

Lifelong Learning

Assessment Manual

Title Writing

M2C02

Award Type: Minor

Award Level:2

Version: 1.0

Contents

| | |
|--|----|
| 1. Assessment Overview | 3 |
| 1.2 Assessment Criteria for Tutors | 4 |
| 1.3 Assessment Brief | 4 |
| 1.4 Learner Declaration..... | 5 |
| 1.5 Assessment Overview | 5 |
| 1.6 Tutor Marking Review | 5 |
| 2. Grading and Feedback | 6 |
| 2.1 Grading..... | 6 |
| The Assessment Criteria | 6 |
| Allocation of Marks | 6 |
| Evidence of Assessment | 6 |
| Grade Awarded | 6 |
| 2.2 Learner Feedback | 7 |
| 3. Internal and External Verification..... | 7 |
| Portfolios..... | 7 |
| 4. Learning Outcomes Mapping | 8 |
| 5. Staff Supporting Assessment Agreement..... | 9 |
| 5.1 Assessment Brief – Writing | 10 |
| 5.2 Assessment Brief..... | 11 |
| 6. Marking Sheet | 17 |
| Appendix 1: Submission Checklist for Course Assessor and Internal Verifier | 19 |

1. Assessment Overview

This is a QQI Level 2 minor award. At QQI Level 2, a student is graded as Successful or Referred:

Successful means that all the learning outcomes from the Component Specification have been demonstrated to an appropriate standard in the Students Portfolio of Assessment.

Referred means that the portfolio of assessment needs further work by the student before they can demonstrate the standard and achieve certification from QQI. When a student has not achieved the minimum standards for an award the grade is recorded as referred.

This minor award contains the following assessment technique:
Portfolio Collection of Work (100%)

This minor award is assessed by a portfolio or collection of work. This is a collection of work produced by the learner over a period of time that demonstrates achievement of a range of learning outcomes.

All learning outcomes must be achieved to get a Successful grade.

Learners will be given an assessment completion date by their course tutor. **If learners do not complete their assessment by this date, they will be given a referred result.**

1.2 Assessment Criteria for Tutors

Tutor best practice is to ensure that all learners have the opportunity to demonstrate their learning, carry out each assessment and present it to the best of their ability.

Each module/course will have an assessment framework and a range of assessments and tasks for learners to complete.

The assessment brief clearly communicates to learners all assessments and learning tasks that need to be successfully completed to obtain the respective QQI qualification.

The assessment brief is structured to support learners to engage with and complete all module/course learning outcomes.

1.3 Assessment Brief

The assessment brief must be clearly laid out for the learner.

The assessment brief and agreed deadline must be communicated to the learner by the course tutor.

Learning outcomes must be mapped in the assessment.

The marking allocation for assessment must be clearly stated on the assessment brief.

1.4 Learner Declaration

Learners must ensure that all work presented is learner's own work. The learner will sign the learner declaration section. Signing this section means that learners confirm the coursework and assessment submitted is their own.

When all assessment work has been submitted the course tutor must ensure each learner signs the learner declaration section in the course assessment brief.

1.5 Assessment Overview

The assessment overview section in the assessment brief must be signed by **both the course tutor and the learner**.

The date the assessment brief was given to learners must be recorded.

The date all assessments were returned to the course tutor must be recorded.

This recording process ensures that the assessment brief has been distributed to the learner by the tutor and all assessment task elements have been submitted by the learner.

1.6 Tutor Marking Review

Some courses may have a course assessor who is not the course tutor.

The course assessor must be clearly identified in the assessment grading and recording process.

In the tutor marking review section of the assessment brief tutors/assessors must confirm that they have graded all assessment task elements and course assessments.

Tutors/assessors must clearly document if the learner has or has not completed all assessment tasks successfully.

2. Grading and Feedback

2.1 Grading

Assessors must complete all elements of the course marking sheet to award the learner their course grade.

Assessors will grade using the specified grading bands and outline the following:

The Assessment Criteria – Outline the learning outcome(s) the assessment is being graded against.

Allocation of Marks – Assessors will tick if the learning outcome has been achieved through successful completion of the relative assessment.

Evidence of Assessment – This must include the Assessment Title and Number. If there is an affiliated worksheet or handout allocated to the assessment the worksheet number must also be clearly outlined.

Grade Awarded – Assessors must specify the grade awarded and sign to validate the grade given to the learner. Date of grade issue records the date the grade was awarded by the course tutor.

2.2 Learner Feedback

Assessors must record the mode of feedback and date of feedback issue to the learner.

Overall course feedback to learners should contain the grade awarded to the learner as well as specific assessment related portfolio of work /skills demonstration feedback.

Feedback should be communicated in line with the learner's own preferred communication method and in line with SJOGCS13 Policy on using a Total Communication Approach.

3. Internal and External Verification

The course assessor must follow the process of preparing for internal and external verification.

All learner portfolios and assessment must be presented by the course assessor for internal/external verification.

