

6. ASSESSMENT OF LEARNERS

Craol's assessment framework is based on the mission and vision of the organisation, placing learners at the core of an assessment process that encourages achievement of learning outcomes, is fair, transparent and inclusive, and recognises the efforts of learners. Informal assessments (mid-module) and formal assessments (on completion of modules) are carried out in adherence with Craol policies and procedures and QQI guidelines and regulations.

Craol's Assessment Process is monitored and evaluated to inform quality of module delivery and development of future modules. Learner satisfaction, informal and formal assessment results and awards achieved are documented and retained for the purpose of quality assurance and benchmarking. Craol does not benchmark module indicators against other providers.

6.1 Craol Assessment Procedures

There are six key stages in the Assessment Process.

1. Assessment Process (mid-module and end of module)
2. Internal Authentication Process
3. External Authentication Process (QQI approved person)
4. Results Approval Process (The Project Coordinator and 2 CCC members.)
5. Appeals Process (if applicable)
6. Request for Certification

6.2 Assessment Process

1. Assessment

- a. Ensure that assessment policies, processes and procedures are available to learners and trainers.
- b. Ensure that learners understand the assessment procedures, expected outcomes and are familiar with instruments/equipment, marking schemes and assessment criteria appropriate to the module delivered.
- c. Monitor and assess learner performance mid-module and on completion of module.
- d. Assess through skills demonstration at end of module.
- e. Record outcome.

2. Authentication Process

Internal verification

- a. Project Coordinator verifies that all assessment procedures have been applied.
- b. Assessment results monitored via sample basis.

External authentication

- a. A qualified independent QQI approved external authenticator is employed to authenticate results.
- b. External authenticator moderates assessment results by sampling learner evidence according to the providers sampling strategy.

3. Results Approval

- a. Project Coordinator and 2 members of the CCC form a Results Approval Panel.
- b. Assessment results are signed off.
- c. Learners are informed regarding results.
- d. Results data is monitored and documented for future analysis.
- e. Feedback from the Results Approval Panel is recorded and acted on if necessary.

4. Appeals Process

- a. Learners have the option of discussing the issue with their trainer prior to lodging a formal appeal.
- b. Learners have a maximum of 14 days to lodge an appeal.
- c. Appeals are carried out in accordance with Craol Appeals Policy.
- d. Learners are informed within 21 working days of appeal being received.
- e. Records are maintained in accordance with Craol Data Protection/Retention Policies and in accordance with GDPR guidelines.

5. Request for Certification

- a. Submit all learner results for certification.
- b. Flag results under appeal (if applicable.)

6.3 Assessment Methods

Formal Assessments are carried out through:

- Portfolios
- Assignments Scripts (if applicable)
- Skills Demonstrations
- Learner Records

In House Assessments are carried out through:

- Mid- course evaluation
- End of course Project work/Skills Demonstration

Learners are kept informed of their progress throughout and on completion of modules orally via learner/trainer or class/trainer discussions, and through a collaborative and inclusive ethos of training.

6.4 Craol Assessment Framework

Trainers are responsible for:

1. Informing learners of the assessment process, through the learner's handbook and orally at beginning of the module.
2. Providing ongoing feedback regarding learner progression through formal and informal assessment, i.e. monitoring learner's use of media equipment in studio.
3. Ensuring special consideration needs and reasonable adjustments required for assessment are implemented.
4. Assessing learners work in accordance with assessment criteria outlined on the course module and in accordance with QQI standards.
5. Ensuring assessment methods effectively demonstrate learner's level of skills.
6. Ensuring learners have an understanding of how to use studio equipment correctly during module and prior to skills demonstration assessment.
7. Ensuring materials and equipment are up to date and has been assessed for safety prior to skills demonstration assessment.
8. Ensuring assessment briefs are pre-approved by the Programme/Module Development Team and approved by QQI before use with learners.
9. Ensuring the timely assessment of learners work and meeting assessment schedule deadlines as set out in the trainer's contract. (See Appendix 15)
10. Ensuring all work submitted is verified and signed off by learners as being their own work, receipted and dated, logged and kept securely prior to and after assessment process.
11. Informing learners of their right to appeal if unhappy with any aspect of their assessment.
12. Ensuring learner projects, records, assessments are retained in a secure manner in line with Craol Data Protection and Data Retention Policies and GDPR guidelines.

