

System of all actors in examination

EXAM DEVELOPER PERFORMANCE ASSESSMENT: TASKS

1. The exam developer makes preparations for the development of the exam

The manufacturer should know what the exam requirements are, from which units the exam will consist, what assessment models will be used and where the exam will be taken. He must be informed of the content of the qualification dossier.

- The exam developer takes the exam overview of the training as a starting point.
- The exam developer shall examine the characteristics of the chosen assessment model and choose the right format.
- Per exam unit the exam developer examines the contents of the qualification file. For that exam unit he is then aware of:
 - the core tasks
 - the work processes
 - the competencies and associated performance indicators
 - the necessary knowledge and skills
 - requirements for mathematics, the modern foreign languages and 'Career and Citizenship'
- If the assessment of MVT is integrated in the professional exam, the exam developer shall deploy the expertise of the Language Academy in developing the exam.

2. The exam developer designs an assessment model

The exam developer must know exactly how he should assess and grade the performance of the candidate, in accordance with the requirements of the qualification file and the wishes of the Education Department.

- The exam developer uses the performance indicators from the qualification file as assessment criteria or, if necessary, formulates assessment criteria on the basis of the performance indicators.
- The exam developer includes a cutting score/caesura according to the guidelines of the college. He can not deviate unless the Exam Committee and the sector of industry both agree.

3. The exam developer writes the exam

The exam should fit in the work in the profession and the level of training. The assignments must reflect the work processes. If language assessment is included, the assignments should reflect the language tasks from the qualification file. The candidate must know exactly what is expected of him.

- The exam developer writes the exam in accordance with the assignment the Exam Committee gave him and the requirements of the qualification dossier. He takes into account the context of the profession and the performance indicators.
- The exam developer takes makes sure that the assignments represent the work in the profession
- The exam developer formulates the assignments in a way that the candidate knows exactly what is expected of him and what he has to do in order to pass the exam.
- The exam developer formulates instructions for the examiner/assessor so that the latter knows exactly how to take and evaluate the exam.
- The exam developer writes instructions and a cases for actors (if any).
- The exam developer ensures that his language use is consistent with the level of the candidate.

- The exam developer formulates in a clear and concise way.

4. The exam developer formulates instructions for the exam interview

The exam is concluded with an interview. This interview may play a role in the judgment/evaluation, for example if the exam form is a portfolio, or if part of the competences or work processes are assessed in and by the interview.

Sometimes the interview is only for reflection and evaluation. The interview should always be prepared. The exam developer provides instructions for that purpose.

- The exam developer formulates directions for the preparation by the examiners.
- The exam developer formulates the goals of the interview.
- The exam developer provides directions for the interview techniques to be used.

5. The exam developer consults with the exam judge

One of the goals of the Exam Committee is: a good exam for the candidate. In order to achieve this the exam developer consults with the exam judge who is the representative of the Exam Committee.

- The exam developer consults with the exam judge after he wrote the exam.
- The exam developer uses the feedback he gets in the exam.

6. The exam developer reflects on his way of working and comes to improvements

- When the exam is ready, the exam developer makes a list for himself of the things that went well and the problems he encountered.
- He takes a critical look at his own approach.
- He formulates for himself what he will do differently next time.

THE EXAM JUDGE: TASKS

1. The exam judge makes preparations for the adoption of the exam by the Exam Committee

The exam judge must be aware of the examination requirements and the choices the Education Department made. He must also know which requirements an exam should meet.

- The exam judge examines the qualification file that applies to the cohort for which the exam is meant:
 - Contents of the core tasks;
 - Contents of the work processes;
 - The performance indicators;
 - The degree of complexity and the critical situations;
 - If applicable: the requirements for Dutch, MVT (modern foreign languages), mathematics and 'Career and Citizenship.
- The exam judge examines the exam overview for the training and the choices that were made for this exam unit with regard to:
 - the clustering of core tasks;
 - the chosen assessment models;
 - the location where the exam is taken;
 - If applicable: the integrated assessment of Dutch, MVT (modern foreign languages), mathematics and 'Career and Citizenship.
- If the assessment of MVT is integrated in the professional exam, the exam judge shall deploy the expertise of the Language Academy in evaluating the exam.

- The exam judge examines the judgment/adoption form that he is required to use as guidance in the evaluation of the exam and that he must fill out.

2. The exam judge checks whether the exam is complete

The exam judge cannot start with his evaluation before the exam is complete.

- The exam judge checks whether the exam at least contains the documents mentioned in the taxation form, such as the exam overview, the assignments for the candidate, instructions for the examiner; assessment criteria, etc. (see taxation form).
- He determines if any elements are missing. If that is the case, he lets the exam developer know what he misses and he asks him to deliver the missing elements/documents. He comes to an agreement with the exam developer about the period within which that will happen.

3. The exam judge evaluates the exam with the help of the taxation form

The exam judge starts assessing whether the exam meets the requirements set out by the Education Inspectorate

- The exam judge assesses - using the taxation form - whether the contents and the quality of the exam meet standards 3 and 4 of the Education Inspectorate
- The exam judge writes with criteria on the taxation form whether the exam meets that criteria.
- The exam judge gives an explanation with criteria of his judgment and adds the date of this judgment. In the explanation he indicates what is not in order and he gives suggestions for improvement.
- If the exam meets all criteria, the exam judge mentions on the taxation form that the exam is good enough to be adopted by the Exam Committee. If the exam does not yet meet all the criteria, the exam judge mentions on the taxation form that the exam should be improved.

4. The exam judge communicates with the exam developer(s).

If the exam does not meet the requirements yet, the exam judge and the exam developer shall discuss what has to be done in order to improve the exam.

