of a written observation report:

EV ref	Details of the type of evidence and assessment criteria covered
2	<p><i>Observation</i></p> <p><i>I arrived on site at 1800hrs. Eric met me at the security office and asked me to complete the visitors' book as per company health and safety procedures. Eric was wearing his company uniform and appropriate PPE.</i></p> <p><i>Eric is about to commence his initial patrol. He checked that his torch, radio and mobile telephone were working by testing them and looking at the battery indicators. All were fully charged. He then radioed control, using the correct call signs, and informed them that he was proceeding to the kennels to collect his dog... Etc.</i></p> <p><i>Learning Outcomes claimed (these criteria are fictitious)</i></p> <p><i>Unit 2</i> <i>LO 2.1, 2.2, 2.4</i> <i>LO 3.3, 3.5</i></p> <p><i>Unit 6</i> <i>LO 1.1</i> <i>LO 2.5</i></p> <p><i>Unit 8</i> <i>LO 4.2, 4.3, 4.6</i></p> <p><i>Justification</i></p> <p><i>I have claimed the above learning outcomes as Eric was dressed in his correct uniform. He checked his equipment was working and notified control of his intended patrol and clearly showed me how to harness his dog. He showed good communication skills with the visitor and demonstrated his knowledge of the site.</i></p> <p><i>Good observation. Well done.</i></p>

An observation can also be filmed or voice recorded. In this case, the reference to the recorded file should be quoted on the assessment record with the appropriate learning outcomes/assessment criteria and the justification. The record can be used for more than one type of evidence and should provide an audit trail for each visit with the learner.

The original document should be held by the Centre in a separate location to the learner's portfolio, in case the portfolio is lost. A copy should be placed in the learner's portfolio so that they are aware of agreed progress towards the completion of the unit or qualification.

Example Specimen Signature Sheet

All individuals involved in the assessment process must sign this sheet. This includes any witnesses, assessors, the learner themselves and the IQA.

Example Evidence Tracking Sheet

These sheets are provided to help learners and assessors keep track of the progress each learner is making in completing their portfolio. They are designed to show at a glance, what a learner has already covered and what there is left to do to complete a unit.

This document can also be used as a table of contents for the evidence contained in the portfolio. It will signpost where each item of evidence is located and therefore make it easier for tutors/assessors, IQA and EQS to check and assess.

A sample completed tracking sheet has been included for your reference.

HABC has included tracking sheets for the mandatory units in this qualification and has included a blank sheet for Centres to use for any optional units chosen by learners.

IQA and IQA Report

The person responsible for IQA is not a second tutor. The IQA role is to audit the portfolio after the completion of the course to ensure that the learning has met all of the learning outcomes satisfactorily and that the learner and the tutor have completed all of the documentation fully and correctly. They should not be involved in the tutoring of the course.

The IQA feedback to the tutor should clearly detail what they have sampled (read or viewed) and whether it met the learning outcome; was it very good or poor. If improvement is required then the IQA must give guidance as to how the tutor can improve.

Once the IQA is confident that the portfolio is complete and auditable, the NOC form should be sent to HABC. This will trigger the request for an EQS visit.

A suggested form to use for the IQA Report can be found at page 9 of this document.

Unit Summary Sheet

This sheet is used to record how many units have been covered and to determine if the full Rules of Combination have been satisfied. It can be used as a planning device, showing on one or two pages the requirements of the qualification and how the learner has achieved them.

Example Assessment/Action Plan					
Candidate Name		Assessor Name			
Target set Learning Outcome/ Assessment Criteria	Agreed activity/evidence	Target date	Assessment Method	Target Achieved	Completed (assessor signature)
Candidate Signature		Date		Planned next visit:	
Assessor Signature		Date			

**HABC IQA Qualifications (QCF) Assessment
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Example Assessment Record			
Learner		Assessor	
Date		Location	
Assessment Method			
Ref	Details of the type of evidence and assessment criteria covered		
Assessor Signature:			
Learner/Witness Signature:			

One copy of this must appear with the portfolio and a separate copy must be retained by the assessor

**HABC IQA Qualifications (QCF) Assessment
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Evidence Tracking Sheet

Candidate Name								
Centre Name								
Unit 1: Prepare for Spectator Events (Y/502/9345)								
Assessment Criteria (tick where completed)								
Portfolio Reference	V1	V2	V3	V4	V5			
Assessment Method/s	Obs	Q	D	Wt	Sim			
1.1	✓		✓					
1.2	✓	✓						
1.3		✓	✓					
1.4	✓		✓					
1.5	✓	✓						
2.1		✓		✓				
2.2			✓	✓				
2.3	✓			✓				
2.4	✓	✓						
2.5	✓		✓					
2.6	✓		✓					
2.7		✓			✓			
2.8	✓	✓						
			✓					
			✓		✓			
		✓			✓			
		✓			✓			
3.5	✓	✓						

Fill in each portfolio reference and the assessment method used

Tick off each assessment criteria covered by each item of evidence in the portfolio

Once all assessment criteria have been met, the learner and assessor must sign and date this tracking sheet

Learner Signature _____ **Date:** _____

Assessor Signature _____ **Date:** _____

IQA Signature (if sampled) _____ **Date:** _____

EQS Signature (if sampled) _____ **Date:** _____

If sampled, the IQA/EQS must also sign and date this tracking sheet

Suggested assessment method abbreviations are listed here

Assessment method key:					
Obs	Observation	Sim	Simulation/assignment	O	Other
Pe	Product evidence	Wt	Witness testimony	D	Discussion
Q	Questioning	R	RPL		

**HABC IQA Qualifications (QCF) Assessment
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IQA report (2 page document)

Learner	
Assessor	
IQA	
Assessments Sampled by IQA	
Date of assessment	
Date of IQA	

	Checklist	Yes	No
1.	Does the assessment planning clearly depict the intended activities for the learner to undertake before the next assessment?		
2.	Are the learner's assessment records being updated/completed on an ongoing basis?		
3.	Has the teacher confirmed authenticity, sufficiency, accuracy, consistency and validity?		
4.	Was the learner directly observed?		
5.	Was knowledge and understanding assessed?		
6.	Has the witness status list been provided to authenticate witness, and are all signatures in place (if applicable)?		

Feedback to Assessor	
Agreed action plan/development requirements	Target date

I confirm I have received feedback and fully understand any action points	Assessor Signature		Date	
Does the evidence sampled meet the qualification requirements? Yes / No	IV/IQA Signature		Date	

Assessment method key:					
Obs	Observation	Sim	Simulation/assignment	O	Other
Pe	Product evidence	Wt	Witness testimony	D	Discussion
Q	Questioning	R	RPL		

HABC Level 4 Award In Understanding the Internal Quality Assurance of Assessment Processes and Practice (QCF) (600/3970/X)

Unit Summary Sheet

Learners are required to complete **1 mandatory unit**:

Unit 1: Understanding the principles and practices of internally assuring the quality of assessment

Mandatory Group:

Unit	Tick box	Unit Number	Level	Credit Value	Date of completion
1		T/601/5320	4	6	

Assessor Signature

Date:

**IQA Signature
(if sampled)**

Date:

**EQS Signature
(if sampled)**

Date:

Assessment method key:					
Obs	Observation	Sim	Simulation/assignment	O	Other
Pe	Product evidence	Wt	Witness testimony	D	Discussion
Q	Questioning	R	RPL		

HABC Level 4 Award In the Internal Quality Assurance of Assessment Processes and Practice (QCF) (600/3971/1)

Unit Summary Sheet

Learners are required to complete **2 mandatory units**:

Unit 1: Understanding the principles and practices of internally assuring the quality of assessment

Unit 2: Internally assure the quality of assessment

Mandatory Group:

Unit	Tick box	Unit Number	Level	Credit Value	Date of completion
1		T/601/5320	4	6	
2		A/601/5321	4	6	

Assessor Signature

Date:

**IQA Signature
(if sampled)**

Date:

**EQS Signature
(if sampled)**

Date:

Assessment method key:					
Obs	Observation	Sim	Simulation/assignment	O	Other
Pe	Product evidence	Wt	Witness testimony	D	Discussion
Q	Questioning	R	RPL		

HABC Level 4 Certificate In Leading the Internal Quality Assurance of Assessment Processes and Practice (QCF) (600/3969/3)

Unit Summary Sheet

Learners are required to complete **2 mandatory units**:

Unit 1: Understanding the principles and practices of internally assuring the quality of assessment

Unit 2: Internally assure the quality of assessment

Unit 3: Plan, allocate and monitor work in own area of responsibility

Mandatory Group:

Unit	Tick box	Unit Number	Level	Credit Value	Date of completion
1		T/601/5320	4	6	
2		A/601/5321	4	6	
3		H/600/9674	4	5	

Assessor Signature

Date:

**IQA Signature
(if sampled)**

Date:

**EQS Signature
(if sampled)**

Date:

Assessment method key:					
Obs	Observation	Sim	Simulation/assignment	O	Other
Pe	Product evidence	Wt	Witness testimony	D	Discussion
Q	Questioning	R	RPL		

Evidence Tracking Sheet

Candidate Name							
Centre Name							
Unit 1: Understanding the principles and practices of internally assuring the quality of assessment (T/601/5320)							
Knowledge Assessment Criteria (tick where completed, minimum 1 piece of evidence per assessment criteria)							
Portfolio Reference							
Assessment Method/s							
1.1							
1.2							
1.3							
1.4							
2.1							
2.2							
2.3							
3.1							
3.2							
4.1							
4.2							
4.3							
5.1							
6.1							
6.2							
6.3							
6.4							

Learner Signature

Date:

Assessor Signature

Date:

IQA Signature
(if sampled)

Date:

EQS Signature
(if sampled)

Date:

Assessment method key:					
Obs	Observation	Sim	Simulation/assignment	O	Other
Pe	Product evidence	Wt	Witness testimony	D	Discussion
Q	Questioning	R	RPL		

Evidence Tracking Sheet

Candidate Name							
Centre Name							
Unit 2: Internally assure the quality of assessment (A/601/5321)							
Performance Assessment Criteria (tick where completed, minimum 2 occasions per assessment criteria)							
Portfolio Reference							
Assessment Method/s							
1.1							
1.2							
2.1							
2.2							
2.3							
2.4							
2.5							
2.6							
3.1							
3.2							
4.1							
4.2							
5.1							
5.2							
5.3							
5.4							

Learner Signature

Date:

Assessor Signature

Date:

IQA Signature
(if sampled)

Date:

EQS Signature
(if sampled)

Date:

Assessment method key:					
Obs	Observation	Sim	Simulation/assignment	O	Other
Pe	Product evidence	Wt	Witness testimony	D	Discussion
Q	Questioning	R	RPL		

Evidence Tracking Sheet

Candidate Name							
Centre Name							
Unit 3: Plan, allocate and monitor work in own area of responsibility (H/600/9674)							
Performance Assessment Criteria (tick where completed, minimum 2 occasions per assessment criteria)							
Portfolio Reference							
Assessment Method/s							
1.1							
1.2							
1.3							
1.4							
2.1							
2.2							
3.1							
3.2							
4.1							
4.2							

Learner Signature

Date:

Assessor Signature

Date:

**IQA Signature
(if sampled)**

Date:

**EQS Signature
(if sampled)**

Date:

Assessment method key:					
Obs	Observation	Sim	Simulation/assignment	O	Other
Pe	Product evidence	Wt	Witness testimony	D	Discussion
Q	Questioning	R	RPL		