13. Attending any meetings/training set up with the Academic Committee or Project Coordinator to assess marking practices or refresh their knowledge of QQI guidelines.

In addition Craol will ensure that:

- a) Quarterly site visit inspections will be carried out by a member/s of the Training and Quality Assurance Committee or the Project Coordinator.
- b) In the event of a trainer being unable to complete the training due to illness or similar circumstances, Craol will provide another qualified trainer from the Craol database of registered trainers to complete the module and put forward learners for assessment.
- c) If any error, omission, or deliberate act occurs that impinges on the validity of the assessment process, then this must be brought to the attention of the Craol Project Coordinator/Academic Committee and a process will be set in place to investigate what has occurred and to rectify and readjust award marks.

Internal Verification

All work produced by learners is authenticated by the Internal Verifier who checks a sample (normally 25% of those awarded Distinction, Merit, Pass or Fail) of learner portfolios in relation to content, quality and marks awarded to ensure the quality and consistency of Assessor's decision-making. The outcome of the internal verification process is an Internal Verification Report. See Internal Verification Report on page 42.

Module Results Summary Sheet Level 3

Module Results Summary Sheet



Trainer completes after Learner Registration

Trainer Completes following internal Assessment

Centre: Craol (Community Radio Forum of Ireland Society Ltd)

Centre Number 38444B

Module: Level 3 Media Expression (Component Certificate)

Module No 3N0792

Craol Ref	PPS No	Forenames(s)	Surname	Date of Birth Day Month Year 10th June 1996	Male or Female	Has the Candidate Achieved All 10 Learning Outcomes?	Successful /Unsuccessful	Verifier Initials	Authenticator Grade	Authenticator Initials
							UNSUCCESSFUL			
							UNSUCCESSFUL			
							UNSUCCESSFUL			
							UNSUCCESSFUL			
							UNSUCCESSFUL			
							UNSUCCESSFUL			
							UNSUCCESSFUL			
							UNSUCCESSFUL			
							UNSUCCESSFUL			
							UNSUCCESSFUL			
							UNSUCCESSFUL			
							UNSUCCESSFUL			
							UNSUCCESSFUL			
							UNSUCCESSFUL			
							UNSUCCESSFUL			

Course: Media Expression

Venue: Ros fm

Date Started

Jul 9th 2022

Signed Trainer _____

Print Trainer Name _ Deirdre Hunt

Date _____

Grading: Successful

Successful Grade indicates that the learner has achieved all 10 Learning Outcomes for the Award with some supervision and direction.

Unsuccessful

Unsuccessful Grade indicates that the learner has NOT achieved all 10 Learning Outcomes for the Award

Signed Internal Verifier _____

Signed External Authenticator _____

Module Results Summary Sheet Level 4

Module Results Summary Sheet 2021													
		<i>Trainer completes after Learner Registration</i>											
		<i>Trainer Completes following internal Assessment</i>											
		<i>Automatically Calculated</i>											
Centre:	Craol Community Radio Forum of Ireland Society Ltd						Centre Number	38444B					
Module:	Level 4 Community Radio Skills (Component Certificate)						Module No	4N3305					
<i>Craol Ref</i>	PPS No	Forenames(s)	Surname	Date of Birth Day <i>Month Year 10th June 1996</i>	Male or Female	Mark 1 <i>Assignment 1 Out of 50</i>	Mark 2 <i>Assignment 2 Out of 50</i>	Total Mark	Grade	Verifier Initials	Aunthenticator Mark	Aunthenticator Grade	Aunthenticator Initials
								0	Fail				
								0	Fail				
								0	Fail				
								0	Fail				
								0	Fail				
								0	Fail				
								0	Fail				
								0	Fail				
								0	Fail				
								0	Fail				
								0	Fail				
								0	Fail				
								0	Fail				
								0	Fail				
								0	Fail				
								0	Fail				
								0	Fail				
								0	Fail				
								0	Fail				
Course:	Level 4 Communication Skills						Venue:						
Signed Trainer	_____						Print Trainer Name	_____					
Overall Grades:	<i>Pass 50-64%</i>		<i>Merit- 65-79%</i>		<i>Distinction 80-100%</i>								
Signed Internal Verifier	_____						Signed External Authenticator	_____					