The assessor is required to complete the course assessor section of the Lifelong Learning Internal Verification Submission Checklist. (See Appendix 1).

The assessor must present each learner portfolio as follows:

Portfolios

1.
 - a) Module Name
 - b) Module Code
 - c) Learner Name
2. Completed assessment brief signed by the learner and tutor/assessor.

3. Completed marking sheet to include grading and feedback signed by module(s)/course assessor.
4. Evidence of learner assessment work – Clearly signposted and audio-visual work stored in the appropriate online location.

4. Learning Outcomes Mapping

| | |
|------------------------------|-------------------|
| Award Title: | Writing |
| Award Type: | Minor |
| Framework Level: | 2 |
| Award Code: | M2C02 |
| Credit Value: | 5 |
| Assessment Technique: | Portfolio of Work |

Please note below all learning outcomes that must be achieved and evidenced for a learner to achieve a successful grade.

| Module Learning Outcome | Assessment Technique(s) / Tasks |
|---|--|
| (W1) Write notes and messages needed for simple tasks, e.g. addressing an envelope, writing a cheque | Assessment 1 |
| W2) Write, including drafting, at least five sentences so that they convey meaning or information, e.g. to a friend arranging a meeting or giving directions | Assessment 2 |
| (W3) Use the rules of writing appropriately, e.g. spelling familiar words accurately, checking the spelling of less familiar words, using capitals and full stops | Assessment 3 |
| (W4) Use a range of different forms of writing to suit purpose and audience, e.g. instructions involving three steps, a short journal entry on an event or experience | Assessment 4 |

5. Staff Supporting Assessment Agreement

(Only to be completed by staff who are supporting learners availing of learning support to complete assessment)

| Supporting Staff Agreement I will: | Initial |
|--|----------------|
| Agree a time with the learner to provide learning support in order to assist the learner's independent completion of course and assessment related work. To add this learning support time to our weekly timetable. | |
| Support the learner to ensure they have signed and dated their assessment brief | |
| Support the learner to record their assessment submission date, deadline and encourage contact with tutor if required | |
| Encourage the learner to keep work safe and secure at all times | |
| Support the learner to complete student feedback and course evaluation | |
| Facilitate independent learning activities | |
| Encourage learning opportunities and skills use from course where appropriate | |

5.1 Assessment Brief – Writing

| | |
|--|---|
| Learner Name: | |
| Module: | Writing |
| Module Code: | M2C02 |
| Level: | 2 |
| Technique: | Portfolio of Work |
| Grading: | S = All assessments are completed satisfactorily R = Assessment incomplete or not completed satisfactorily |
| Assessment Start Date: | |
| Assessment Submission Deadline: | |

5.2 Assessment Brief

| | |
|---------------------------|-------------------|
| Programme Module Title: | General Learning |
| Component Title and Code: | Writing M2C02 |
| Level | 2 |
| Assessment Technique | Portfolio of Work |
| Weighting | 100% |
| Agreed Deadline | |



There are **4 assessments** for you to complete as part of your portfolio of work for your course, Writing.

You can present your work in the way that works best for you, like using photos, making a video, and using worksheets.

You must complete all 4 assessments.



1 Title: (W1) Write notes and messages needed for simple tasks

Guidelines

Capture picture/video evidence of your work. Document activities and reflections in your portfolio.

Criteria

In completing this piece of assessment, the learner will be able to:

- Write a note
- Write a shopping list
- Address an Envelope
- Complete worksheets

Learning Outcome:

To use skills to write down simple information





2 Title: W2) Write, including drafting, at least five sentences so that they convey meaning or information

Guidelines

Capture picture/video evidence of your work. Document activities and reflections in your portfolio.



| | |
|--|--|
| <p>Criteria</p> <p>In completing this piece of assessment, the learner will be able to:</p> <p>Write a note of at least five sentences for the following purpose: -</p> <ol style="list-style-type: none"> 1. Set up a lunch date include time, date, location, purpose of meeting 2. Arrange personal outcomes meeting 3. Fill in diary/journal entry for the week <p>Learning Outcome:</p> <p>To complete different drafts of writing a note to see progress made from initial draft to final corrected version</p> | |
| <p>3 Title: (W3) Use the rules of writing appropriately, e.g. spelling familiar words accurately</p> <p>Guidelines</p> <p>Capture picture/video evidence of your work. Document activities and reflections in your portfolio.</p> <p>Criteria</p> <p>In completing this piece of assessment, the learner will be able to:</p> <ul style="list-style-type: none"> • Use capital letters and full stops on worksheets • Write and spell familiar words correctly |  |

