

DDLETB TRAINING CENTRE

Learner Guide to Assessment



Table of Contents

Page

1. Introduction to the guide.....	3
2. What is assessment?.....	3
3. Will I have to pay fees?.....	3
4. What will I be assessed on?.....	3
5. How will I be assessed?	3
6. When will I be assessed?	4
7. If I have specific needs, how can they be met during assessment?.....	4
8. What will happen if I don't want to do an assessment?	4
9. What should I expect on the day of assessment?	4
10. Who will mark the assessments?	4
11. How are results of assessments graded?	5
12. When will I get my results?	5
13. What can I do if I do not pass my assessment?	5
14. What can I do if I am not happy with my results?	5
15. Will I get a certificate for every assessment I pass?	5
16. What are the rules on assessment day?	5
17. What will happen if I break assessment rules?	6
18. What should I do if I am sick or there is a family emergency in the lead up to an assessment or on the day of assessment?	6
19. What will happen if I don't turn up for an assessment?	6
20. What should I do if I become sick during assessment?	6
21. Will there be mock tests to practice on?	7
22. How can I make sure that I do well?	7
23. Assessment Dos and Don'ts	7

1. Introduction to the guide

The purpose of this booklet is to provide you with information on assessment in this DDLETB Training Centre. It has been designed to answer frequently asked questions and address concerns that you, as a Learner, may have. You should read it thoroughly, as it is important for you to be aware of all available information on assessment.

If you have any questions or concerns about assessment that are not addressed in this guide, please contact your Instructor/Trainer directly.

2. What is assessment?

Assessment is an important part of the learning process.

Assessments can be used for two different reasons. Firstly, they are used to provide information that tells you and your Instructor/Trainer how well you are doing on the course/programme. Secondly, they are used to tell if you have reached the standard required to be awarded a certificate.

There are different ways to assess how well you are doing.
Your Instructor/Trainer will tell you how you will be assessed.

3. Will I have to pay fees?

In general, you will not have to pay fees for your assessment. Your Instructor/Trainer will let you know if any payments are needed.

4. What will I be assessed on?

You will be assessed on some of the content of the course/programme that you are doing. The content of the course/programme will be based on an award standard that has been approved by QQI/FETAC or another awarding body. Your Instructor/Trainer will tell you more about the awarding body.

5. How will I be assessed?

There are lots of different ways to assess what you have learned. Your Instructor/Trainer will let you know what will be involved before you do the assessment.

- You may be asked to perform an activity or activities that will demonstrate your learning (e.g. practical, drawing or course work assessment). You may also be asked to answer questions (theory test).
- If you are taking part in a practical test, you will be asked to make something or perform certain tasks.
- If you are taking part in a drawing test, you will be asked to create/construct a drawing.
- If you are taking part in a theory test, you will be asked to answer questions.
- If you reach the required standard you will pass the test.
- You will be told what the required standard is before you do any test.

If you need further information about the test you will be taking, please ask your Instructor/Trainer.

6. When will I be assessed?

You may be assessed during your training course/programme, and/or at the end of your training course/programme. Your Instructor/Trainer will give you more information regarding dates.

7. If I have specific needs, how can they be met during assessment?

When you applied for your course/programme, you may have discussed your specific needs with an DDLETB Training Centre staff member. Specific needs could be not being able to read or write well, not being able to hear or see, or needing to use a wheelchair, for example.

However, once you start your training course/programme, you must make sure that your Instructor/Trainer knows about your specific need. He/she will discuss with you whether or not you need any additional supports during assessment. He/she will also tell you what you should do to make sure that your needs are considered.

If it is agreed that you can have supports during assessment, you will be told of the arrangements approximately two weeks beforehand.

8. What will happen if I don't want to do an assessment?

As stated before, assessment is an important part of the learning process. Many people do not enjoy being assessed. By attending all of your course/programme you will be helped to prepare for your assessment. Your Instructor/Trainer will understand if you don't want to do an assessment. However, he/she will give you as much encouragement and help as you need in order to help you prepare for the assessment.

In order to be awarded a certificate you will need to pass your assessment(s). If you do not do the assessment(s), you will not get a certificate.

9. What should I expect on the day of assessment?

Throughout your course/programme, your Instructor/Trainer will help you to prepare for the assessment(s). He/she will give you details of what to expect and how best to approach the assessment.

On the day of assessment, you will be given clear instructions by your Assessment Supervisor.

Written instructions will also be handed out.

If supports have been arranged to meet a specific need, this will be in place for you on the day of assessment.

10. Who will mark the assessments?

Generally, your Instructor/Trainer will mark your assessment. This marking will be fair and may be reviewed by others.

11. How are results of assessments graded?

You may be awarded one of **4** grades.

Pass: 50-64%

Merit: 65-79%

Distinction: 80% +

Referred: Less than 50 %

12. When will I get my results?

Your Instructor/Trainer will tell you when to expect your results.

Generally, this will be as soon as possible after the assessment.

13. What can I do if I do not pass my assessment?

If you do not pass your assessment you will be given an opportunity to repeat/re-sit it as soon as possible. Five working days must pass between the first attempt and the repeat attempt of a written assessment. Your Instructor/Trainer will give you information about repeating/re-sitting assessments. He/she will also give you information about how best to prepare for your repeat/re-sit.

14. What can I do if I am not happy with my results?

You have a right to view your assessment answer papers. Your Instructor/Trainer will tell you more about how you can access your answer papers.

You also have a right to query your result. You can ask to have your results checked, or in special circumstances you can ask for an 'Appeal', which involves a more detailed investigation into your assessment performance.

You should speak to your Instructor/Trainer who will tell you how to appeal your results.

15. Will I get a certificate for every assessment I pass?

This depends on the award you are working towards. In most cases, Learners will need to pass a number of assessments in order to be awarded a major award.

In other cases, Learners will be awarded a certificate for each assessment they pass.

Your Instructor/Trainer will give you more details.

16. What are the rules on assessment day?

There are a number of rules that you need to be aware of. These will be available from your Instructor/Trainer. Please ask for them if you have not received them. If you break assessment rules, the DDLETB Training Centre will view this as a very serious matter.

You should be aware that:

- You must not bring mobile phones or other communications devices into the assessment room
- You must complete the assessment without help from anyone else (unless you have been granted additional support due to a specific need)
- You must not help other Learners or interfere with their work
- You must stop all work when the time for the assessment is over
- You must not remove assessment papers, answer booklets, graph paper, rough paper etc from the assessment room, even when the assessment is over

You cannot cheat. The DDLETB Training Centre defines the offence of cheating as:

- Getting an assessment paper ahead of its release
- Copying any assessment material without permission, e.g. assessment papers, model answers, learner instructions, etc.
- Having, using, or attempting to use unauthorised material in an assessment, namely: mobile phones, books, notes, electronic aids or other materials
- Giving or getting help from another Learner or any other person, where such help is forbidden
- Copying the words of others (plagiarism). If you use the words or ideas of someone else in your assessment, you must state clearly that they are not your own original words/ideas and state where they came from

17. What will happen if I break assessment rules?

If you break any assessment rules, you may have all or part of your assessment cancelled. The awarding of a certificate will depend on the outcome of an investigation into your behaviour during assessment.

You may also be stopped from taking future assessments in the DDLETB Training Centre.

18. What should I do if I am sick or there is a family emergency in the lead up to an assessment or on the day of assessment?

If you are sick or have an emergency on the day or days leading up to assessment, you should let your Instructor/Trainer know as soon as possible. He/she will advise you of what you should do.

19. What will happen if I don't turn up for an assessment?

If you do not turn up for an assessment without a valid reason, this will be counted as an attempt at the assessment. Your Instructor/Trainer will give you further information.

20. What should I do if I become sick during assessment?

You should let your Assessment Supervisor know and he/she will help you to deal with your situation.

21. Will there be mock tests to practice on?

Usually, course/programmes do not include any official mock tests. However, you will be given every opportunity to practice the skills you are learning.

22. How can I make sure that I do well?

In order to do well in your assessment, you should make sure to attend all of your classes and complete all of your course work. Listen to the advice of your Instructor/Trainer. Participate as well as you can in everything. Don't be afraid to ask questions.

23. Assessment Dos and Don'ts

Do

- Make sure that you know WHEN and WHERE your assessment is going to be held
- Prepare as well as you can
- Arrive in good time (at least 20 minutes early)
- Bring ID with you
- Read the rules carefully
- Turn off your mobile phone
- Listen carefully to the instructions
- Leave your bags, coat, books etc in a designated area
- Quietly raise your hand if you want to gain the attention of the Assessment Supervisor
- Remain silent during written assessments
- Try to relax!

Don't

- Be persuaded by anyone else to do their assessment for them
- Disturb other Learners
- Cheat
- Break the rules
- Leave the assessment room unless you have been given permission from the Supervisor/Assessor
- Eat, drink or smoke in the assessment area. If you need to eat/drink for a medical reason, you must let your Instructor/Trainer know as soon as possible (preferably at the start of your training course/programme) Every effort will be made to meet your requirements