Module Results Summary Sheet Level 5

Module Results Summary Sheet 2021

*Trainer completes after Learner Registration
Trainer Completes following internal Assessment
Automatically Calculated*

Centre: Craol (Community Radio Forum of Ireland Society Ltd)

Centre Number 38444B
Module No 5N1298



Craol Ref	PPS No	Forenames(s)	Surname	Date of Birth Day Month Year (eg 10th June 1996)	Male or Female	Mark 1 Assignment 1 Out of 60	Mark 2 Assignment 2 Out of 40	Total Mark	Grade	Verifier Initials	Authenticator Mark	Authenticator Grade	Authenticator Initials
						0		0	Fail				
						0		0	Fail				
						0		0	Fail				
						0		0	Fail				
						0		0	Fail				
						0		0	Fail				
						0		0	Fail				
						0		0	Fail				
						0		0	Fail				
						0		0	Fail				
						0		0	Fail				
						0		0	Fail				
						0		0	Fail				
						0		0	Fail				

Course: Level 5 Media Analysis

Venue:

Date Started

Signed Trainer _____

Print Trainer Name _____ **Date** _____

Overall Grades: Pass 50-64% Merit- 65-79% Distinction 80-100%

Signed Internal Verifier _____

Signed External Authenticator _____



Registered Provider/Centre Name:	Community Radio Forum of Ireland Society Ltd (Craol)
Registered Number:	38444B

Named award(s) and codes (Include Major and Minor awards) Named award(s) for which results are being internally verified (sampled)	
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Date of internal verification:	
Internal verifier(s): (names and signatures of staff member(s) carrying out the internal verification)	Name: Signature:

Assessment processes and procedures	Verification of adherence to Craol assessment procedures
<i>Sample Strategy Basis on which sample of learner evidence was selected (i.e. Identify learner groups and total learner population being sampled and sample size selected)</i>	Minimum of 25% of all candidates with a minimum of 2 candidates selected per course delivered.
<i>Assessment Procedures (we) confirm that the assessment procedures as agreed through this provider's quality assurance have been applied across all assessment activities for this award.</i>	
Total number of learners for whom evidence were sampled	2
Number of learners in the sample	2

Please complete for each named award/group of learner results verified	L3 Media Expression (3N0792 Component Certificate)	L4 Community Radio Skills (4N3305 Component Certificate)	L4 Communication Skills (4N0689 Component Certificate)	Level 5 Media Analysis 5N1298
Is the documentation available and completed correctly? e.g. mark sheets, learner records				
Is sufficient and reliable assessment evidence available for all learners presented?				
Was the evidence generated in accordance with				

appropriate assessment techniques and instruments?				
Have marks been correctly totalled and grades awarded in line with QCI requirements				
Comments/action points (if 'No' please identify issues/make recommendations)				

Course Name and Level:

Station Name:

No: Candidates:

Internal Course Number:

Assessment Requirements

- Assessment techniques are appropriate.
- Learner Evidence matches learner requirement of the award standard.

Assessment Documentation

(e.g.

- *Module Summary Sheets Present*
- *Marking Sheets Present*
- *Assessment Briefs present*)

Evidence

(e.g.

- *Audio Assignments play fine for all.*
- *Written Documentation is present.*)

Candidate review

(e.g.

- *Scores transferred to module summary sheet.*
- *Marking Sheets fully completed)*

Additional Notes:

(e.g.

Learners are service users with Rehab Care and have a range of disabilities such as visual impairment, physical and learning difficulties.

The Trainer has noted that Support workers supported the learners with spelling and acted as scribes for some learners. The Trainer also noted that some learners had difficulty expressing themselves in the media diary, however the recorded programmes demonstrate the abilities of the group.

EXTERNAL AUTHENTICATION REPORT

This template is provided as a tool for providers and external authenticators. A provider may however devise their own external authentication report. They must ensure the Process outline for external authentication is adhered to and verified in the report.

