

# Assessment Specification for Minor Award

**Xxx**

**xxx**

## DOCUMENT CONTROL

<b>Date(s):</b>	Created: date yyyy
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<b>Approved By:</b>	
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## Award Specification Learning Outcomes and Assessment Mapping

The following table displays the component details as specified by QQI's component specification.

<b>Award Title:</b>	
<b>Award Type:</b>	
<b>Framework Level:</b>	
<b>Award Code</b>	
<b>Credit Value</b>	

The QQI component specification also specifies how the award must be assessed. This award must be assessed using the following techniques:

<b>Assessment Techniques:</b>	<a href="#">Assessment Technique 1 – X%</a> <a href="#">Assessment Technique 2 – X%</a> <a href="#">Assessment Technique 3 – X%</a>
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The learning outcomes are also set out in the component specification. The next table lists the learning outcomes for this award – see columns one and two.

It is a QQI requirement that each learning outcome is mapped to one or more of the specified assessment techniques. Column three shows how each learning outcome is mapped to the appropriate assessment technique. Column four shows the assessment code that is assigned to the particular assessment technique.

Award Specification Learning Outcome No.	QQ1 Award Specification Learning Outcome Learners will be able to:	Assessment Technique	Assessment Code
1	Taken from the QQI Component specification		EG SD1 SD2 PR1 EX1
2			
3			

4			
5			
6			
7			
8			
9			
10			
11			

**Note: All learning outcomes must be assessed**

ASG = Assignment	PO = Portfolio	SD = Skills Demonstration
PR = Project	EX = Examination	LR = Learner Record

## Overview of Assessment

The following table provides an overview of the assessments that must be completed:

Assessment Code	Assessment title	Weighting In %	Duration

ASG = Assignment	PO = Portfolio	SD = Skills Demonstration
PR = Project	EX = Examination	LR = Learner Record

**Learner Portfolio of Evidence Cover Sheet**

<b>Learner Name</b>	
<b>Assessor Name</b>	
<b>Component Title</b>	
<b>Component Code</b>	
<b>Overall Result %</b>	
<b>Grade Awarded</b>	

**Learner Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Assessment Brief: Skills Demonstration 1

<b>Component Title</b>			
<b>Component Code</b>		<b>Level</b>	
<b>Assessor</b>			
<b>Assessment Technique</b>	Skills Demonstration		
<b>Assessment Title</b>			
<b>Assessment Code</b>	SD1		
<b>Weighting regarding this brief in %</b>			
<b>Learning Outcomes Assessed</b>			

**Instructions to Learners:**

1. xxx.
2. xxx.

<b>You will be awarded marks under the following:</b>	<b>Maximum mark/grade</b>

**Issue Date:** \_\_\_\_\_

**Submission Date:** \_\_\_\_\_

<b>Learner Declarations</b>	
I understand City of Dublin ETB's policy and procedure around assessment deadlines	<input checked="" type="checkbox"/>
I have been informed to keep copies of my work before I submit it for assessment	
I understand City of Dublin ETB's policy and procedure around assessment malpractice	
I confirm that all work presented in this portfolio is entirely my own and sources of information have been acknowledged as appropriate	



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Issue Date: \_\_\_\_\_ Submission Date: \_\_\_\_\_

<b>Supervisor's/Assessor's Instructions: Skills Demonstration 1</b>
---------------------------------------------------------------------

<b>Assessment Title</b>	
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**Specific instructions:**

1. xxx.
2. Xxx.
  - a. Xxx

Do not duplicate learner instructions here.

Only include instructions around preparation or implementation required for the assessment:

Eg In advance of the assessment, prepare any relevant documentation needed to support the scenarios. (e.g. Incident Report Form, Rooming List, Lost luggage Form, Customer Complaints Log etc.)

Eg The role-play must include both a complaint and a query

Eg Brief the actor in relation to role requirements of assessment

Eg A case study outlining the xyz must be devised by the assessor

**Materials, equipment and tools required:** (as applicable)

- xxx
- xxx
- xxx
- xxx

**Conditions of assessment:**

1. xxx.

Include special validation, programme-specific, or other requirements here.

Eg Learners must be video recorded

Eg The learner being assessed must clearly identify themselves at the onset of the video recording

Eg Where the assessment takes place in a real work environment, adherence to health and safety regulations and any other regulations of the work site is required

Eg Where work is undertaken by a group or as a collaborative piece of work the following must be considered:

- a. All learners must be given the opportunity to demonstrate achievement of the learning outcomes mapped to that assessment task
- b. The contribution of each learner should be clearly identified to allow for individual marking by the assessor

## Supervisor's/Assessor's Marking Scheme: Skills Demonstration 1

<b>Component Title</b>			
<b>Component Code</b>		<b>Level</b>	
<b>Assessor</b>			
<b>Assessment Technique</b>	Skills Demonstration		
<b>Weighting regarding this brief in %</b>			
<b>Title of this Assessment Activity</b>			
<b>Learner Name</b>			

Assessment Criteria	Maximum Mark	Mark Awarded
<b>Total Marks</b>		
<b>Total % Mark =</b>		

## Assessment Brief: Skills Demonstration 2

<b>Component Title</b>			
<b>Component Code</b>		<b>Level</b>	
<b>Assessor</b>			
<b>Assessment Technique</b>	Skills Demonstration		
<b>Assessment Title</b>			
<b>Assessment Code</b>	SD2		
<b>Weighting regarding this brief in %</b>			
<b>Learning Outcomes Assessed</b>			

**Instructions to Learners:**

1. xxx
2. xxx.

<b>You will be awarded marks under the following:</b>	<b>Maximum mark/grade</b>

**Issue Date:** \_\_\_\_\_

**Submission Date:** \_\_\_\_\_

<b>Learner Declarations</b>	
I understand City of Dublin ETB's policy and procedure around assessment deadlines	<input checked="" type="checkbox"/>
I have been informed to keep copies of my work before I submit it for assessment	
I understand City of Dublin ETB's policy and procedure around assessment malpractice	
I confirm that all work presented in this portfolio is entirely my own and sources of information have been acknowledged as appropriate	

Learner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Supervisor's/Assessor's Instructions: Skills Demonstration 2**

<b>Assessment Title</b>	
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**Specific instructions:**

1. xxx.
2. Xxx.
  - a. xxx

**Materials, equipment and tools required: (as applicable)**

- xxx
- xxx
- xxx
- xxx

**Conditions of assessment:**

1. xxx.

**SD2: xxxxxx title of plan/map/chart/drawing here**

## Supervisor's/Assessor's Marking Scheme: Skills Demonstration 2

<b>Component Title</b>			
<b>Component Code</b>		<b>Level</b>	
<b>Assessor</b>			
<b>Assessment Technique</b>	Skills Demonstration		
<b>Weighting regarding this brief in %</b>			
<b>Title of this Assessment Activity</b>			
<b>Learner Name</b>			

Assessment Criteria	Maximum Mark	Mark Awarded
<b>Total Marks</b>		
<b>Total % Mark =</b>		

## Assessment Brief: Skills Demonstration 3

<b>Component Title</b>			
<b>Component Code</b>		<b>Level</b>	
<b>Assessor</b>			
<b>Assessment Technique</b>	Skills Demonstration		
<b>Assessment Title</b>			
<b>Assessment Code</b>	SD3		
<b>Weighting regarding this brief in %</b>			
<b>Learning Outcomes Assessed</b>			

**Instructions to Learners:**

1. xxx.
2. xxx.

<b>You will be awarded marks under the following:</b>	<b>Maximum mark/grade</b>

**Issue Date:** \_\_\_\_\_

**Submission Date:** \_\_\_\_\_

<b>Learner Declarations</b>	
I understand City of Dublin ETB's policy and procedure around assessment deadlines	<input checked="" type="checkbox"/>
I have been informed to keep copies of my work before I submit it for assessment	
I understand City of Dublin ETB's policy and procedure around assessment malpractice	
I confirm that all work presented in this portfolio is entirely my own and sources of information have been acknowledged as appropriate	

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**Learner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**SD3: [TITLE OF SHEET/PLAN/DRAWING HERE]**

**Date:** \_\_\_\_\_

Learner's Name (BLOCK CAPITALS):  
\_\_\_\_\_

**XXX**

**XXX**

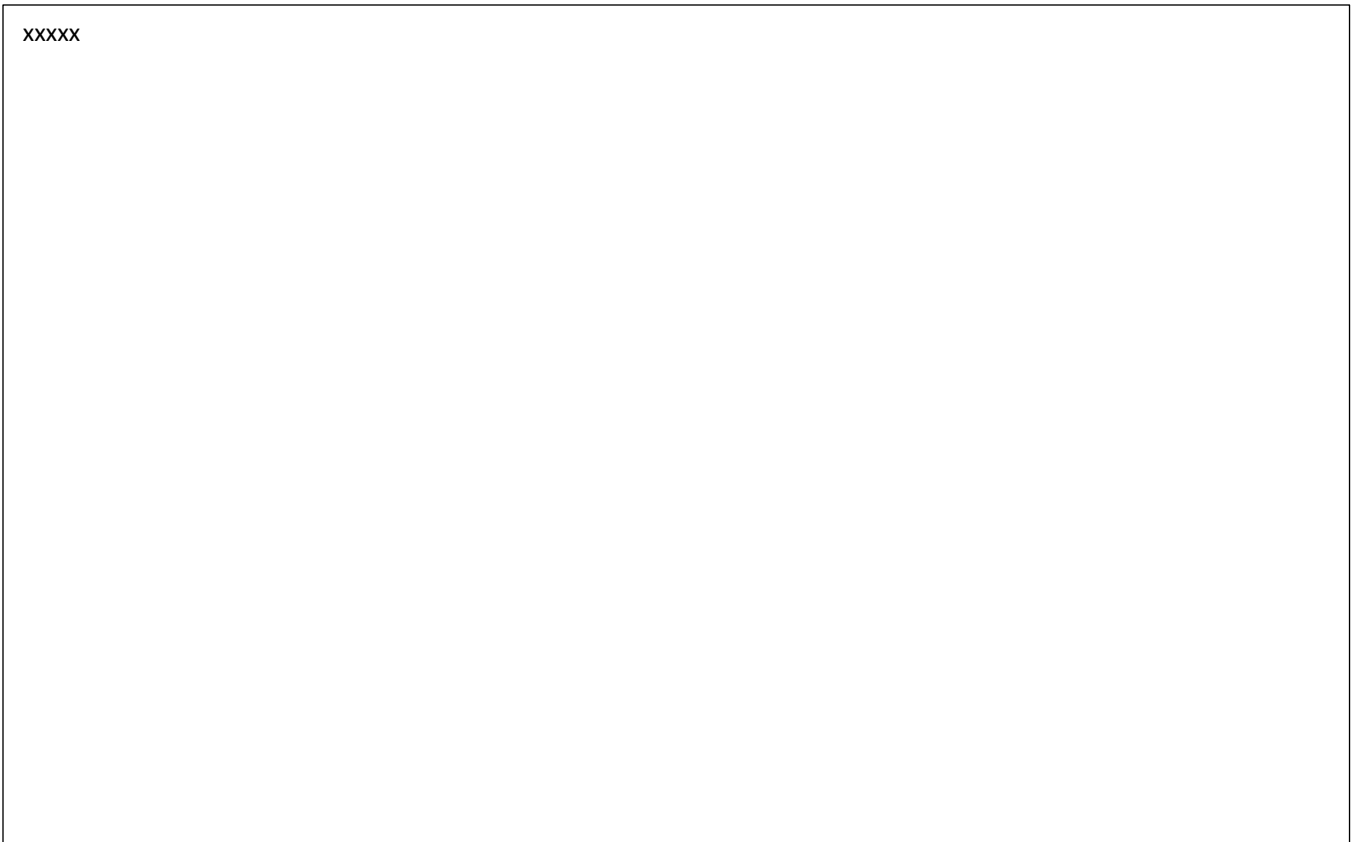
xxx

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xxx

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xxxxx

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## Supervisor's/Assessor's Instructions: Skills Demonstration 3

Assessment Title	
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### Specific instructions:

1. xxx.
2. xxx.
  - a. xxx
  - b. xxx

### Materials, equipment and tools required: (as applicable)

- xxx

### Conditions of assessment:

1. xxx.

## Supervisor's/Assessor's Marking Scheme: Skills Demonstration 3

<b>Component Title</b>			
<b>Component Code</b>		<b>Level</b>	
<b>Assessor</b>			
<b>Assessment Technique</b>	Skills Demonstration		
<b>Weighting regarding this brief in %</b>			
<b>Title of this Assessment Activity</b>			
<b>Learner Name</b>			

Assessment Criteria	Maximum Mark	Mark Awarded
<b>Total Marks</b>		
<b>Total % Mark =</b>		

## Assessment Brief: Assignment

<b>Component Title</b>			
<b>Component Code</b>		<b>Level</b>	
<b>Assessor</b>			
<b>Assessment Technique</b>	Assignment		
<b>Assessment Title</b>			
<b>Assessment Code</b>			
<b>Weighting regarding this brief in %</b>			
<b>Learning Outcomes Assessed</b>			

**Instructions to Learners:**

1. xx
2. xxx

You will be awarded marks under the following:	Maximum mark/grade

**Issue Date:** \_\_\_\_\_

**Submission Date:** \_\_\_\_\_

Learner Declarations	<input checked="" type="checkbox"/>
I understand City of Dublin ETB's policy and procedure around assessment deadlines	
I have been informed to keep copies of my work before I submit it for assessment	
I understand City of Dublin ETB's policy and procedure around assessment malpractice	
I confirm that all work presented in this portfolio is entirely my own and sources of information have been acknowledged as appropriate	

Learner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Supervisor's/Assessor's Instructions: Assignment

Assessment Title	
------------------	--

### Specific instructions:

1. xxx.
2. xxx.
  - a. xxx
  - b. xxx

### Materials, equipment and tools required: (as applicable)

- 

### Conditions of assessment:

1. xxx.

## Supervisor's/Assessor's Marking Scheme: Assignment

<b>Component Title</b>			
<b>Component Code</b>		<b>Level</b>	
<b>Assessor</b>			
<b>Assessment Technique</b>	Assignment		
<b>Weighting regarding this brief in %</b>			
<b>Title of this Assessment Activity</b>			
<b>Learner Name</b>			

<b>Assessment Criteria</b>	<b>Maximum Mark</b>	<b>Mark Awarded</b>
<b>Total Marks</b>		
<b>Total % Mark =</b>		<b>%</b>



## Assessment Brief: Project

<b>Component Title</b>			
<b>Component Code</b>		<b>Level</b>	
<b>Assessor</b>			
<b>Assessment Technique</b>	Project		
<b>Assessment Title</b>			
<b>Assessment Code</b>			
<b>Weighting regarding this brief in %</b>			
<b>Learning Outcomes Assessed</b>			

**Instructions to Learners:**

1. xx
2. xxx

You will be awarded marks under the following:	Maximum mark/grade

**Issue Date:** \_\_\_\_\_

**Submission Date:** \_\_\_\_\_

Learner Declarations	<input checked="" type="checkbox"/>
I understand City of Dublin ETB's policy and procedure around assessment deadlines	
I have been informed to keep copies of my work before I submit it for assessment	
I understand City of Dublin ETB's policy and procedure around assessment malpractice	
I confirm that all work presented in this portfolio is entirely my own and sources of information have been acknowledged as appropriate	

Learner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Supervisor's/Assessor's Instructions: Project

Assessment Title	
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### Specific instructions:

1. xxx.
2. xxx.
  - a. xxx
  - b. xxx

### Materials, equipment and tools required: (as applicable)

- 

### Conditions of assessment:

1. xxx.

