

Written Guidance for Staff on Assessment of All Courses

Introduction:

The purpose of this written guidance is to ensure that all staff members involved in the assessment of courses at our TEFL school have a clear understanding of the assessment procedures and requirements. This guidance aims to provide a consistent and fair approach to the assessment process.

Assessment Criteria:

The assessment criteria for all courses should be clear, transparent, and aligned with the learning outcomes. These criteria should be communicated to students at the start of the course and should be used consistently throughout the course.

Assessment Methods:

The assessment methods used should be varied and appropriate to the learning outcomes. They should include a range of formative and summative assessment methods, including but not limited to tests, presentations, essays, and projects.

Marking and Grading:

All staff members involved in the assessment process should use a clear marking and grading scheme that is fair, transparent, and consistent. The marking and grading criteria should be communicated to students at the start of the course.

Feedback:

Feedback should be provided in a timely and constructive manner. It should be aligned with the assessment criteria and provide clear guidance on areas for improvement. Feedback should be provided on both formative and summative assessments.

Moderation:

Moderation of assessments should be carried out to ensure consistency and fairness in the assessment process. This should be done by a team of assessors who are familiar with the assessment criteria and have received appropriate training.

Record Keeping:

Accurate records should be kept of all assessments, including the assessment criteria, assessment methods, marking and grading, and feedback. These records should be kept securely and should be accessible to relevant staff members.

Conclusion:

Assessment is an integral part of the learning process and is essential for measuring student progress and achievement. By following this written guidance, we aim to provide a consistent and fair approach to assessment across all courses at our TEFL school.