| | |
|---|---|
| <ul style="list-style-type: none"> • Use dictionary or spell check for less familiar words <p>Learning Outcome:</p> <p>To use the rules of writing appropriately</p> | |
| <p>4 Title: (W4) Use a range of different forms of writing to suit purpose and audience</p> <p>Guidelines</p> <p>Capture picture/video evidence of your work. Document activities and reflections in your portfolio.</p> <p>Criteria</p> <p>In completing this piece of assessment, the learner will be able to:</p> <ul style="list-style-type: none"> • Write out an instruction using 3 steps • Understand when to use bullet points • Write personal information in a diary • Write a note to a friend <p>Learning Outcome:</p> <p>To understand when to use different forms of writing</p> |  A close-up photograph showing a person's hands writing in an open notebook. The person is wearing a grey long-sleeved shirt. A black pen is held in their right hand, and their left hand is resting on the notebook. In the background, a laptop and a container with colorful pens are visible on a desk. |

| Learner Declaration (Learner to complete this section) | |
|---|---|
| <p>I confirm that all work in my portfolio has been completed by me.</p> | <p>Learner Signature:</p> <hr/> <p>Date:</p> <hr/> |
| Assessment Overview (Both learner and course tutor complete this section) | |
| <p>Date the assessment brief was given (insert date below)</p> <hr/> <p>Date the assessment was submitted by learner (insert date below)</p> <hr/> | <p>Learner Signature:</p> <hr/> <p>Date / /</p> <p>Course Tutor Signature:</p> <hr/> <p>Date / /</p> |
| Tutor Marking Review (Course tutor to complete this section) | |
| <p>The tutor will deem the work successful when all assessments have been completed correctly and independently.</p> | <p>I can certify that < Insert Learner's Name> has / has not completed ALL elements of the assessment tasks correctly and independently.</p> <p>Course Tutor Signature: < Insert Tutor Signature></p> <p>Date / /</p> |

6. Marking Sheet

| | | | | | |
|----------------------|---------|---------------|-------------|---------------------|-------|
| Learner Name: | | Date: | | Course Code: | M2C02 |
| Course Name: | Writing | Level: | QQI Level 2 | | |

| |
|---|
| Portfolio /Collection of Work – 100% |
| Grading Bands |

| Successful | Referred |
|--|--|
| <p>Successful means that the learner has: Reached the required standard as outlined by the assessment criteria in the component specification.</p> <p>Provided sufficient evidence which has relevance and clarity.</p> | <p>Referred means that the learner has: Not achieved the minimum standards required as outlined by the assessment criteria in the component specification.</p> <p>Portfolio/Collection of work requires further work by the learner before they can demonstrate the required standard outlined in the assessment criteria in the component specification.</p> |

| Assessment Criteria | Allocation of Marks | Evidence of Assessment |
|--|--|--|
| Learning Outcomes Demonstration | Tick if achieved | Assessment Workbook Title and Number |
| | | Assessment 1 |
| | | Assessment 2 |
| | | Assessment 2 |
| | | Assessment 3 |
| | | Assessment 4 |
| | | Assessment 5 |
| Grade Awarded | Tick as appropriate | Successful <input type="checkbox"/> Referred <input type="checkbox"/> |
| Grade provided by (Tutor/Assessor Signature) | | Date of grade issue: / / |
| Learner Feedback | | |
| Mode of feedback provided to learner: | Tick as appropriate Video <input type="checkbox"/> Text <input type="checkbox"/> LEAP <input type="checkbox"/> Audio <input type="checkbox"/> Visual <input type="checkbox"/> | |
| Learner Feedback provided by (Tutor/Assessor Signature) | Date of feedback issue: / / | |

Appendix 1: Submission Checklist for Course Assessor and Internal Verifier

| Information Needed | Details | Assessor check | Internal Verifier check |
|---|---------|----------------|-------------------------|
| Assessor Responsibility | | | |
| Name of component(s) and component codes being assessed. | | | |
| Learner Name | | | |
| Date of Assessment | | | |
| Is the portfolio corrected? | | | |
| Is DOB and PPS sent to QQI coordinator/included if first time being assessed? | | | |
| Is there evidence of all LOs included and are they clearly marked? | | | |
| Is audio visual evidence stored in the appropriate online location? | | | |
| Are all elements of the marking sheet completed i.e. all LOs ticked and proper code included? | | | |
| Has Learner and Assessor signed all relevant sections the assessment brief? | | | |
| Is assessor feedback included in portfolio? | | | |

| Internal Verification Responsibility | | | |
|--|--|--|--|
| Is portfolio clearly labelled and in the appropriate folder? | | | |
| Has label been printed and attached with Learner Name, Title of Component and code on Label? | | | |
| Are audio visual elements of portfolio stored in the appropriate online location? | | | |
| Has the tutor given the I.V. the correct Assessment Brief and Marking Sheet? | | | |
| Is the record of Award and component in the results pack? | | | |
| Is the I.V. report completed and included in the results pack? | | | |
| Is the Assessment Brief and Marking sheet for each component in the results pack? | | | |

Review Record

Date Portfolios were handed to I.V: Date / /

By Assessor (Name): <Insert IV Assessor's Name Here>

Date Portfolio handed in for EA submission: Date / /

By I.V. (Name): <Insert IV Assessor's Name Here>