Registered Provider/Centre Name:	Community Radio Forum of Ireland Society Ltd. (Craol)
Registered Number:	38444B
Date of external authentication Process:	

Indicate sample basis and sample size:	Minimum of 25% of all candidates with a minimum of 2 candidates selected per course delivered Total number of candidates: Total numbers sampled:
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Named award(s) and codes for sample selected (Major and component award(s) for which results are being externally authenticated)	
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External authenticator details	Name: Address Contact detail:
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Report on Moderation of Assessment Results

Please complete for each named award/group of assessment results being authenticated	Have the results been internally verified by the provider?		Was the evidence assessed in accordance with the techniques outlined in the Award Specification.		Are the results presented consistent with national standards for the award? (If no, identify results which have been changed.)		Comments/Action Points (If 'No' identify issues/make recommendations).
Component award title	Yes	No	Yes	No	Yes	No	Comments
E.g. Media Expression Level 3							

Component Awards Moderated	
----------------------------	--

Number of grades changed	
--------------------------	--

% of grades changed	
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Describe examples of good practice observed/identify concerns:	
Outline areas for improvement	

Signatures	External authenticator:	Date:
	Provider Craol Community Radio Forum of Ireland Society Ltd	Date:



CRAOL
Community Radio Forum of Ireland Society Ltd.

Feedback Form for Learners Mid-Point

To be filled out by participants at the **mid-point** of this course

Course	
Start Date	
Location	
Trainer	

All feedback you provide on this form is done so anonymously. Craol appreciates your Feedback on all areas of this course as it will enable us to review methods used/subjects covered and to adjust and improve future training and to provide Craol Learners with a positive learning experience that is current, relevant and accessible.

Please rate the **Content** of this workshop so far on a scale of 1 to 10, 1 being the lowest and 10 the highest.

1 2 3 4 5 6 7 8 9 10

Please provide any suggestions that have on the course content to date.

Please rate the **handouts/additional materials** provided on a scale of 1 to 10, 1 being the lowest 10 the highest

1 2 3 4 5 6 7 8 9 10

Please provide any suggestions that you may have on the handouts/supporting materials e.g. were they adequate, were they easy to comprehend, what other materials would have helped.

Please rate the **course delivery** so far on a scale of 1 to 10, 1 being the lowest 10 the highest

1 2 3 4 5 6 7 8 9 10

Please provide any suggestions that you may have on the course delivery so far.

Please rate the course overall on a scale of 1 to 10, 1 being the lowest- 10 the highest

1 2 3 4 5 6 7 8 9 10

Please provide any suggestions that you may have on the course delivery so far.

To what extent do you agree with the following statements regarding this course so far.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
There was a clear learning outcome for this workshop which I feel I achieved					
The trainers/instructors for this workshop delivered it clearly and addressed any questions I asked					
The training methods were effective throughout					
The training materials/handouts used in this workshop were helpful					
Learner support was available throughout					
I feel that the workshop was too long					

And finally, please circle/strikethrough up to FOUR of the words below which best sum up your overall opinion of the course so far.

- | | | | | |
|-------------|-------------|------------|--------------|------------|
| Interesting | Challenging | Exciting | Revealing | Basic |
| Fascinating | Boring | Confusing | Entertaining | Clear |
| Easy | Realistic | Practical | Theoretical | Irrelevant |
| Innovative | Enjoyable | Fast-Paced | Slow-paced | Useful |
| Balanced | Ambiguous | Thorough | Rushed | Tiring |

Thank you for your assistance and feedback 😊



Course	
Start Date	
Location	
Trainer	

All feedback you provide on this form is done so anonymously. Craol appreciates your Feedback on all areas of this course as it will enable us to review methods used/subjects covered and to adjust and improve to future training and to provide Craol Learners with a positive learning experience that is current, relevant and accessible.

Please rate the **Content** of this course on a scale of 1 to 10, 1 being the lowest and 10 the highest.

1 2 3 4 5 6 7 8 9 10

Please provide any suggestions that have on the course content to date.

Please rate the **handouts/additional materials** provided throughout this course on a scale of 1 to 10, 1 being the lowest -10 the highest.

1 2 3 4 5 6 7 8 9 10

Please provide any suggestions that you may have on the handouts/supporting materials e.g. were they adequate, were they easy to comprehend, what other materials would have helped.

Please rate the **course delivery** on a scale of 1 to 10, 1 being the lowest -10 the highest

1 2 3 4 5 6 7 8 9 10

Please provide any suggestions that you may have on the course delivery so far.

Please rate the course overall on a scale of 1 to 10, 1 being the lowest- 10 the highest

1 2 3 4 5 6 7 8 9 10

Please provide any suggestions that you may have on the course delivery so far.

