

CHAPTER 2 – ASSESSMENT AND REPORTING

Introduction

1. The purpose of this Chapter is to define the strategy for the assessment and reporting of competence throughout the CLM programme. Full details of the instruction and assessment specifications at each level of CLM (for PNCO and Part 1 courses) are published on the CLM website. Documentation for AES delivered training is published through the D Ed Cap SmartStore.
2. The aim of CLM assessment, reporting processes and procedures are to ensure that:
 - a. Newly promoted individuals at each level of CLM are competent in all Enabling Objectives (EO) as assessed against the ASpecs.
 - b. An individual's Service record on JPA is accurately updated to record satisfactory completion of the training requirement.
3. The overall purpose of assessment is to confirm that each student is competent across a range of competency statements at each level; lance-corporal, corporal, sergeant and WO2. Competence is assessed against the eight Training Objectives in the Training Performance Statement (TPS). These TOs are broken down into a number of Enabling Objectives (EO) and Learning Outcomes (LO). At each level of CLM, competence is assessed using a range of assessment mechanisms, both formative and summative, gathering data from, for example: observation, exercises, written assessments, reflective statements and interviews.

Grading

4. All assessments are to be criterion referenced and the student is graded as either Competent or Not Yet Competent (NYC):
 - a. Students who are graded competent in all EOs are considered to have completed the course element (PNCO CLM and Part 1 or Part 3).
 - b. Students, who are graded NYC for critical Part 1 EOs, are not to be granted substantive promotion. If graded NYC for any other Part 1 EOs, they may be granted substantive promotion but remedial action is to be completed before these students can be considered to have completed Part 1 of the course. Remedial action is to be undertaken in unit and must be graded competent before the student can progress to Part 3.
 - c. Students who are graded NYC for critical Part 3 EOs will not be deemed qualified for promotion to the next rank. Remedial action is to be completed before these students can be considered to be competent.

Formative Assessment¹

5. The purpose of formative assessment is to provide the instructor with confirmation that the student has grasped the teaching points of the session. A lack of understanding may impact on the student's ability to complete summative assessments later in the programme.
6. Formative assessment should be documented in an appropriate form to provide evidence of competence or to inform any remediation process.
7. Failure to achieve competence in a formative assessment is not grounds for an Amber grade in that competence area. However, instructors must decide whether the current lack of

¹ An assessment that is used, during a training programme, to identify any weakness in learning or instruction and to aid the retention of successful learning. JSP 822

competence will impact later on summative assessments and provide further support where necessary.

Summative Assessment²

8. The purpose of summative assessment is to provide the instructor with the necessary evidence that the student is competent in the LO / EO / TO being assessed. Each key LO is to be assessed at least once during the programme, but there may be a requirement for competence to be demonstrated on more than one occasion. ISpecs clearly show which LO are to be assessed during the teaching session and any links to other LOs. In those cases where the nature of the assessment (e.g. problem solving, written communications) makes it difficult to re-assess in another assessment, course directors may choose to allow a student to re-sit an alternative version of the assessment rather than await remediation at unit level.

9. **Assessment Specifications (ASpecs) - PNCO and Part 1.** ASpecs describe the method of assessment for each EO and the criteria/ standards to be achieved.

10. **Assessment Methodology - CLM Part 3 (AEC).** CLM Part 3 (AEC) assesses critical literacy and communication EOs (5.1, 5.2, 5.3, 5.4 and 6.1). Detailed instructions for the conduct and management of these assessments are contained in Annex D.

Reporting

11. **Course Reports and JPA records.** Course report templates are at Annex A. Grading of competence is to be limited to Competent and NYC. Directors of PNCO, Part 1 and Part 3 courses should highlight aspects of a student's performance within the comments section where a student has done particularly well or has demonstrated a need for further training.

