



FAQ LEVEL 3 AWARD IN

UNDERSTANDING THE PRINCIPLES AND PRACTICES OF ASSESSMENT

EVIDENCE LOG

Qualification Number: **501/1864/X**

Qualification Reference: **L3AUPPA**



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Assessment Principles

1. Assessment Principles

Please refer to the FutureQuals website (<https://www.futurequals.com>) for the current version of the Assessment Principles and the latest version of the qualification specification for any specific Assessment Principles relating to this qualification.

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Component 1: Understanding the Principles and Practices of Assessment

Component Reference Number: D/601/5313

Level: 3
Credit: 3
GL: 24

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1. Understand the principles and requirements of assessment			
1.1 Explain the function of assessment in learning and development			
1.2 Define the key concepts and principles of assessment			
1.3 Explain the responsibilities of the assessor			
1.4 Identify the regulations and requirements relevant to the assessment in own area of practice			
2. Understand different types of assessment method			
2.1 Compare the strengths and limitations of a range of assessment methods with reference to the needs of individual learners			
3. Understand how to plan assessment			
3.1 Summarise key factors to consider when planning assessment			
3.2 Evaluate the benefits of using a holistic approach to assessment			

3.3 Explain how to plan a holistic approach to assessment			
3.4 Summarise the types of risks that may be involved in assessment in own area of responsibility			
3.5 Explain how to minimise risks through the planning process			
4. Understand how to involve learners and others in assessment			
4.1 Explain the importance of involving the learner and others in the assessment process			
4.2 Summarise types of information that should be made available to learners and others involved in the assessment process			
4.3 Explain how peer and self-assessment can be used effectively to promote learner involvement and personal responsibility in the assessment of learning			
4.4 Explain how assessment arrangements can be adapted to meet the needs of individual learners			
5. Understand how to make assessment decisions			
5.1 Explain how to judge whether evidence is: <ul style="list-style-type: none"> • sufficient • authentic • current 			

5.2 Explain how to ensure that assessment decisions are:			
<ul style="list-style-type: none"> • made against specified criteria • valid • reliable • fair 			
6. Understand quality assurance of the assessment process			
6.1 Evaluate the importance of quality assurance in the assessment process			
6.2 Summarise quality assurance and standardisation procedures in own area of practice			
6.3 Summarise the procedures to follow when there are disputes concerning assessment in own area of practice			
7. Understand how to manage information relating to assessment			
7.1 Explain the importance of following procedures for the management of information relating to assessment			
7.2 Explain how feedback and questioning contribute to the assessment process			
8. Understand the legal and good practice requirements in relation to assessment			

and, where appropriate, bilingualism in relation to assessment			
8.4 Explain the value of reflective practice and continuing professional development in the assessment process			
8.1 Explain legal issues, policies and procedures relevant to assessment, including those for confidentiality, health, safety and welfare			
8.2 Explain the contribution that technology can make to the assessment process			
8.3 Evaluate requirements for equality and diversity			

Learner declaration of authenticity:
I declare that the work presented for this component is entirely my own work.

Learner signature: _____ Date: _____

Assessor sign off of completed component:

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name: _____

Signature: _____ Date: _____

Level 2 **QUAL NAME**
 Summary of Achievement

Learner Name		FutureQuals Learner Number	
Centre Name		Centre Number	

Component Number	Component Title	Credits	Date Verified	Learner Signature	Assessor Signature	IQA Signature	EQA Signature
D/601/5313	Understanding the principles and practices of assessment						

Competence has been demonstrated in all the components recorded above using the required assessment procedures and the specified conditions/contexts. The evidence meets the requirements for validity, authenticity, currency, reliability and sufficiency.

Internal Quality Assurer Signature

Date

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