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To what extent do you agree with the following statements regarding this course so far.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
There was a clear learning outcome for this workshop which I feel I achieved					
The trainers/instructors for this workshop delivered it clearly and addressed any questions I asked					
The training methods were effective throughout					
The training materials/handouts used in this workshop were helpful					
Learner support was available throughout					
I feel that the workshop was too long					
I would recommend this course to a colleague or friend.					

And finally, please circle/strikethrough up to **FOUR** of the words below which best sum up your overall opinion of the course so far.

Interesting	Challenging	Exciting	Revealing	Basic
Fascinating	Boring	Confusing	Entertaining	Clear
Easy	Realistic	Practical	Theoretical	Irrelevant
Innovative	Enjoyable	Fast-Paced	Slow-paced	Useful
Balanced	Ambiguous	Thorough	Rushed	Tiring

Thank you for your assistance and feedback 😊



Course	
Start Date	
Location	
Trainer	

Craol appreciates your feedback on all areas of the course as it will ensure that the course can continue to evolve and provide all Craol trainers with materials and skills that are current, relevant and appropriate.

1a) Please rate the Training Plan for this course on a scale of 1 to 10, 1 being the lowest and 10 the highest

1 2 3 4 5 6 7 8 9 10

1b) Please Provide and suggestions that you have on the training plan and training methods

2a) Please rate the handouts/additional materials provided on a scale of 1 to 10, 1 being the lowest and 10 the highest

1 2 3 4 5 6 7 8 9 10

2b) Please provide and suggestions that you have on handouts (Ex) Were they adequate, did participants welcome them? Did you have to supplement with your own materials etc?

3a) Please rate the course / workshop structure on a scale of 1 to 10, 1 being the lowest and 10 the highest

1 2 3 4 5 6 7 8 9 10

3b) Please provide and suggestions that you have on the course structure (i.e.) Should different elements of the course come in a different order, was too much emphasis placed on any one area

Trainer Feedback continued...

4a) Please rate the course / workshop overall on a scale of 1 to 10, 1 being the lowest and 10 the highest

1 2 3 4 5 6 7 8 9 10

4b) Please provide and suggestions that you have on the overall course from what you have delivered. Would you deliver the course / Workshop again – what improvements could be made, what worked particularly well?

5) To what extent do you agree with the following statements in regard to this training:

	Strongly Disagree	Disagree	Neutral	Agree	Strongly agree
There were clear Learning outcomes for this course that I could easily communicate to learners					
There was a clear plan in place from the start to enable me to assess if the learning outcomes were achieved					
The training methods were effective throughout					
The training materials require revision before being delivered again					
There was a good match between the course (structure, content, delivery) and the participants					
This course/workshop could be delivered to different participant types/backgrounds without modification					
I feel confident about delivering this course in future					

6) And finally, please circle / Strikethrough up to **FOUR** of the words below which best sum up your overall opinion of the course/workshop from your perspective as a trainer

- | | | | | |
|-------------|-------------|------------|--------------|------------|
| Interesting | Challenging | Exciting | Revealing | Basic |
| Fascinating | Boring | Confusing | Entertaining | Clear |
| Easy | Realistic | Practical | Theoretical | Irrelevant |
| Innovative | Enjoyable | Face-paced | Slow-paced | Useful |
| Balanced | Ambiguous | Thorough | Rushed | Tiring |

Any other comments?

THANK YOU FOR YOUR ASSISTANCE AND FEEDBACK 😊

Date:

Agenda

- 1 Review reports on the internal verification and external authentication process
- 2 Review Learner and Trainer Feedback forms.
- 3 Identify any issues arising in relation to the results
- 4 Recommendations for corrective action.
- 5 Approval and Sign off Results
- 6 Agree the submission of results to QQI to request Certification

Internal Verifier:	NAME.
External Authenticator:	NAME
Results Approval Panel	NAMES
Total Candidates	NUMBER

1. Review of reports on the internal verification and external authentication process

2. Review Learner and Trainer Feedback Forms

3. Identify any issues arising in relation to the results

4. Recommendations for corrective action

5. Approval and Sign off Results

Results Summary	
Total candidates:	XXX

Total sampled:

- For Verification Number
- For Authentication XXX
- For this submission round: number of courses
- Course Name and Level: XXX
- Number of Candidates' results approved and signed off
- Number of Candidates' results were unsuccessful

6. Agreement on the submission of final results to QQI to request Certification

Signed:

Dated: