

**.CENTRE DEVISED. .ASSESSMENT. .FORMS.**

**Version 1.0**

**November 2016**

**For external use**

**CENTRE INFORMATION**

PLEASE NOTE: These forms should only be used for qualifications that specify the use of centre devised assessments

This is version 1.0 of the City & Guilds *Centre Devised Assessment forms* document. This document is subject to revision, and maintained electronically. Electronic copies are version controlled. Printed copies are not subject to this control.

Please note: these forms are also available as editable PDF forms on the City & Guilds website.

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**.Assessment Tasks (AD1).**

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|  |  |
| --- | --- |
| **Qualification** | **Assessment title** |
|  |  |
| **Unit** | **Version** *(if applicable)* |
|  |  |

|  |  |
| --- | --- |
| **Deadline date**  *(You must hand the completed assessment in by this date.)* | **Start date** |
|  |  |

**Assessment conditions**

|  |  |
| --- | --- |
| **Location:** |  |
| **Security of work:** |  |
| **Supervision:** |  |

**Assessment composition**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Evidence** | **Unit coverage (LO & AC references)** | **Grading ref** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Health and Safety**

* You must always work safely, in particular while you are carrying out practical tasks.
* You must always follow any Health and Safety regulations and codes of practice relevant to your work.
* If your assessor observes you working in a way that is unsafe for yourself or others, they will ask you to stop immediately, and tell you why.
* Your assessor will not be able to reassess you until they are sure you are ready for assessment and can work safely.

**Plagiarism**

* It is your qualification, so it must be your own work.
* Your assessor must be able to identify which work you have done yourself, and what you have found from other sources. It is therefore important to make sure you acknowledge all of your sources.
* You assessor can show you how to do this for the assessment you are doing.

**Notes to candidates:**

* This assessment has been written to make sure you have the opportunity to show that you have met the learning outcomes of the unit.
* You will be marked against the assessment criteria of the unit and the grading criteria for the qualification. You should read these carefully before you start so you know what you need to do.
* You should make sure that you do your best in the assessment so that the evidence you hand in shows your best performance for this unit.
* You may ask your assessor for help in understanding the tasks, but all of the work you hand in must be your own work.
* If you have a good reason for needing more time, you will need to explain the reasons to your assessor and agree a new deadline date. Changes to dates will be at the discretion of the assessor, and the centre may not mark work that is handed in after the agreed deadlines.

|  |
| --- |
| **Scenario/context** |
|  |

|  |
| --- |
| **Task 1:** |
|  |
| **Evidence to be handed in:** |
|  |

|  |
| --- |
| **Task 2:** |
|  |
| **Evidence to be handed in:** |
|  |

|  |
| --- |
| **Task 3:** |
|  |
| **Evidence to be handed in:** |
|  |

Now make sure you have:

* filled in the front sheet correctly for all of your written work including the declaration of authenticity
* labelled any loose sheets or products carefully with your name and the qualification and assessment titles, and date.

**.Assessment grading criteria (AD2).**

.Centre devised assessment development.

|  |  |
| --- | --- |
| **Qualification** | **Assessment title** |
|  |  |
| **Unit** | **Version** *(if applicable)* |
|  |  |

|  |  |
| --- | --- |
| **Centre name** | **Candidate name** |
|  |  |
| **Centre number** | **Candidate number** |
|  |  |

For each task, the grading criteria to be applied are as follows: At pass, these are the relevant assessment criteria (AC) from the unit. For the grades, these are the generic criteria as specified in the unit specification. Notes on the form evidence might take in the context of the specific tasks are also to be noted where appropriate.

**Task 1:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Pass** | The candidate has | *<insert the unit assessment criteria that relate to the task here>* |  |
| *<you may also insert your own notes and indicators that help define what evidence to look for in the context of this task >* |
| **Merit** | The candidate has achieved everything at pass grade and |  |  |
|  |
| **Distinction** | The candidate has achieved everything at pass and merit grade and |  |  |
|  |

**Task 2:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Pass** | The candidate has | *<insert the unit assessment criteria that relate to the task here>* |  |
| *<you may also insert your own notes and indicators that help define what evidence to look for in the context of this task >* |
| **Merit** | The candidate has achieved everything at pass grade and |  |  |
|  |
| **Distinction** | The candidate has achieved everything at pass and merit grade and |  |  |
|  |

**Task 3:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Pass** | The candidate has | *<insert the unit assessment criteria that relate to the task here>* |  |
| *<you may also insert your own notes and indicators that help define what evidence to look for in the context of this task >* |
| **Merit** | The candidate has achieved everything at pass grade and |  |  |
|  |
| **Distinction** | The candidate has achieved everything at pass and merit grade and |  |  |
|  |

**\*All unit ACs must be achieved for the unit credits to be achieved.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessor signature & date**  (when all tasks complete) |  | **IQA signature & date** |  |
| **EQA signature & date** |  |

**Overview of guidance for filling out this form**

(For more information see the guidance document GM1. These notes are for easy reference and can be deleted on completion of the form).

