

Assessment Specification for Minor Award

Xxx

xxx

DOCUMENT CONTROL

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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.

Award Title:	
Award Type:	
Framework Level:	
Award Code	
Credit Value	

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

Assessment Techniques:	Assessment Technique 1 – X% Assessment Technique 2 – X% Assessment Technique 3 – X%
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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

Learner Name	
Assessor Name	
Component Title	
Component Code	
Overall Result %	
Grade Awarded	

Learner Signature: _____

Date: _____

Assessment Brief: Skills Demonstration 1

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

Instructions to Learners:

1. xxx.
2. xxx.

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

Issue Date: _____

Submission Date: _____

Learner Declarations	
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: _____

Supervisor's/Assessor's Instructions: Skills Demonstration 1

Assessment Title	
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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

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

Assessment Criteria	Maximum Mark	Mark Awarded
Total Marks		
Total % Mark =		

Assessment Brief: Skills Demonstration 2

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

Instructions to Learners:

1. xxx
2. xxx.

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

Issue Date: _____

Submission Date: _____

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

Learner Signature: _____

Date: _____

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

Assessment Title	
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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

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

Assessment Criteria	Maximum Mark	Mark Awarded
Total Marks		
Total % Mark =		

Assessment Brief: Skills Demonstration 3

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

Instructions to Learners:

1. xxx.
2. xxx.

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

Issue Date: _____

Submission Date: _____

Learner Declarations	
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

A large, empty rectangular box with a thin black border, occupying the upper half of the page.

xxx

A medium-sized, empty rectangular box with a thin black border, located below the first box.

xxxxx

A large, empty rectangular box with a thin black border, occupying the lower half of the page.

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

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

Assessment Criteria	Maximum Mark	Mark Awarded
Total Marks		
Total % Mark =		

Assessment Brief: Assignment

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

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	
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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: Assignment

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

Assessment Criteria	Maximum Mark	Mark Awarded
Total Marks		
Total % Mark =		%

Assessment Brief: Project

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

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

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

Assessment Criteria	Maximum Mark	Mark Awarded
Total Marks		
Total % Mark =		%

Assessment Brief: Portfolio

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

Instructions to Learners:

1. xx
2. xxx

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

Issue Date: _____

Submission Date: _____

Learner Declarations	
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: 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

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

Assessment Criteria	Maximum Mark	Mark Awarded
Total Marks		
Total % Mark =		%

Examination – EX1A

EXAMINATION COVER SHEET

Examination Date:	
Duration:	1 Hour

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

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

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

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

Assessment Title	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

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

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

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

Assessment Technique	Examination
Assessment Code	EX1B
Assessment Title	Theory examination – version B
Assessment Weighting %	

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

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

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

Supervisor's/Assessor's Summary Marking Sheet

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

Award Classifications

Grades	Standards
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:** _____