## Supervisor's/Assessor's Marking Scheme: Project

<b>Component Title</b>			
<b>Component Code</b>		<b>Level</b>	
<b>Assessor</b>			
<b>Assessment Technique</b>	Project		
<b>Weighting regarding this brief in %</b>			
<b>Title of this Assessment Activity</b>			
<b>Learner Name</b>			

<b>Assessment Criteria</b>	<b>Maximum Mark</b>	<b>Mark Awarded</b>
<b>Total Marks</b>		
<b>Total % Mark =</b>		<b>%</b>

## Assessment Brief: Portfolio

<b>Component Title</b>			
<b>Component Code</b>		<b>Level</b>	
<b>Assessor</b>			
<b>Assessment Technique</b>	Portfolio		
<b>Assessment Title</b>			
<b>Assessment Code</b>			
<b>Weighting regarding this brief in %</b>			
<b>Learning Outcomes Assessed</b>			

**Instructions to Learners:**

1. xx
2. xxx

You will be awarded marks under the following:	Maximum mark/grade

**Issue Date:** \_\_\_\_\_

**Submission Date:** \_\_\_\_\_

Learner Declarations	<input checked="" type="checkbox"/>
I understand City of Dublin ETB's policy and procedure around assessment deadlines	
I have been informed to keep copies of my work before I submit it for assessment	
I understand City of Dublin ETB's policy and procedure around assessment malpractice	
I confirm that all work presented in this portfolio is entirely my own and sources of information have been acknowledged as appropriate	

Learner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Supervisor's/Assessor's Instructions: Portfolio

Assessment Title	
------------------	--

### Specific instructions:

1. xxx.
2. xxx.
  - a. xxx
  - b. xxx

### Materials, equipment and tools required: (as applicable)

- 

### Conditions of assessment:

1. xxx.

## Supervisor's/Assessor's Marking Scheme: Portfolio

<b>Component Title</b>			
<b>Component Code</b>		<b>Level</b>	
<b>Assessor</b>			
<b>Assessment Technique</b>	Portfolio		
<b>Weighting regarding this brief in %</b>			
<b>Title of this Assessment Activity</b>			
<b>Learner Name</b>			

<b>Assessment Criteria</b>	<b>Maximum Mark</b>	<b>Mark Awarded</b>
<b>Total Marks</b>		
<b>Total % Mark =</b>		<b>%</b>



## Examination – EX1A

### EXAMINATION COVER SHEET

<b>Examination Date:</b>	
<b>Duration:</b>	<b>1 Hour</b>

<b>Component Title:</b>			
<b>Component Code:</b>		<b>Level:</b>	
<b>Assessor:</b>			
<b>Assessment Technique:</b>			
<b>Weighting regarding this examination in %:</b>			
<b>Learning Outcomes Assessed:</b>			

#### Instructions to learners:

1. Answer all questions.
2. Write your answers on a separate answer booklet provided.
3. Write your name on all answer sheets.

**Learner's Name (BLOCK CAPITALS):** \_\_\_\_\_

**Learner's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Examination Questions – EX1A

<b>Question 1.</b> Xxx.	<b>(x Marks)</b>
<b>Question 2.</b> xxx.	<b>(x Marks)</b>
<b>Question 3.</b> xxx:	<b>(x Marks)</b>
<b>Question 4.</b> xxx.	<b>(x Marks)</b>
<b>Question 5.</b> xxx.	<b>(x Marks)</b>
<b>Question 6.</b> xxx.	<b>(x Marks)</b>
<b>Question 7.</b> xxx.	<b>(x Marks)</b>
<b>Question 8.</b> xxx.	<b>(x Marks)</b>
<b>Question 9.</b> xxx.	<b>(x Marks)</b>
<b>Question 10.</b> xxx.	<b>(x Marks)</b>

## Supervisor's/Assessor's Instructions: Examination – EX1A

<b>Assessment Title</b>	Theory examination – version A
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### Specific instructions:

1. Each learner should be supplied with a copy of the examination paper and an answer booklet/sheets.

### Conditions of assessment:

1. The examination process must adhere to City of Dublin ETB's *Examinations: Planning, conducting and concluding procedure*.

## Supervisor's/Assessor's Outline Solutions: Examination – EX1A

### IMPORTANT NOTES TO ASSESSOR:

1. Outline solutions/answers are provided as guidance to assessors in exercising their professional judgement in determining if an answer meets the assessment criteria and standards.
2. The outline solutions below are indicative of the points to be covered in learners' responses.
3. These may not be the only definitive answers to any one question. Assessors should consider alternative answers provided by learners.
4. Learners are expected to further expand on these points within their answers.