12. **JPA records.** Completion of PNCO and Part 1 CLM T&E for WOs and NCOs is to be recorded on JPA, by the soldier's parent unit using the following JPA Codes:

- a. **PNCO JPA qualification code:**
 - Mil Ed|CLM 08 PNCO|Joint|No
- b. **JNCO JPA qualification codes:**
 - Mil Ed|CLM 08 JNCO Pt 1|Joint|No
 - Mil Ed|CLM 08 JNCO Pt 3|Joint|No
- c. **SNCO JPA qualification codes:**
 - Mil Ed|CLM 08 SNCO Pt 1|Joint|No
 - Mil Ed|CLM 08 SNCO Pt 3|Joint|No
- d. **WO JPA qualification codes:**
 - Mil Ed|CLM 08 WO Pt 1|Joint|No
 - Mil Ed|CLM 08 WO Pt 3|Joint|No

Note: Where A&Ss deliver PNCO or Part 1 training embedded within a trade or another career course, completion of the generic CLM training is to be recorded on JPA in addition to completion of the individual A&S training course.

13. **Remediation.** Remediation is the procedure for ensuring that an individual who has not demonstrated competence during a course, undertakes remedial training to reach the appropriate standard, in-unit.

- a. A Remediation Report (see Annex B) is to be raised where a student is NYC. Course

² An assessment that is used to measure the knowledge, skills and attitudes acquired by the trainees on completion of a training event.

Directors are to discuss Remediation Reports with students at the end of the course and where applicable discuss the implementation of the remediation plan. The report is then to be sent to the RCMO.

- b. The RCMO is to forward to Remediation report with the 1RO. The 1RO is then responsible for ensuring that the student completes the action plan to meet the remediation requirement. Once the soldier has completed the remediation requirement, it is to be countersigned by the RCMO and returned to the originating course director.
- c. Course Directors are to maintain a log of all NYC and track remediation progress. The log should be updated to show that remediation has been completed. This is necessary to ensure that the full audit trail of completed remediation is maintained in order to support final sign-off and for accreditation purposes.
- d. Once remediation is complete, the originating unit / course director is to arrange for this to be recorded on JPA using one of the codes at para 12 above.

Standardisation Procedures

14. **Quality Assurance.** Training deliverers are to develop procedures to monitor application of standards; moderation; assessment evidence and remediation. These procedures are to be made available to A&Ss training policy staff. Evidence of completion of these procedures is also to be made available to DTrg (A), for PNCO and Part 1 courses and to D Ed Cap for Part 3 courses.

15. **Application of standards.** Course Directors are to ensure through regular and developmental lesson observation, that the direction laid down in the ISpecs is achieved in all lessons and the standards identified in the ASpecs are met in all summative assessments. Equally, Course Directors are to ensure that the remediation plans include clear guidelines for units on the standards required for a student to demonstrate competence.

16. **Moderation.** Course Directors are to ensure that student assessments are internally moderated. Evidence of moderation is to be held available for external moderation purposes as follows:

- a. **Internal moderation.** Course Directors must ensure that all assessments are internally moderated. A full explanation of the moderation process is shown at Annex C.

- (1) Moderation should be conducted 'blind', i.e. without access to or visibility of marks or comments awarded by the other assessor. This will increase validity by allowing the moderator to assess the work without being influenced by the views of the first assessor. This depicts moderation of written assessment but a similar model is to be applied to non-written assessment, eg observation of performance during practical training undertaken during PNCO and Part 1 courses.

- (2) The model is based on 25% moderation. This percentage may be increased or decreased as appropriate. It would be appropriate to moderate more frequently with new instructor staff or where routine moderation was showing unacceptably high divergence in assessment finding. With more experienced staff or where moderation of assessment showed high correlation for finding, the moderation frequency may be reduced.

- (3) Course Directors may be required to justify their moderation plans during evaluation or external moderation.

- b. **External moderation.** External moderation may be conducted by external verifiers, eg accreditation bodies or training requirements authorities.

17. **Assessment Evidence.** Assessment evidence must be retained for each student for a period of 2 years after course completion. This must contain all summative assessments. Where summative assessment is not in written form, a record of instructor observation must be included as evidence of performance.

Retention of Course Documentation

18. All student assessments, reports and course documentation should be securely archived by training deliverers for a period of 2 years for inspection and verification purposes. Part 1 (A&S) documentation is to be retained centrally by the training deliverers.

Annexes:

- A. Report Templates.
- B. CLM Remediation Report Template.
- C. Moderation.

