



## The Post Graduate Diploma in the Management of Assessment

Workplace Assessors

# Workplace Assessors

If you are looking to take the next step in your training and development career, develop your knowledge of good practice or simply extend your understanding of the latest developments in assessment, then the CIEA Post Graduate Diploma in the Management of Assessment could be for you.

Developed by practitioners and awarded by Edexcel, this unique qualification is designed for senior trainers and managers in the workplace, or those aspiring to these roles, who wish to develop their knowledge, skills and understanding of good assessment practice that checks delegates' progress, recognises standards of achievement and effectively summarises candidates' training.



## Course units

### Unit A: Management of the Preparation of Assessment

The purpose of this unit is to provide workplace assessors with an understanding of, and skills needed in preparing for assessment

### Unit B: Management of the Conduct of Assessment

The purpose of this unit is to provide workplace assessors with an understanding of the complex interaction of factors and skills in quality assuring assessment

### Unit C: Management of the Evaluation of Assessments

The purpose of this unit is to provide workplace assessors with an understanding of, and skills in evaluating and feeding back on assessments

### Unit D: Management of Improvement in Assessment Performance

The aim of this unit is to provide workplace assessors with the opportunity to consolidate their knowledge, understanding and application of assessment practice in a specific assessment context by developing, and exploring the strategic implications of initiatives to improve assessment and learning across an organisation

## Benefits of the course

- Study for an approved qualification
- Learn at your own pace
- Apply your learning directly to your role
- Study flexibly for the whole qualification or a number of individual units
- Assessments are based on your own workplace
- Learn about the latest developments in assessment
- Develop your career through good assessment practice
- Transfer to a Masters' course in Educational Assessment with a leading university
- Progress to the Chartered Educational Assessor (CEA) course

Who would benefit?

Those with responsibility for training and development with a group of delegates including:

- Training Directors
- Training Managers
- Trainers
- Workplace Assessors
- HR Managers and Directors

## Course details

The details of this exciting development are listed below:

### A. Management of the Preparation for Assessment – J/601/8271

#### Overview

This unit will ensure the learner evaluates the ways in which assessment in organisations is strategically planned and prepared. Its scope is formative as well as summative assessment.

#### Details

This unit covers:

- Checking the readiness of the whole organisation to undertake assessment, e.g. that it has the capabilities and resources necessary and using the insights gained, to determine strategies to plan actions needed to bring an organisation's assessment capabilities and resources up to the level required.
- Evaluating the current arrangements across an organisation for managing quality, proposing an appropriate approach and implementing an appropriate quality management system, including developing assessment policies and procedures.
- Managing the design and production of valid assessment instruments for different situations, along with exemplar and supporting materials..

- Ensuring that members of one or more teams are fully prepared in all respects to carry out an assessment.

This unit develops an understanding of the complex interaction of factors across organisations that can impact on the quality of outcomes from assessments. It also develops the skills of evaluating current capabilities and systems and planning and developing strategies and courses of action that ensure that the organisation as a whole is fully prepared to plan and implement assessments.

This unit places considerable emphasis on verifying the validity and fitness for purpose of an assessment and on achieving a balance between the relevant ethical, diversity and equality factors.

This unit entails 30 guided learning hours and is worth 15 credits on the Qualifications and Credit Framework (QCF). You will be able to move on to a Master's degree or even a doctoral qualification once you have been successful.

## B. Management of the Conduct of Assessments – Y/601/8291

### Overview

The purpose of this unit is to provide educational and workplace assessors with an understanding of the complex interaction of factors and skills in:

- Managing and conducting assessments in a way that minimises risks to their validity and reliability.
- Judging evidence across the organisation to assure the consistency and accuracy of assessments.
- Collecting, recording and handling appropriate assessment data across the organisation in compliance with the law and policies.

### Details

This unit develops learners' ability to conceptualise and address problems that may arise during the conduct of assessment, largely due to the complex interaction of factors involved.

Most participants in this unit will have experience – some very considerable – in conducting assessments. This unit seeks firstly to extend that experience to other assessment situations (e.g. from vocational to formative), and secondly to build on that experience by

developing a management perspective on conducting assessments. It achieves this by combining learners' experiences with relevant theory through an in-depth exploration of the complex interaction of the wide range of factors during the conduct of assessments that can impact on the quality of outcomes from those assessments. Principal among these outcomes is the achievement of reliability and validity balanced with the practical demands of the assessment for and constraints of manageability.

