

Assessment Guidance for Capstones

Overall

The tasks and guidance material contained in this Capstone need to be read carefully by all assessors. The complete Capstone Assessment pack will be made available to Centers two weeks before the Capstone session, SSS will also produce guidance on resources that may be needed at least 6 weeks before the session.

Further generic guidance material on Capstone Administration is available on the SSS website.

Grading

Each trainee will receive one overall grade for the Capstone. In order to achieve this overall grade, assessors need to award grades for each task in the Capstone as described in this document. The criteria for awarding each grade for each task are clearly stated.

Once the assessor has entered the grades for each task on Learning Assistant, the program will automatically convert to a final overall grade and, subject to verification and standardization, this will be recorded on SSS Awarding Body Management system.

Grading Rules and Assessor Judgements

In order to achieve a pass grade (A-D) a trainee must pass each of the graded tasks. Some Capstones include one or more tasks where the assessor only needs to indicate pass or fail. This does mean that there is no compensation model. However, it is anticipated that some trainees may fall short of the required standard in minor ways, and SSS expects that assessors will exercise professional judgement in not failing a trainee for a specific task if the failure is of a minor nature; flexibility needs to be given in allowing a trainee to correct a minor error or incomplete response.

Tasks cannot be repeated to enable a trainee to achieve a higher grade if the trainee has already achieved a grade D or above.

It is also important that trainees are not disadvantaged in areas that are not being assessed, eg if they have poor literacy skills and these are not being specifically tested.

Introducing the Capstone to Trainees

The assessor should introduce the assessment, making sure that the trainees understand the tasks. It will be beneficial to take the trainees through what is required in each assessment and the way in which each part will be graded. Trainees should have an opportunity to familiarize themselves with the

way the tasks are graded, and they will be able to see the grade criteria for each task through their access to Learning Assistant.

Trainees may refer to their assessors for guidance on parts of the assessment work, though they should be aware that the amount of guidance and support they are given may be reflected in the grade they are given.

Timings and Duration

The Capstone should be completed within the prescribed 6-10 hour period, it is the Center's responsibility to administer the assessment within this timescale. Some Capstones include preparatory tasks that should be undertaken before the prescribed period.

The assessment can be divided into discrete sections to suit administrative and trainee needs. Where the assessment is taken over more than one day, assessors must ensure that they collect all trainee evidence at the end of each day and that the trainees are not able to upload any further evidence outside the live session.

Timings given are recommended times only and most trainees should be able to complete the tasks within given timings. A small amount of additional time taken should not be penalized, but trainees should not consistently spend more than the time recommended for each task (grade criteria may make reference to timings).

Health & Safety

For some Capstones, health and safety issues form part of the assessment, so assessors must brief trainees accordingly and remind them of this fact. Again, SSS expects that a minor breach of a health and safety regulation should not result in an automatic fail, and that assessors must exercise professional judgement to determine if a trainee can be allowed to continue with the task with an appropriate reminder.