REPORT TEMPLATES

Serial	Contents	Pages
1	PNCO CLM Report	2 and 3
2	JNCO CLM Part 1 Report	4 and 5
3	SNCO CLM Part 1 Report	6 and 7
4	WO CLM Part 1 Report	8 and 9
5	JNCO CLM Part 3 Report	10 and 11
6	SNCO CLM Part 3 Report	12 and 13
7	WO CLM Part 3 Report	14 and 15

PNCO CLM Report

Student and course details:

Number		Rank		Name	
Course Number		Dates		Training Deliverer	

Course Result: [Course Director to select one option, striking out the others]

[Option 1:] The above named has successfully completed **all elements of** Part 1 PNCO CLM course. Provided that the above named is in all other respects recommended and qualified for promotion substantive rank of Lance Corporal may be awarded.

The following qualification is to be recorded on JPA: "Mil Ed|CLM 08 PNCO|Joint|No".

[Option 2:] The above named has successfully completed **the critical command and leadership objectives**. Provided that the above named is in all other respects recommended and qualified for promotion substantive rank of Lance Corporal may be awarded. A Remediation Plan is attached which must be completed before applying for JNCO CLM Part 1. **No entry is to be made on JPA .**

[Option 3:] The above named **has not completed the critical elements** of the PNCO CLM. A Remediation Plan is attached which must be completed before the individual is considered to have completed the PNCO course. Substantive rank of Lance Corporal may not be awarded until successful completion of that remediation plan. **No entry is to be made on JPA .**

Course Directors Comments (If required):		
Signature		Unit stamp
Name		
Rank		
Appointment		
Date		

Original to file
One copy to soldier's unit for RCMO; one copy to soldier

RECORD OF POST COURSE INTERVIEW WITH 1st REPORTING OFFICER

Action arising from the course was discussed and further development work was agreed

SOLDIER'S COMMENTS
1RO COMMENTS
ACTION AGREED

	Soldier	1 st Reporting Officer
Signature		
Name		
Date		

Part 1 JNCO CLM Report

Student and course details:

Number		Rank		Name	
Course Number		Dates		Training Deliverer	

Course Result [Course Director to select one option, striking out the others]

[Option 1:] The NCO has successfully completed **all elements of** Part 1 JNCO CLM course. Provided that the above named is in all other respects recommended and qualified for promotion substantive rank of Corporal may be awarded. The following qualification is to be recorded on JPA: "Mil Ed|CLM 08 JNCO Pt 1|Joint|No".

[Option 2:] The NCO has successfully completed the **critical command and leadership objectives** of Part 1 JNCO CLM. Provided that the above named is in all other respects recommended and qualified for promotion substantive rank of Corporal may be awarded. A Remediation Plan is attached which must be completed before applying for a Part 3 course. **No entry is to be made on JPA**

[Option 3:] The NCO **has not successfully completed** the critical elements of Part 1 JNCO CLM. A Remediation Plan is attached which must be completed before the individual is considered to have completed the Part 1 course. Substantive rank of Corporal may not be awarded until successful completion of Part 1 CLM. **No entry is to be made on JPA**

Course Directors Comments (If required):		
Signature		Unit stamp
Name		
Rank		
Appointment		
Date		

**Original to file
One copy to soldier's unit for RCMO; one copy to soldier**

RECORD OF POST COURSE INTERVIEW WITH 1st REPORTING OFFICER

Action arising from the course was discussed and further development work was agreed

SOLDIER'S COMMENTS	
1st REPORTING OFFICER'S COMMENTS	

ACTION AGREED		
	Soldier	1st Reporting Officer
Signature		
Name		
Date		

SNCO Part 1 CLM Report

Student and course details:

Number		Rank		Name	
Course Number		Dates		Training Deliverer	

Course Result: [Course Director to select appropriate option, striking out the others]

[Option 1:] The NCO has successfully **completed all elements** of Part 1 SNCO CLM. Provided that the above named is in all other respects recommended and qualified for promotion substantive rank of Sergeant may be awarded. The following qualification is to be recorded on JPA: "Mil Ed|CLM 08 SNCO Pt 1|Joint|No".

