Lesson Four

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Technology in Assessment

Technology can be used during the assessment process in several different ways. Firstly, learner assignments can be produced using office applications, such as Excel or Word. This is particularly helpful for learners who may prefer to type their work. It also encourages the development of IT skills that are relevant and widely used in employment.

Technology can also be used through DVDs, video recorders or smartphones. These can be used during observations of learners, recording what they are doing, rather than just completing an observation form that explains what was observed. Recorders can also be used during professional discussions, to record exactly what has been discussed. Emails can be used to contact learners.

Assessment planning can also use technology such as IT and email facilities. Assessors can use video conferencing or phones when contacting learners. E-portfolios can also be used, with online learning becoming increasingly popular. Technology can be used to store learner work and information, to keep it safe in one place.

Equality and Diversity (E&D)

Equality is making sure that fairness is apparent in all education providers. Training providers must ensure they offer access to education, encouraging reasonable adjustments when required.

Diversity relates to valuing individual learner differences. The following are important in promoting equality during the assessment process:

- Communicate effectively with learners, using appropriate vocabulary
- Use resources that are not discriminatory or stereotypical
- Use assessment methods which are appropriate for learners and enable them to participate in the assessment process
- Ensure a learning environment allows learners to learn effectively.

Assessors must promote equality by respecting a learner's opinions and beliefs. There should be zero tolerance for any form of bullying or harassment and a provider must have policies and procedures in place to tackle these issues.

A provider should ensure Equality and Diversity policies are discussed with learners during their induction. Complaints policies should also be in place,

so learners can share their opinions or issues formally. Examples of recognising diversity include the following:-

- Celebrating different religious festivals

- Ensuring documents or course handouts do not stereotype in a derogatory manner

- Ensuring all learners' additional learning needs are accommodated.

During the assessment process, assessors should ensure that E&D is promoted and learners are treated fairly.

Reflective Practice and CPD

Reflective practice is concerned with analysing and evaluating an assessor's performance. It is valuable as it enables an assessor to identify what they did well and identify any improvements that can be made.

Continuing professional development (CPD) ensures an assessor's knowledge and skills are maintained and current. It is vital an assessor reflects on their practice and undertakes regular CPD activities to ensure they can improve their performance, and in turn improve the development of their learners.

CPD allows assessors to gain a greater understanding of their job roles and improve their performance. Reflective practice allows an assessor to identify what they could do differently if a situation arose again in the future.

Reflective Practice and CPD activities are both valuable tools for the development and progression of an assessor, which will also in turn benefit their learners and the provider they work for.

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