

Course Content

Assessor Workshop

Why attend?

This workshop will enable you to conduct outcomes-based assessments in a fair, reliable, ethical, and stress-free manner that is free of all bias and discrimination. You will learn how to assess people for their achievement of learning outcomes, in relation to specified criteria using pre-designed assessment instruments.

How long is this course?

5 Days

Who should attend?

This workshop will be beneficial to people within the fields of Education, Training and Development Practices and Human Resource Development, within any industrial sector. Learners need to be subject matter experts in the field that they are assessing.

What will be covered?

Understand Outcomes Based Assessment

- Compare outcomes based assessment with other forms of assessment
- Understand the purpose and process of Recognition of Prior Learning
- Identify a variety of assessment methods and their applications
- Practically display the application of the key principles of assessment
- Learn how to approach giving feedback on assessment results

Prepare for Assessments

- Prepare assessment resources, logistics, documentation and environment ensuring fairness and safety
- Timely notification of all parties involved in the assessment process
- Carry out pre-assessment moderation requirements
- Learn how to explain assessment requirements to learners
- Identify learner barriers to assessment, sources of evidence and RPL opportunities
- Confirm learner readiness for assessment

Conduct Assessments

- Use assessment practices to promote effective, manageable, fair, and safe assessments
- Carry out the assessment in accordance with the assessment design and plan
- Use questioning techniques to elicit appropriate responses
- Gather sufficient evidence to enable valid, consistent, reliable, fair, and consistent assessment judgements to be made
- Ensure assessment records are in line with quality assurance systems

Provide Feedback on Assessments

- Give feedback to relevant parties; learner, manager, facilitator, assessor, moderator
- Ensure that feedback is clear, and specific in relation to the outcomes
- Identify and use the correct type and manner of giving feedback
- Obtain feedback on the assessment process from the learner
- Deal with disputes and appeals in accordance with the assessment policy
- Record agreements and feedback in line with quality assurance systems

Review Assessments

- Review the assessment to identify strengths and weaknesses
- Analyse feedback and use it to influence future assessments
- Identify weaknesses in the assessment design and process
- Highlight weaknesses in relation to poorly defined outcomes and criteria

Keybase is accredited with the ETDP Seta, against SAQA US ID: 115753, NQF Level: 5, Credits: 15. This course is interactive and includes role plays, group discussions, and practical activities to ensure a clear understanding. Learners are supplied with course material, refreshments, and lunch.