[Option 2:] The NCO named has successfully **completed the critical command and leadership objectives** of Part 1 SNCO CLM. Provided that the above named is in all other respects recommended and qualified for promotion substantive rank of Sergeant may be awarded. A Remediation Plan is attached which must be completed before applying for a Part 3 course. **No entry is to be made on JPA .**

[Option 3:] It is confirmed that the NCO **has not successfully completed** the critical element of Part 1 SNCO CLM. A Remediation Plan is attached which must be completed before the individual is considered to have completed the Part 1 course. Substantive rank of Sergeant may not be awarded until successful completion of Part 1 CLM. **No entry is to be made on JPA .**

Course Directors Comments (If required):		
Signature		Unit stamp
Name		
Rank		
Appointment		
Date		

**Original to file
One copy to soldier's unit for RCMO; one copy to soldier**

RECORD OF POST COURSE INTERVIEW WITH 1st REPORTING OFFICER

Action arising from the course was discussed and further development work was agreed

SOLDIER'S COMMENTS
1st REPORTING OFFICER'S COMMENTS

ACTION AGREED		
	Soldier	1st Reporting Officer
Signature		
Name		
Date		

WO Part 1 CLM Report

Student and course details:

Number		Rank		Name	
Course Number		Dates		Training Deliverer	

Course Result [Course Director to select appropriate option, striking out the others]

[Option 1:] The NCO has successfully **completed all elements** of Part 1 WO CLM. Provided that the above named is in all other respects recommended and qualified for promotion substantive rank of WO2 may be awarded. The following qualification is to be recorded on JPA: "Mil Ed|CLM 08 WO Pt 1|Joint|No".

[Option 2:] The NCO has successfully **completed the critical command and leadership objectives** of Part 1 WO CLM. Provided that the above named is in all other respects recommended and qualified for promotion substantive rank of WO2 may be awarded. A Remediation Plan is attached which must be completed before applying for a Part 3 course. **No entry is to be made on JPA.**

[Option 3:] The NCO **has not successfully completed** the critical element of Part 1 WO CLM. Substantive rank of WO2 may not be awarded until successful completion of Part 1 CLM. **No entry is to be made on JPA.**

Course Directors Comments (If required):		
Signature		Unit stamp
Name		
Rank		
Appointment		
Date		

Original to file
One copy to soldier's unit for RCMO and JPA action; one copy to soldier

RECORD OF POST COURSE INTERVIEW WITH 1st REPORTING OFFICER

Action arising from the course was discussed and further development work was agreed

SOLDIER'S COMMENTS	
1st REPORTING OFFICER'S COMMENTS	

ACTION AGREED		
	Soldier	1 st Reporting Officer
Signature		
Name		
Date		

JNCO CLM Part 3 Report

Name & Initials:		Number:	
Unit:		Regt/Corps:	
Instructor:		Course Dates:	

Performance Criteria	Amber	Green
Ability to plan and coordinate learning in the workplace	<input type="checkbox"/>	<input type="checkbox"/>
Ability to present written information effectively	<input type="checkbox"/>	<input type="checkbox"/>
Ability to present verbal information effectively	<input type="checkbox"/>	<input type="checkbox"/>
Ability to describe the Contemporary Operating Environment	<input type="checkbox"/>	<input type="checkbox"/>

Knowledge, Skills and Attitude	
Developing subordinates	
Communicating effectively	
Understanding Defence policy	

Developmental Goals identified by the student

Instructor Remarks on student developmental goals and recommendations for further professional development

Signed:
1.

Date:

Course Result:

- a. The above named has successfully completed all aspects of JNCO CLM 08 Part 3 (PD). **The following qualification is to be recorded on JPA: “Mil Ed|CLM 08 JNCO Pt 3|Joint|No”**
- b. The above named has attended WO CLM 08 Part 3 (PD); however the attached Remediation Plan must be undertaken before the soldier can be awarded the Part 3 course qualification. **No entry is to be made on JPA until remediation is complete³.**
- c. The above named has not completed WO CLM 08 Part 3 (PD). **No entry is to be made on JPA.**

2. **Course Content.** The JNCO CLM 08 Part 3 course provides professional development in the following areas:

- a. Identify, plan, coordinate and conduct subordinate development activities and assessment in the workplace.
- b. Employ basic coaching techniques
- c. Read critically to identify and extract information from media
- d. Write short formal reports
- e. Communicate information to peers and subordinates
- f. Develop study skills
- g. Describe UK Defence policy
- h. Describe the UK approach to operations
- i. Describe the Contemporary Operating Environment
- j. Identify own role in supporting Defence Media policy

3. **Unit Action.** It is strongly recommended that the skills at para 2 a – b are now further developed at unit level and that a personal objective is included in the JNCO's SJAR for this reporting period to reflect this.

