

TERMS OF REFERENCE

KCETB ASSESSMENT WORKING GROUP

ROLE:

The **Assessment Working Group** is a sub-group of the KCETB Quality Assurance Oversight Committee.

A Chair will be nominated from the KCETB Quality Assurance Oversight Committee. Reports and recommendations will be submitted through the KCETB Quality Assurance Oversight Committee. Reports may take the form of minutes or draft minutes of AWG meetings.

PURPOSE:

The purpose is to monitor and moderate the assessment process.

The Assessment Working Group will also deal with issues pertaining to alleged cheating, plagiarism and collusion. These guidelines consolidate current regulations and examples of good practice relating to the conduct of assessment boards.

OBJECTIVES:

- To inform and make recommendations to the Quality Assurance Oversight Committee on matters relating to the operation and governance of Assessment Policy and Procedures within KCETB.
- To facilitate an exchange of views /information and best practice regarding Assessment methodologies.
- To promote the continuous improvement of the Governance of Assessment.
- To identify areas for further collaboration and Integration across the ETB Sector.
- To develop uniformity for Internal Verification methods in all sections of FET.
- To develop uniformity for External Authentication methods in all sections of FET.
- To coordinate the review and development of new assessment methods and procedures in line with current best practice.

PARTICIPANTS

- The QA Oversight Committee have nominated participants to this group.
- If representatives are not in a position to attend they should discuss this with their manager.
- A Quorum is needed for each meeting: 50% of the participants + one.
- The QA Oversight Committee can and will co-opt participants to the Assessment Working Group with specific expertise if required.

STRUCTURE

- The group will be chaired by John Kavanagh, as a member of the QA Oversight Committee and member of the Assessment Working Group. John was nominated by the QA Oversight Group.
- A note taker will be appointed by the group, this position may rotate.

MEETINGS

- The **Assessment Working Group** will meet as required, as directed by the QA Oversight Committee or for specific pieces of work.
- The group will agree a schedule of meetings for the year and a work-plan for the year. The work plan shall be subject to change as circumstances change.