This form becomes the marking guidance for the assessment tasks you have written, and its main aim is to support you during marking to make consistent decisions.

1. Insert the actual assessment criteria from the unit that relate to the task into the first space in the first column – as indicated by the instructions in <>. If there are too many assessment criteria to fit in this format you may devise another format to suit, but it must be clear that the candidate performance is assessed directly against the unit criteria for pass.
2. From the specific guidance document for the qualification (GMXXXX) identify the grading criteria that are to be used for the unit.
3. Copy the generic grading statements for merit and distinction into the next columns as indicated.
4. Referring to the assessment you have produced, make notes and devise statements that help you and any assessment colleagues to identify evidence in the context of your assessment that demonstrates the qualities specified in the generic criteria – there are some examples given in GM2 that may help you. If there you are part of a team of assessors, it is important to agree these as a group to standardise your marking.
5. Repeat with the remaining tasks.
6. If the same grading criteria are to be used for all tasks it may not necessary to repeat the generic criteria each time unless it is helpful during marking.
7. This completed form, along with the assessment tasks (AD1), must be checked by the Internal Quality Assurer (IQA) before use.

**.Assessment sign off form (AD3).**

.Centre devised assessment development.

|  |  |
| --- | --- |
| **Qualification** | **Assessment title** |
|  |  |
| **Unit** | **Version** *(if applicable)* |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Checklist** | | **Assessor initial** | **IQA initial** | **EQA initial\*** |
| **Access** | |  |  |  |
| 1. | The task and candidate instructions are clear and language used is accessible by the target candidate group. |  |  |  |
| 2. | The resources required for the task are sufficient and available at the centre. |  |  |  |
| 3. | The tasks do not require skills beyond the level and experience of the target candidate group. |  |  |  |
| **Validity** | |  |  |  |
| 4. | The tasks ensure candidates have the opportunity to provide sufficient evidence to meet the requirements of all grades offered.  All unit assessment criteria are accurately mapped, and opportunities for grading are identified. |  |  |  |
| 5. | The tasks sufficiently represent real vocational tasks for their value to the qualification to be clear. |  |  |  |
| 6. | The tasks do not require or credit skills which go beyond the scope of the unit for the award of pass. |  |  |  |
| 7. | Appropriate conditions are set to assure authentication of candidate work is possible. |  |  |  |
| 8. | Any time, word limits or other tolerances specific to the voc area are clearly shown as guidance or for assessment, as appropriate for valid assessment of the learning outcomes of the unit. |  |  |  |
| 9. | The associated grade descriptors are as specified in the unit specification, and the tasks allow opportunity for all grades to be met, the contextualised notes support consistent and accurate judgements for the task. |  |  |  |

To be completed by the Internal Quality Assurer

|  |  |
| --- | --- |
| **Remedial action(s) required** | |
|  | |
| **Date** |  |

To be completed by the Assessor

|  |  |
| --- | --- |
| **Actions taken** | |
|  | |
| **Date** |  |

To be completed by the Internal Quality Assurer

|  |  |  |  |
| --- | --- | --- | --- |
| *I have reviewed the attached assessment and grading criteria against the above checklist and judge them to be fit for purpose, and ready for use.* | | | |
| **Internal Quality Assurer signature** |  | **Date** |  |
| **External Quality Assurer signature\*** |  | **Date** |  |

**.IQA sign off form (AD4).**

.Centre devised assessment development.

|  |  |
| --- | --- |
| **IQA Name** | **Centre Name** |
|  |  |
| **EQA Name** | **Centre Number** |
|  |  |