³ Remediation is complete when the remediation plan has been signed off by the authorised individual at the unit and by the AEC.

SNCO CLM Part 3 report

Name & Initials:		Number:	
Unit:		Regt/Corps:	
Instructor:		Course Dates:	

Performance Criteria	Amber	Green
Ability to supervise the planning, coordination and conduct of workplace training and assessment	<input type="checkbox"/>	<input type="checkbox"/>
Ability to identify and implement subordinate development activities at platoon level	<input type="checkbox"/>	<input type="checkbox"/>
Ability to present written information effectively	<input type="checkbox"/>	<input type="checkbox"/>
Ability to present verbal information effectively	<input type="checkbox"/>	<input type="checkbox"/>
Ability to analyse UK Defence Policy and the Contemporary Operating Environment	<input type="checkbox"/>	<input type="checkbox"/>

Knowledge, Skills and Attitude	
Developing subordinates	
Communicating effectively	
Understanding Defence policy	

Developmental Goals identified by the student

Instructor Remarks on student developmental goals and recommendations for further professional development

Signed:

Date:

1. Course Result:

- a. The above named has successfully completed all aspects of SNCO CLM 08 Part 3 (PD). **The following qualification is to be recorded on JPA: “Mil Ed|CLM 08 SNCO Pt 3|Joint|No”**
- b. The above named has attended SNCO CLM 08 Part 3 (PD); however the attached Remediation Plan must be undertaken before the soldier can be awarded the Part 3 course qualification. **No entry is to be made on JPA until remediation is complete⁴.**
- c. The above named has not completed SNCO CLM 08 Part 3 (PD). **No entry is to be made on JPA.**

2. Course Content. The SNCO CLM 08 Part 3 course provides professional development in the following areas:

- a. Supervise the planning, coordination and conduct of subordinate development activities in the workplace.
- b. Monitor coaching activities
- c. Monitor and support the planning and conduct of assessments in the workplace
- d. Read critically to analyse information from a variety of sources
- e. Write formal reports
- f. Communicate verbal information to subordinates and peers
- g. Analyse UK Defence policy
- h. Analyse the UK approach to operations
- i. Analyse the Contemporary Operating Environment
- j. Analyse Defence Media policy

3. Unit Action. It is strongly recommended that the skills at para 2 a – c are now further developed at unit level and that a personal objective is included in the SNCO's SJAR for this reporting period to reflect this.

⁴ Remediation is complete when the remediation plan has been signed off by the authorised individual at the unit and by the AEC.

WO2 CLM Part 3 Report

Name & Initials:		Number:	
Unit:		Regt/Corps:	
Instructor:		Course Dates:	

Performance Criteria	Not Yet Competent	Competent
Ability to monitor and evaluate the planning, coordination and conduct of workplace training and assessment	<input type="checkbox"/>	<input type="checkbox"/>
Ability to identify, plan and implement improvements in workplace training.	<input type="checkbox"/>	<input type="checkbox"/>
Ability to read critically to evaluate complex information	<input type="checkbox"/>	<input type="checkbox"/>
Ability to present ideas, opinions and arguments verbally	<input type="checkbox"/>	<input type="checkbox"/>
Ability to write proposals and recommendations effectively	<input type="checkbox"/>	<input type="checkbox"/>
Ability to evaluate UK Defence Policy and the Contemporary Operating Environment	<input type="checkbox"/>	<input type="checkbox"/>

Knowledge, Skills and Attitude	
Developing subordinates	
Communicating effectively	
Understanding Defence policy	

Developmental Goals identified by the student

Instructor Remarks on student developmental goals and recommendations for further professional development

Signed:

Date:

1. Course Result:

- a. The above named has successfully completed all aspects of WO CLM 08 Part 3 (PD). **The following qualification is to be recorded on JPA: “Mil Ed|CLM 08 WO Pt 3|Joint|No”**
- b. The above named has attended WO CLM 08 Part 3 (PD); however the attached Remediation Plan must be undertaken before the soldier can be awarded the Part 3 course qualification. **No entry is to be made on JPA until remediation is complete⁵.**
- c. The above named has not completed WO CLM 08 Part 3 (PD). **No entry is to be made on JPA.**

