

**Level 3 Award in Education and Training
Portfolio Evidence Record Sheet**

Name of Candidate			
Name of Assessor			
Unit 6		Understanding the principles and practices of assessment (D/601/5313)	
Learning Outcome 1		Understand the principles and requirements of assessment.	
Assessment Criteria		Portfolio Reference	Date
1.1	Explain the functions of assessment in learning and development.		
1.2	Define the key concepts and principles of assessment.		
1.3	Explain the responsibilities of the assessor.		
1.4	Identify the regulations and requirements relevant to assessment in own area of practice.		
Learning Outcome 2		Understand different types of assessment method.	
2.1	Compare the strengths and limitations of arrange of assessment methods with reference to the needs of individual learners.		
Learning Outcome 3		Understand how to plan assessment.	
3.1	Summarise key factors to consider when planning assessment.		
3.2	Evaluate the benefits of using a holistic approach to assessment.		
3.3	Explain how to plan a holistic approach to assessment.		
3.4	Summarise the types of risks that may be involved in assessment in own area of		

**Level 3 Award in Education and Training
Portfolio Evidence Record Sheet**

	responsibility.		
3.5	Explain how to minimize risks through the planning process.		
Learning Outcome 4	Understand how to involve learners and others in assessment.		
4.1	Explain why it is important to involve the learner and others in the assessment process.		
4.2	Summarise types of information that should be made available to learners and others involved in the assessment process.		
4.3	Explain how peer- and self-assessment can be used effectively to promote learner involvement and personal responsibility in the assessment of learning.		
4.4	Explain how assessment arrangements can be adapted to meet the needs of individual learners.		
Learning Outcome 5	Understand how to make assessment decisions.		
5.1	Explain how to judge whether evidence is: <input type="checkbox"/> sufficient; <input type="checkbox"/> authentic; and <input type="checkbox"/> current.		
5.2	Explain how to ensure that assessment decisions are: <input type="checkbox"/> <input type="checkbox"/> made against specified criteria; <input type="checkbox"/> valid ; <input type="checkbox"/> reliable; and <input type="checkbox"/> fair.		
Learning Outcome 6	Understand quality assurance of the assessment process.		
6.1	Evaluate the importance of quality assurance in the assessment process.		

**Level 3 Award in Education and Training
Portfolio Evidence Record Sheet**

6.2	Summarise quality assurance and standardisation procedures in own area of practice.		
6.3	Summarise the procedures to follow when there are disputes concerning assessment in own area of practice.		
Learning Outcome 7		Understand how to manage information relating to assessment.	
7.1	Explain the importance of following procedures for the management of information relating to assessment.		
7.2	Explain how feedback and questioning contribute to the assessment process.		
Learning Outcome 8		Understand the legal and good practice requirements in relation to assessment.	
8.1	Explain legal issues, policies and procedures relevant to assessment, including those for confidentiality, health, safety and welfare.		
8.2	Explain the contribution that technology can make to the assessment process.		
8.3	Evaluate requirements for equality and diversity and, where appropriate, bilingualism in relation to assessment.		
8.4	Explain the value of reflective practice and continuing professional development in the assessment process.		
Learner Signature			
Assessor Signature			
Internal Moderator Signature (If moderated)			