Given both the importance of data to evaluating assessments and the requirements in today's world for handling and storing personal data, this unit also develops learners' understanding of how to collect and record data across the organisation to comply with the relevant requirements and legislation.

This unit entails 25 guided learning hours and is worth 10 credits on the QCF. You will be able to move on to a Master's degree or even a doctoral qualification once you have been successful

## C. Management of the Evaluation of Assessments – D/601/8292

### Overview

The purpose of this unit is to provide educational and workplace assessors with an understanding of, and skills in, evaluating and feeding back on assessments. This is a key element in the management of assessment across an organisation. This unit focuses on the examination of the data generated by assessments across an organisation and their use for evaluation purposes. The unit develops understanding of how to critically analyse, interpret and evaluate

complex information generated by assessments to identify and create ways forward in a context where there are many interacting factors.

The evidence generated by assessments within organisations can be used firstly to evaluate the performance of learners and the assessment itself and secondly to identify and bring about improvements in learning, in the assessment instrument itself or in the organisational context in which the assessment is designed or used.

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### C. Continued from previous page...

Quantitative methods are used wherever feasible, an emphasis that adds rigour to the evaluation stage of the assessment process which is frequently skimmed over or left to awarding bodies.

#### Details

This unit develops an understanding of practical, conceptual and quantitative techniques for purposes for:

- Evaluating the validity and reliability of assessment instruments across an organisation.
- Evaluating the outcomes achieved by learners.
- Determining appropriate improvements to assessment practices and processes.
- Feeding back to learners so that they can improve their learning.

- Feeding back to assessors so that they can improve their practice.

The unit also develops knowledge and skills in preparing and providing feedback following the evaluation of an assessment and learners' performance.

Feedback is provided both to learners so that they can improve their learning and to assessors so that they can improve their practice. This is an opportunity for learners to enhance their interpersonal skills in supporting others in developing their learning and performance.

This unit entails 30 guided learning hours and is worth 15 credits on the QCF. You will be able to move on to a Master's degree or even a doctoral qualification once you have been successful

## D Management of Improvements in Assessment Performance – H/601/8293

#### Overview

The aim of this unit is to provide educational and workplace assessors with the opportunity to consolidate their knowledge, understanding and application of assessment practice in a specific assessment context by developing, and exploring the strategic implications of, initiatives to improve assessment and learning across an organisation.

Having extended and deepened their knowledge and understanding of the three stages of the assessment process in Units 1-3, learners now explore the application of relevant theories and practices in assessment and take responsibility for developing strategies and courses of action to bring about improvements in assessment. This can be achieved by undertaking a significant project (the benefits of which can be available to the host organisation) at assessment team level, at organisation level or across organisations.

#### Details

Learners work in a familiar context, critically analysing and synthesising relevant theory and practice in three main areas:

- Using appropriate approaches to quality management to assure effectiveness in assessment across an organisation.
- Leading change in assessment according to role as a team leader, as a senior manager in an organisation or as an external advisor on assessment.
- Facilitating and using relationships and networks to effect change.

Throughout this unit emphasis is placed on learners' skills as a 'reflective practitioner' to encourage deeper learning and practice as an assessor.

This unit entails 40 guided learning hours and is worth 20 credits on the QCF, You will be able to move on to a Master's degree or even a doctoral qualification once you have been successful.

The qualification is modular and is made up of three individual units; each one is a Post Graduate Certificate, plus a single Post Graduate Award.

For course fees please see the CIEA website - [www.ciea.org.uk](http://www.ciea.org.uk).

Successful learners will be able to submit a portfolio to the CIEA in support of Chartered Educational Assessor (CEA) status, or move on to take a full Master's qualification with any of our partner Higher Education Institutions (HEI)

### Enrolment Criteria

To enrol on the course you must have a first degree or its equivalent.

### Course details

The qualification will be offered regionally where you will meet the CIEA delivery team in face to face training, receive the reading and research materials and be given a portfolio task. Following this you will be offered tutorial support whilst you complete the portfolio task.

The programme will be held at one of the following venues:

- The University of Durham
- Warwick University
- The Institute of Education, London
- Bath Spa University
- Swansea Metropolitan University

Enrolment will normally be held in September and January each year.

For further information contact [info@ciea.org.uk](mailto:info@ciea.org.uk) or visit the CIEA website at [www.ciea.org.uk](http://www.ciea.org.uk)



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