2. Course Content. The WO CLM 08 Part 3 course provides professional development in the following areas:

- a. Monitor and evaluate the planning, coordination, conduct and supervision of subordinate development activities and assessment in the workplace.
- b. Support the development of a coaching culture in the workplace
- c. Manage and implement change in the workplace
- d. Read critically to evaluate complex information
- e. Write proposals and recommendations
- f. Plan and chair meetings
- g. Communicate ideas, opinions and arguments to peers and superiors
- h. Evaluate UK Defence policy
- i. Evaluate the UK approach to operations
- j. Evaluate the Contemporary Operating Environment
- k. Evaluate Defence Media policy

3. Unit Action. It is strongly recommended that the skills at para 2 a – c are now further developed at unit level and that a personal objective is included in the Warrant Officer's SJAR for this reporting period to reflect this.

⁵ Remediation is complete when the remediation plan has been signed off by the authorised individual at the unit and by the AEC.

PNCO AND PART 1 CLM REMEDIATION PLAN TEMPLATE

Student details:

Number		Rank		Name	
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Course details

Course Type		Course Number	
Training Deliverer		Dates	

Remediation Requirement: [the Course Director is to complete the details below]

The Course Director is to detail the reasons why the student is not yet competent in specific EO(s) within the overall TO(s). This should specify the areas that need to be addressed by the student.

Signature		Unit stamp
Name		
Rank		
Appointment		
Date		

Original to file
 One copy to soldier's unit for RCMO; one copy to soldier;

Implementation Plan:

[1RO to detail the action(s) to be taken by the student in order to address the weakness(es) identified]
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	Soldier	1 st Reporting Officer
Signature		
Name		
Date		

Unit Verification: The student has completed the above remediation and there is sufficient evidence to show that he/she is now competent in this area.

		Unit stamp
Signature		
Name		
Rank		
Appointment		
Date		

Post Remediation Administrative Action:

PNCO:

- A copy of this report to be returned to originating Course Director.
- “Mil Ed|CLM 08 PNCO|Joint|No” to be entered on JPA by the course delivery unit.

JNCO, SNCO and WO Part 1:

- A copy of this report to be returned to originating Course Director.
- The Part 1 qualification to be recorded on JPA by the course delivery unit.

CLM PART 3 REMEDIATION TEMPLATE

Student and course details

Number		Rank		Name	
Course		Dates		AEC	

Remediation Requirement

Ser	Performance Criteria identified as not yet met	Remediation	Evidence Required	Responsibility for Development	Complete
1	<i>LDO is to list the specified EO/TO and detail the reason why the student is not yet competent.</i>	<i>Action required to complete remediation</i>	<i>LDO should specify the evidence they would expect to see before an individual is signed off as competent</i>	<i>This will normally be either unit or LDO</i>	Y/N Date
2	<i>Each area for development should be listed on a separate row.</i>				
3					
4					
Signature			AEC Stamp		
Name					
Rank					
Appointment					
Date					

One copy of this remediation plan should be sent to soldiers' unit for RCMO and JPA action; one copy to the soldier and one copy should be retained by the parent AEC.

Unit Evidence of Completion

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Signature	Soldier	1 st Reporting Officer	Unit Stamp
Name			
Date			

AEC Evidence of Completion

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Signature	LDO	AEC Stamp
Name		
Date		

Remediation Administrative Action:

A copy of this report is to be retained by the Course Director in student records.

A copy should be sent to unit requesting JPA action. The Part 3 qualification is to be recorded on the soldier record.

⁶ Where the soldier continues to be assessed as not yet competent a new Remediation Plan should be raised.

MODERATION

1. Definitions.

- a. **Double Marking.** The action of creating a second set of judgements and developmental feedback for comparative purposes through independent marking of the same assessment script.
- b. **Moderation.** The process of ensuring that judgement statement given by instructors is reliable and repeatable, and that the quality of developmental feedback is continually monitored and improved.

2. The requirement is for Course Directors to run a moderation process which ensures that learners get accurate, valid judgement statements with high quality, developmental feedback, and that instructors gain confidence in their ability to make accurate grade judgements and develop their ability to produce good developmental feedback to learners.

