

## Role and Responsibilities of the Assessor Internal Assessment Rules – Answers

Select the appropriate answer/s to the following questions:

Q1. Assignment briefs are used to internally assess units. Which of the following are necessary considerations when designing assignment briefs (identify all that apply):

1. They must be valid, sufficient, authentic, appropriate and relevant
2. They must be internally verified before issue to learners
3. They must only be used for written essays
4. Learning aims can be split across different assignment briefs

Q2. It is permitted to issue the assignment to the learner at the start of teaching a topic.

1. Yes, it will help them to know what is coming
2. No, because once the assignment is issued you can no longer teach them the content

Q3. The maximum number of working days allowed for a resubmission is 15.

1. True
2. False

Q4. The criteria that must be met to allow for a resubmission are (identify all that apply):

1. The initial deadline has been met
2. The learner is judged to be able to improve without further input
3. The assessor and learner have signed the declarations
4. The learner didn't understand the task

Q5. Feedback is a critical part of helping learners to improve. During **teaching** you can... (identify all that apply):

1. Identify what criteria needs to be answered
2. Explain the best approaches to complete the work
3. Use mock tests and give feedback
4. Identify areas where improvement is required

Q6. Only the Lead Internal Verifier can authorise a resubmission opportunity.

1. True
2. False

Q7. Making reasonable adjustments in assessments ensures learners with a disability or learning difficulty are not substantially disadvantaged

1. True
2. False

Q8. It is okay to give the learners their grades as soon as you have marked the work

1. True
2. False (it must be internally verified first)

Q9. Deadlines are only relevant and important to the learner

1. True
2. False (Learners should be assessed fairly and consistently, and learners should not be advantaged by having additional time to complete assignments. teachers should not try to be helpful by extending time for some learners unless a formal extension has been requested and approved. Issuing assignments on time is also critical otherwise this impacts the whole assessment planning process)

Q10. When marking learner work ... (tick all that apply)

1. It is good practice to annotate showing where evidence links to criteria
2. Identifying spelling and grammar helps the learner to improve
3. Spelling and grammatical errors should be considered when confirming the grade achieved
4. Do not give detailed comments that tell the learner what information should be added

Q11. One retake opportunity may be authorised if a learner, after resubmission, has still not met all pass criteria

1. True (as long as the resubmission was submitted on time and the LIV agrees it is necessary and appropriate. Please note though that this does not apply to NQF Level 1 / 2 Firsts)
2. False

Q12. Assessors must hand back feedback to learners close to the assessment date

1. True (you cannot hang onto the work until it is better for the teacher - learners will have better success at resubmission if information is fresh - it also helps their progress in other units / assessments)
2. False