

Appendix 3 – Assessment Responsibilities

1. Summary of roles in relation to formative module assessment

	Preparation	Assessment
Apprentice	<ul style="list-style-type: none"> Prepares by fully reviewing the assignment brief and assessment criteria Is clear on the submission process and due date 	<ul style="list-style-type: none"> Submits required work to be assessed
Employer	<ul style="list-style-type: none"> Advises the apprentice on assignments that can be undertaken either within the workplace or using workplace scenarios Permits evidence of commercial value to be included Provides access to resources required 	<ul style="list-style-type: none"> Contributes to formative assessment using the defined assessment criteria Contributes to the capstone project assessment, against the defined criteria Attends the presentation and contributes to the assessment
University	<ul style="list-style-type: none"> Produces module assessment schedule to guide apprentice and employer Produces individual assessment brief and assessment marking criteria Advises the apprentice on the assessment brief Advises the employer on opportunities to conduct assignments in the workplace Provides guidance and support to the apprentice on their module assignments 	<ul style="list-style-type: none"> Assesses the work submitted as part of the module assessment Produces feedback on each assessment
External Examiner	<ul style="list-style-type: none"> Independently reviews the programme, its modules and samples of teaching materials Independently reviews all formative assessments set 	<ul style="list-style-type: none"> Independently reviews samples of student work by module Independently reviews samples of completed marking

2. Summary of roles in relation to the synoptic project

	Preparation	Assessment
Apprentice	<ul style="list-style-type: none"> Has completed all portfolio and formative outcomes Agrees project title with employer and university Plans the project 	<ul style="list-style-type: none"> Completes and submits project terms of reference and an initial project plan Undertakes the project and prepares and submits the project report
Employer	<ul style="list-style-type: none"> Agrees to provide the apprentice with suitable time to complete those parts of the project that are not part of their normal job With the University and apprentice agrees the project title and commits to any associated resource requests 	<ul style="list-style-type: none"> Completes an assessment of the final project report using defined assessment criteria
University	<ul style="list-style-type: none"> Advises the apprentice on requirements for synoptic assessment Reviews practical arrangements for the project to ensure that the apprentice can achieve the desired outcomes 	<ul style="list-style-type: none"> Responsible for arranging and managing the delivery of the synoptic project to ensure defined conditions are satisfied (aspects of which may be delegated to the employer)

	<ul style="list-style-type: none"> • Liaises with the employer to select the relevant synoptic project based on apprentices job role 	<ul style="list-style-type: none"> • Responsible for validating the apprentices work (though with arrangements for employer input) • Completes assessment of the project and presentation
External Examiner	<ul style="list-style-type: none"> • Independently reviews the project aims, assessment criteria and schedule 	<ul style="list-style-type: none"> • Independently reviews student project work • Independently reviews samples of completed marking to ensure consistency and quality

3. Summary of roles in relation to the synoptic presentation

	Preparation	Assessment
Apprentice	<ul style="list-style-type: none"> • Re-familiarises her/himself with the summative portfolio and synoptic project • Identifies positive aspects of the portfolio and synoptic project to highlight • Gathers any other documents they may want to draw on 	<ul style="list-style-type: none"> • Responds to the university module teams questions • Provides further information as requested
Employer	<ul style="list-style-type: none"> • Advises the apprentice on which aspects of their recent work to highlight • Allows time off work for the presentation 	<ul style="list-style-type: none"> • Contributes to the assessment of the project presentation • Provides an appropriate venue if required
University	<ul style="list-style-type: none"> • Advises the apprentice on which aspects of the evidence may be probed/explored and how to respond • Organises the time and place • Identifies aspects of the apprentice's work in the synoptic project and summative portfolio to be probed/explored 	<ul style="list-style-type: none"> • Puts the apprentice at ease • Probes/explores aspects of evidence and quality of the apprentice's work • Assesses the apprentice's responses • Records key points about the apprentice's responses • Uses the additional evidence gained from the apprentice to inform the grading decision
External Examiner	<ul style="list-style-type: none"> • Independently reviews the presentation scope, assessment criteria and schedule 	<ul style="list-style-type: none"> • Independently reviews student presentations • Independently reviews samples of completed presentation marking to ensure consistency and quality.