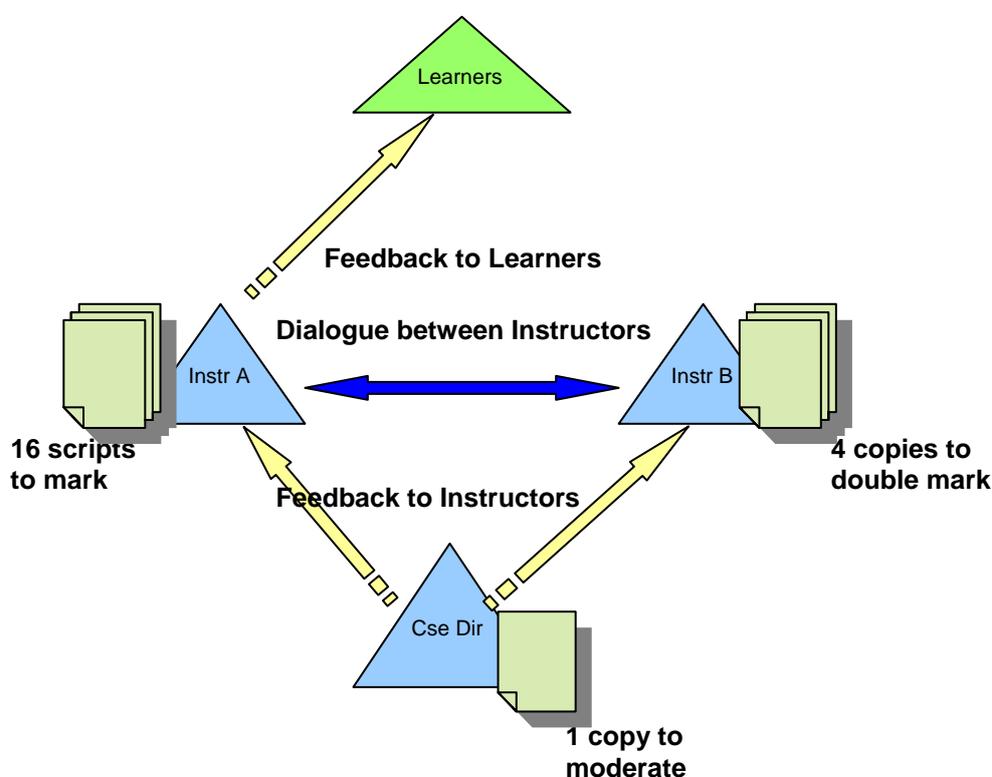


Fig 1. A CLM Moderation model.

Course writes (for example) 16 assessment scripts. Originals to Instructor A.

- a. Instructor A marks 16 assessments (100%) and writes judgement and feedback.
- b. Instructor B copies 4 unmarked assessments (25%) at random, marks and writes judgement and feedback. Identity of these assessments remains unknown to Instructor A.
- c. Instructors A and B discuss and agree judgement and feedback. If necessary refer to Course Director for resolution. Agreed judgement and developmental feedback goes to Learner.

- d. Course Director copies one unmarked assessment at random, marks and writes judgement and feedback. Identity of this assessment remains unknown to Instructors A and B.
- e. Course Director compares moderated script with Instructor A (and Instructor B if assessment has been double marked) and provides developmental feedback to instructors.

Good Practice Points. Development points raised are included in post course meeting and checked at next pre-course meeting. Further external moderation is achieved through sample moderation with another Centre or across Division. The sample frequency is intensified if this will be of developmental benefit to either learners or instructors.

3. The above model is a suggested minimum. For external moderation purposes the full set of marked and moderated assessments must be retained for 2 years following the course.
4. This model ensures that all assessments are subject to 25% double marking and internally moderated. The aim is to:
 - a. Standardise the judgements.
 - b. Maximise the developmental feedback to the learner.
 - c. Provide developmental feedback to the instructors.
5. It is important that the sampling is random and unseen in order to ensure that the double marked and moderated scripts are treated in exactly the same manner. This is more important than ensuring that each learner has at least one assessment moderated during the course. A record of the moderation process is to be retained with the original scripts.