- The exam judge will discuss his judgment with the developers. He does this well before the exam should be placed in Version for inspection and well before the exam should be taken.
- With the exam developers the exam judge discusses the dilemmas he encountered in the evaluation of the exam.
- With an open mind the exam judge discusses his amendments and together with the exam developer he seeks for solutions to any bottlenecks.
- The exam judge makes agreements with the developers about the adjustments to be made and the period within which that should happen.
- Together with the developers the exam judge makes sure that the content of the discussion and the appointments made are documented in a report. He signs this report.

5. The exam judge reflects on his evaluation process and the things he is going to do in a different way next time

- After the evaluation the exam judge thinks about what went smoothly and what dilemmas he encountered. Doing this, he looks at his own actions as well as at the cooperation with the exam developers.
- He takes a critical look at his own approach.
- He formulates for himself what he will do differently next time.

EXAMINER PERFORMANCE ASSESSMENT: TASKS

Examiner: in principle there are two examiners at the exam. Together they perform the tasks.

Coordinator: he may also be an examiner. He ensures that the exam location/room is ready and all the materials/tools are available.

1. The examiner takes care of the preparation for the performance assessment

The examiner knows exactly what the assignment is and what he must assess the candidate on. The location where the performance assessment is taken is in order. The materials required in the performance assessment are available. The specification of the required materials can be found in the assignment. Sometimes actors play a role in the implementation of the assignment. It is essential for them to know what they are expected to do.

- The examiner studies the assessment criteria thoroughly.
- The examiner checks whether the location has been prepared for the exam.
- The examiner verifies that everything what is needed at the exam, is there.
- The examiner checks whether any actors know exactly what they expected to do.
- If anything should not be in order yet, the examiner takes the necessary measures.
- The examiner consults with de exam coordinator, if necessary, whether things are yet to be arranged.

2. The examiner explains the exam to the candidate

The candidate should be well prepared for the exam and should be able to start with the exam as relaxed as possible.

- The examiner tries to put the candidate at ease.
- The examiner tells the candidate in understandable language:
 - What is expected of him during the exam;
 - What he may or may not do;
 - How much time is available for him;
 - Who does the assessment/evaluation;
 - Etc.
- The examiner gives the candidate the opportunity to ask questions.

3. The examiner observes the evidence

The performance assessment begins and the candidate starts doing the assignments. The examiner discretely observes this.

- The examiner observes what the candidate does.
- The examiner observes how the candidate does it.
- The examiner takes notes of what he sees.
- The examiner intervenes whenever an irresponsible situation arises.
- The examiner sets the candidate at ease, if necessary. He encourages the candidate whenever the latter gets blocked or falls silent.

4. The examiner makes his first own judgment/evaluation

The examiner saw how the candidate did the assignments. He made notes of what he saw. Now the examiner must make his first judgment/evaluation. If the examiner didn't see enough to be able to make his judgment/evaluation, questions remain about parts of the exam.

- The examiner rereads one of his notes and places it under the corresponding assessment criteria (performance indicator). He does this with all his notes.
- After that, he writes his judgment/evaluation about what he saw at every assessment criteria (performance indicator).
- The examiner formulates questions about any behavior of which he thinks:
 - "Why did the candidate do this?"
 - "Why did the candidate do it in this way?"
 - "Why did the candidate fail to do that?"
 - Et cetera.

5. The examiners consult with each other about the provisional judgment/evaluation and the questions they intend to ask the candidate.

The examiners discuss the way the candidate did the performance assessment. Together they make their judgment/evaluation, but this is still not the final judgment/evaluation.

- The first and second examiner inform each other of their judgment/evaluation and they listen well to each other's opinion.
- Together they look at the similarities and differences.
- Together they formulate a provisional judgment/evaluation.
- Together they formulate the questions they want to ask the candidate during the interview.

6. The examiners do the interview with the candidate

In the interview the examiner speaks with the candidate about the way the latter did the performance assessment. The candidate may justify his behavior during the assessment by his answers to the questions. With the extra information the examiners get from the answers, they are even more able to give their judgment/evaluation.

- The examiner sets the candidate at ease.
- The examiner explains the purpose of the interview to the candidate.
- The examiner tells what topics will be discussed.
- The examiner proposes questions as objectively as possible. These are questions about the behavior of the candidate during the performance assessment.
- If necessary, the examiner asks more questions.
- The examiner summarizes what the candidate said. He does this to verify that he understood everything correctly.
- The examiner and the second examiner adapt their judgment/evaluation based on the information that they get during the interview.
- The examiner gives feedback to the candidate about his behavior in the performance assessment and what the candidate said about that in the interview. He gives the feedback in a positive way.
- The examiner informs the candidate of the final judgment/evaluation.
- If there are more examiners and they can't reach consensus, they leave that to the exam committee. The exam committee decides what to do.
- The examiner informs the candidate of the successes and the subjects for improvement.
- The examiner gives the candidate the opportunity to give his opinion of the exam.

7. The examiner performs completion tasks

The exam is over. The final judgment/evaluation will be recorded and discussed. The Exam Committee discusses whether the exam went according to plan and intention and whether there are items that need to be improved for the future.

- The examiner writes the final judgment/evaluation about the performance of the candidate on the decide paper. He also describes how he came to this judgment/evaluation.
- The examiner reflects on the way he carried out his task of 'examiner of the performance assessment'.
- The examiner gives his (written) opinion of the exam itself. Are there any ambiguities or errors? Then he informs the exam committee of them so that the committee can improve the exam.

8. The examiner has knowledge of the Assessment Manual

An exam should always be taken in accordance with the procedures in the manual.

- The examiner knows the content of the Assessment Manual.
- The examiner can judge whether an examination meets the requirements in the Assessment Manual.

's- Hertogenbosch, 24th of March, 2013