

## Tool 5 Assessment Scheduler

Some questions and statements to consider during the early stage of programme development which should help to establish and communicate the principles underpinning the provider's approach to assessment. The result of this thinking should influence and guide programme developers as they design the assessment for each of the programme modules.

Question	Response
How will work on assessment be co-ordinated across the overall programme?	
How and when will internal verification take place?	
How and when will external authentication take place?	
At what points in the programme will assessment be scheduled? <ul style="list-style-type: none"> <li>▪ On completion of a number of learning outcomes</li> <li>▪ On completion of a component award</li> <li>▪ Time-bound within the programme schedule (e.g. at end of each term)</li> </ul>	
How will the design of assessment be managed? <ul style="list-style-type: none"> <li>▪ Integration of assessment across the different programme modules?</li> <li>▪ Avoiding assessment overload for the learner</li> </ul>	
What arrangements will be in place for learners who do not complete the entire programme but may have achieved the standards for one or more component awards?	
Who will be responsible for the design of assessment instruments (project and or assignment briefs, examination papers etc)?	
Will sample instruments be devised at the point of programme development for use by assessors etc.?	