|  |
| --- |
| **Qualification(s) Quality Assured** |
|  |

|  |  |
| --- | --- |
| **Assessments to be quality assured**  (to include where possible examples of advice and support provided) | |
| Assessment 1 |  |
| Assessment 2 |  |
| Assessment 3 |  |
| Assessment 4 |  |
| The sample requested will vary depending on the breadth of qualifications/assessments to be quality assured. Your EQA will notify you of the size of the initial sample.  **For each assessment please provide** **copies of**: completed AD1 and AD2 forms (draft and final), along with completed sign off sheets AD3. Your EQA may request further samples. | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Checklist** | **Assessment** | | | |
| **1** | **2** | **3** | **4** |
| **AD1 – Tasks (final)** | | | | |
| Tasks are of an appropriate format to generate sufficient valid evidence. |  |  |  |  |
| Mapping to the unit is complete. |  |  |  |  |
| Tasks do not prevent access for any candidate groups. |  |  |  |  |
| Conditions specified are appropriate for the assurance of authenticity of evidence. |  |  |  |  |
| The tasks seem achievable in the timeframes. |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Checklist** | **Assessment** | | | |
| **1** | **2** | **3** | **4** |
| **AD2 – Grading criteria (final)** | | | | |
| 1 The grading criteria have been checked to ensure they can be used reliably across assessors and do not require content which is irrelevant to the unit.  2 The grading criteria are in line with national standards. | | | | |
| **AD3 – Assessment sign-off** | | | | |
| 1 Any issues in the draft assessments have been identified and appropriate guidance and actions have been given where necessary in order to support writers and ensure valid and reliable assessments. |  |  |  |  |

To be completed by the External Quality Assurer (EQA)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *I have reviewed a sample of internal quality assurance decisions made by the above internal quality assurer in reviewing centre devised assessments for use.* | | | | |
| □ | *I would like to see further evidence – please review the remedial actions noted below and provide further samples for quality assurance as directed.* | | | |
| □ | *I confirm the decisions and advice provided to be sound, upholding the valid and reliable assessment of the specified qualifications.*  *All further assessments for the above qualifications may be signed off by this internal quality assurer; further sampling will take place during normal quality assurance visits.* | | | |
| **EQA signature** | |  | **Date** |  |

To be completed by the EQA

|  |  |
| --- | --- |
| **Remedial action(s) required** | |
|  | |
| **Further samples to include** | |
|  | |
| **Date** |  |

To be completed by the IQA

|  |  |
| --- | --- |
| **Actions taken** | |
|  | |
| **Date** |  |

To be completed by the EQA

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *I have reviewed a sample of internal quality assurance decisions made by the above internal quality assurer in reviewing centre devised assessments for use.* | | | | |
| *□* | *I confirm the decisions and advice provided to be sound, upholding the valid and reliable assessment of the specified qualifications.*  *All further assessments for the above qualifications may be signed off by this internal quality assurer; further sampling will take place during normal quality assurance visits.* | | | |
| **EQA signature** | |  | **Date** |  |

**Assessment evidence recording form (GF1).**

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|  |  |
| --- | --- |
| **Qualification** | **Assessment title** |
|  |  |
| **Unit** | **Version** *(if applicable)* |
|  |  |

|  |  |
| --- | --- |
| **Candidate Name** | **Candidate no.** |
|  |  |

|  |
| --- |
| **Task** |
|  |

Record evidence of:

* Performance that supports the candidate as meeting assessment and grading criteria.
* Poor performance and any corrective action taken by the candidate.

This observation record form may be replaced by any more detailed task specific form that better supports evidence recording during observation in the particular context.

|  |  |
| --- | --- |
| **Assessor observation notes** | **Assessor initial** |
|  |  |

**.Assessment unit front and mark sheet (GF2).**

.Centre devised assessment development.

|  |  |
| --- | --- |
| **Qualification** | **Assessment title** |
|  |  |
| **Unit** | **Version** *(if applicable)* |
|  |  |

|  |  |
| --- | --- |
| **Centre name** | **Candidate name** |
|  |  |
| **Centre number** | **Candidate number** |
|  |  |

**To be completed by the candidate**

Declaration of authenticity

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm that all work submitted is my own, and that I have acknowledged all sources I have used. | | | |
| **Candidate signature** |  | **Date** |  |

**To be completed by Assessor:**

For each task, the points for each grade are **Pass = 1, Merit = 2, and Distinction = 3 points**.

Where there is a weighting given, (see unit specification for details) multiply the points by the weighting to be applied (eg to apply a weighting of x2, a distinction is: 3 x 2 = 6 points). Do not include pass/fail only tasks in the calculation, only graded.

