

Before assessment

Organiser check list

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revised edition: September 2015

first edition: Leonardo da Vinci Project: LearnWithClay Partnership 2010-2012



Organiser check list

Before the assessment

Define a level of the assessment or agree with candidates to which level they will be assessed
Choose and book one or more assessors and send them “assessor guidelines”, “assessor work sheet” and information about ECVET principles and units, criteria and indicators, evaluation sheet Discuss the important points of the exams with the assessors: level, questions for written exam, task for practical exam, competence questions, language...
Calculate the costs , decide on a fee.
Advertise the assessment if open to candidates of other organisations (Training and Assessment Offer)
Send to examinees: <ul style="list-style-type: none">- info about date, place, time schedule- info about the unit, level, criteria and indicators, tools (bring own tools?)- info about price (make clear for examinees what the assessment costs are and what the training course costs are), payment, accommodation, food, etc.- “examinee pre-exam questionnaire” (experience, personal data for certificate, language,...)
Collect the filled-in pre-exam questionnaires and show them to the assessors
Recommended schedule is: written, practical and oral exam (ideally written exam one day before), assessors deliberation, feed-back to the candidates, prepare certificates. Plan enough time for correcting and for assessors to make decisions. It is recommended that you mark the written test before the oral exam takes place
Create special conditions for special needs (e.g. if the examination is done in several languages, an interpreter might be needed and remember that everything takes more time.)
Print <ul style="list-style-type: none">- the relevant units (Handbook Part II, 1 copy per assessor, in the language they prefer)- “assessor work sheets” and add the initials of the examinees in the columns (1 sheet per assessor)- the “evaluation sheet” (Handbook Part II, 1 sheet per candidate)- a list of attendance for signature- “examinee - feedback questionnaire” (1 copy per examinee)- questions for written test (1 copy per examinee)
Prepare the workplace: <ul style="list-style-type: none">- enough wall space, boards and tools, materials, light, electricity, safety (equal conditions for all examinees) - make a written time schedule for the exam and put it on the board (or wall) so that all can see it - write down the practical task, put it on the board or wall so that all can see it - mark out the space for the practical exam for each examinee (label with name) - label with name the materials and products
Before the start of the practical exam: <ul style="list-style-type: none">- tell everyone about the organisation of the tools, water, sewage, electricity, waste, etc- introduce all the participants and give them badges, including assessors and observers- tell everyone about safety and organisational rules.