### Outline solutions

Answer 1: xxx.

Answer 2: xxx.

Answer 3: xxx.

Answer 4: xxx.

Answer 5: xxx.

Answer 6: xxx.

Answer 7: xxx.

Answer 8: xxx.

Answer 9: xxx.

Answer 10: xxx.

## Supervisor's/Assessor's Marking Sheet: Examination – EX1A

<b>Component Title</b>			
<b>Component Code</b>		<b>Level</b>	
<b>Assessor</b>			
<b>Assessment Technique</b>	Examination		
<b>Weighting regarding this examination in %</b>			
<b>Title of this Assessment Activity</b>	Theory – Examination – version A		
<b>Learner Name</b>			

	Maximum Mark	Mark Awarded
Question 1		
Question 2		
Question 3		
Question 4		
Question 5		
Question 6		
Question 7		
Question 8		
Question 9		
Question 10		
<b>Total Marks</b>		
<b>Total % Mark =</b>	%	

## Supervisor's/Assessor's Instructions: Examination – EX1B

<b>Assessment Technique</b>	Examination
<b>Assessment Code</b>	EX1B
<b>Assessment Title</b>	Theory examination – version B
<b>Assessment Weighting %</b>	

### Specific Instructions:

1. Each learner should be supplied with a copy of the examination paper and an answer booklet/sheets.

### Conditions of Assessment:

1. The examination process must adhere to City of Dublin ETB's *Examinations: Planning, conducting and concluding procedure*.

## Supervisor's/Assessor's Outline Solutions: Examination – EX1B

### IMPORTANT NOTES TO ASSESSOR:

1. Outline solutions/answers are provided as guidance to assessors in exercising their professional judgement in determining if an answer meets the assessment criteria and standards.
2. The outline solutions below are indicative of the points to be covered in learners' responses.
3. These may not be the only definitive answers to any one question. Assessors should consider alternative answers provided by learners.
4. Learners are expected to further expand on these points within their answers.

### Outline solutions

**Answer 1:** xxx.

**Answer 2:** xxx.

**Answer 3:** xxx.

**Answer 4:** xxx.

**Answer 5:** xxx.

**Answer 6:** xxx.

**Answer 7:** xxx.

**Answer 8:** xxx.

**Answer 9:** xxx.

**Answer 10:** xxx.





## Supervisor's/Assessor's Marking Sheet: Examination – EX1B

<b>Component Title</b>			
<b>Component Code</b>		<b>Level</b>	
<b>Assessor</b>			
<b>Assessment Technique</b>	Examination		
<b>Weighting regarding this examination in %</b>			
<b>Title of this Assessment Activity</b>	Theory – Examination – version B		
<b>Learner Name</b>			

	Maximum Mark	Mark Awarded
Question 1		
Question 2		
Question 3		
Question 4		
Question 5		
Question 6		
Question 7		
Question 8		
Question 9		
Question 10		
<b>Total Marks</b>		
<b>Total % Mark =</b>	%	

## Supervisor's/Assessor's Summary Marking Sheet

Please refer to the individual marking schemes and transfer results onto this sheet	Learners' Names																					
	<b>Assessment marks</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
<b>SD1</b>	Marks Total (out of x)																					
<b>SD2</b>	Marks Total (out of x)																					
<b>SD3</b>	Marks Total (out of x)																					
<b>SD4</b>	Marks Total (out of x)																					
<b>SD5</b>	Marks Total (out of x)																					
<b>EX1</b>	Marks Total (out of x)																					
<b>Marks Total out of 100</b>																						
<b>% Mark</b>																						
<b>Grade (P/M/D/R)</b>																						

**Award Classifications**

<b>Grades</b>	<b>Standards</b>
Pass	50 – 64%
Merit	65 – 79%
Distinction	80 – 100%

**Referred:** When a learner has not achieved the minimum standards for an award the grade is recorded as **Referred**

**Assessor's Name (BLOCK CAPITALS):** \_\_\_\_\_

**Assessor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_