†All tasks must be passed for the unit grade to be achieved.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Evidence** | | | **Grade for task†** | **Indicate graded tasks** (✓) | **Weighting for task**  (if appropriate) | **Task**  (graded tasks) |
| 1 |  | | |  |  |  |  |
| 2 |  | | |  |  |  |  |
| 3 |  | | |  |  |  |  |
|  |  | | |  | Total |  |  |
|  | | | For graded tasks, divide total points by total of weightings | | | | **+** |
| **Conversion chart** | | | Average | | | |  |
| **Average** | | **Average** | Overall grade (see conversion chart) | | | |  |
| 1 - 1.5 | | 1 - 1.5 |  | | | |  |
| 1.6 - 2.5 | | 1.6 - 2.5 |
| 2.6 - 3 | | 2.6 - 3 |  | | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm that all work was conducted under conditions designed to assure the authenticity of the candidate’s work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the candidate.  I have judged the assessment against the assessment and grading criteria for this unit and award the candidate the unit grade as calculated above | | | |
| **Assessor signature** |  | **Date** |  |
| **\*IQA signature** |  | **Date** |  |
| **\*EQA signature** |  | **Date** |  |

(\*if sampled)

**.Assessment task front sheet (GF3).**

.Centre devised assessment development.

|  |  |
| --- | --- |
| **Qualification** | **Assessment title** |
|  |  |
| **Unit** | **Version** *(if applicable)* |
|  |  |

|  |  |
| --- | --- |
| **Centre name** | **Candidate name** |
|  |  |
| **Centre number** | **Candidate number** |
|  |  |

**To be completed by the candidate**

Declaration of authenticity

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm that all work submitted is my own, and that I have acknowledged all sources I have used. | | | |
| **Candidate signature** |  | **Date** |  |

**To be completed by Assessor:**

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm that all work was conducted under conditions designed to assure the authenticity of the candidate’s work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the candidate. | | | |
| I have judged the assessment against the assessment and grading criteria for this task and award the candidate the following grade | | | |
|  |  | |  |
|  | **Grade** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessor signature** |  | **Date** |  |
| **\*IQA signature** |  | **Date** |  |
| **\*EQA signature** |  | **Date** |  |

(\*if sampled)

**.Assessment unit mark sheet (GF4).**

.Centre devised assessment development.

|  |  |
| --- | --- |
| **Qualification** | **Assessment title** |
|  |  |
| **Unit** | **Version** *(if applicable)* |
|  |  |

|  |  |
| --- | --- |
| **Centre name** | **Candidate name** |
|  |  |
| **Centre number** | **Candidate number** |
|  |  |

**To be completed by Assessor:**

For each task, the points for each grade are **Pass = 1, Merit = 2, and Distinction = 3 points**. Where there is a weighting given, (see unit specification for details) multiply the points by the weighting to be applied (eg to apply a weighting of x2, a distinction is: 3 x 2 = 6 points). Do not include pass/fail only tasks in the calculation, only graded.

†All tasks must be passed for the unit grade to be achieved.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Evidence** | | | **Grade for task†** | **Indicate graded tasks** (✓) | **Weighting for task**  (if appropriate) | **Task**  (graded tasks) |
| 1 |  | | |  |  |  |  |
| 2 |  | | |  |  |  |  |
| 3 |  | | |  |  |  |  |
|  |  | | |  | Total |  |  |
|  | | | For graded tasks, divide total points by total of weightings | | | | **+** |
| **Conversion chart** | | | Average | | | |  |
| **Average** | | **Average** | Overall grade (see conversion chart) | | | |  |
| 1 - 1.5 | | 1 - 1.5 |  | | | |  |
| 1.6 - 2.5 | | 1.6 - 2.5 |
| 2.6 - 3 | | 2.6 - 3 |  | | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessor signature** |  | **Date** |  |
| **\*IQA signature** |  | **Date** |  |
| **\*EQA signature** |  | **Date** |  |

(\*if sampled)

**.Assessment feedback and action plan form (GF5).**

.Centre devised assessment development.

|  |  |
| --- | --- |
| **Qualification** | **Assessment title** |
|  |  |
| **Unit** | **Version** *(if applicable)* |
|  |  |

|  |  |
| --- | --- |
| **Candidate Name** | **Candidate no.** |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Task** | **Date** | **Assessor comments/action plan**  (The assessor should initial after each feedback session) |
|  |  |  |



**.Qualification assessment tracking form (GF6).**

.Centre devised assessment development.

|  |
| --- |
| **Qualification** |
|  |

|  |  |
| --- | --- |
| **Centre name** | **Candidate name** |
|  |  |
| **Centre number** | **Candidate number** |
|  |  |

(To be completed by the candidate)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Unit** | **Assessment title** | **Date to be handed in** | **Date handed in** | **Date achieved** |
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Completion of this form is not mandatory, but should help you keep track of your assessments

**.Group assessment tracker form (GF7).**

.Centre devised assessment development.

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| --- | --- |
| **Qualification** | **Assessor name** |
|  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Candidate Name** | **Assessment references** | | | | | | | | | | | | | | | | | **Complete** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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