

e-Assessment policy

1 Definition

e-assessment is defined as 'The end to end electronic assessment processes where ICT is used for the presentation of assessment activity and the recording of responses. This includes the end to end assessment process from the perspective of learners, tutors, learning establishments, awarding bodies and regulators and the general public'

e-portfolio is defined as 'An electronically based file store and information management system which is modelled on the working method used for paper portfolios, but which takes advantage of the capabilities of ICT. The learner builds and maintains a digital repository of artefacts, which they can use to demonstrate competence (in a summative assessment setting) and/or reflect on their learning (in a formative assessment setting).¹

2 Audience

2.1 The intended audience for this document is:

- Agored Cymru staff and directors
- centre staff responsible for Curriculum Development and Quality Assurance
- Agored Cymru appointed External Verifiers
- key stakeholders involved in the development of OCN Wales provision
- Regulatory Authorities.

2.2 This policy applies to all:

- qualifications approved under the QCF
- Access to HE Diploma approved by QAA
- units included in the QALL pillar of the CQFW

3 Introduction

3.1 Agored Cymru is committed to ensuring that innovative, accessible and secure assessment practices are used to allow learners to demonstrate their achievement effectively.

3.2 Agored Cymru will work with organisations in Wales to develop good practice in the introduction and integration of e-assessment techniques into provision.

3.3 Agored Cymru will work with organisations in Wales to develop good practice in the introduction and integration of e-verification.

¹ E-assessment – Guide to effective practice – QCA 2007

4 Policy

4.1 Agored Cymru will ensure that the introduction of e-assessment techniques is supported to benefit both learners and centres.

4.2 Agored Cymru will ensure that:

- all e-assessment processes demonstrate the key principles of assessment – validity, reliability, sufficiency, currency and authenticity
- there is equality of opportunity to succeed between learners who are assessed and produce evidence using different media i.e. the use of electronic assessment will provide neither advantage nor disadvantage when compared to other assessment techniques
- the assessment criteria specified in the unit(s) must be evidenced in order to judge learner achievement
- all e-assessment processes are thoroughly tested and that functionality and capacity are regularly reviewed
- OCN Wales staff involved with e-assessment have the appropriate training and skills to carry out their role effectively
- a degree of flexibility is maintained so that processes and skills can evolve effectively
- centres are informed of any specific technical requirements or constraints that affect how evidence is provided
- all key policies and procedures are applied to the incorporation of e-assessment techniques into the assessment strategy
- all endorsed e-portfolio systems store and maintain performance evidence securely, meet the evidence needs for a range of qualifications and enable learners to move their portfolios from one centre to another
- language used in all materials will be clear, free from bias and appropriate to the target group
- disaster recovery plans are developed for any e-assessment, e-portfolio and e-verification processes.

4.3 Recognised Agored Cymru centres using e-assessment will be required to:

- report plans to develop and use e-assessment with Agored Cymru provision, to ensure that necessary changes to procedures and methods of working can be reviewed
- develop an e-assessment policy

- take responsibility for ensuring compliance with legal requirements, regulations and codes of practice (e.g. Data protection, Disability Discrimination, copyright, Health and Safety etc.) when using e-assessment for the internal assessment of a qualification and/or unit
- verify the authenticity of both learners and their assessment evidence, this may initially require the use of authenticity statements
- liaise with Agored Cymru regarding technical requirements and verification arrangements for e-assessment
- use compatible hardware and software in every stage of the assessment process, from the initial setting of assessment, through production of evidence by the learner, standardisation, moderation and archiving
- provide sufficient and appropriate training for staff involved in delivering courses where e-assessment methods are incorporated; this is of particular importance for any staff who are not technical experts
- provide sufficient and appropriate training in the use of technology for learners using e-assessment techniques
- ensure that appropriate access rights and security are in place
- ensure that material is stored in such a way that it can be accessed and/or downloaded using a standard broadband connection
- ensure that the use of electronic assessment does not compromise the standardisation process
- establish and maintain accurate and auditable data for verification and management purposes
- ensure that there is sufficient secure storage and back up capability to enable data to be held for the future
- operate an effective internal verification system that is applied to all assessments
- apply their appeals procedure, with which learners are familiar and which is applied to all learners using Agored Cymru products and services.

4.4 Agored Cymru will review the policy annually and revise it as and when necessary in response to stakeholder feedback, changes in practice, requirements of the regulatory authorities or external agencies or changes in legislation. The review will ensure that procedures continue to be consistent with the regulatory criteria and are applied properly and fairly.

5 Related topics

Access to Fair Assessment Policy

Equality and Diversity Policy
Retention of evidence Policy
Malpractice policy and procedure
Welsh Language Policy
plagiarism policy

6 Policy responsibility and review

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