



# Guide to Assessment Methods

A key ethos of IoSCM is accessibility to achieve your qualification. In order to support you to success we have developed a range of 9 assessment methods which you can utilise throughout your qualification. Some Assessment Methods are more suitable for specific modules, lending themselves to the learning criteria, equally some Assessment Methods are not an appropriate way to be assessed for some criteria, therefore it's important you speak with the IoSCM Team and consider this when choosing your assessment route.



This guide provides you with an overview of the assessment methods available to you as an IoSCM Learner. The Tutor Team can answer any queries you have, and explain how to prepare and submit your assessment for review.



**Planning is important, thoroughly consider what knowledge and understanding you are being asked to demonstrate to the Assessor.**

## Assessment Methods available for each unit are;

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Written Assignment  
Product evidence  
Learner statement/case study  
Pre-approved worksheets  
Professional discussion  
Recognition of prior achievement  
Recognition of prior learning  
Witness testimony  
Blended Assessment

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## Written Assignment

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The most popular choice of assessment method, a written assignment enables the learner to reflect upon their learning and detail their understanding to the assessor of the subjects studies. Each assessment question will detail key objectives such as 'interpret, analyse or explain'. There will be a minimum and maximum word count requirement for each assessment question. The learner will be required to adhere to the assessment guidelines to demonstrate their capability to read, interpret and follow instructions. Dependent upon the level of study, learners may be required to carry out independent research which they will need to list utilising the Harvard referencing system.

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## Professional Discussion

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This is a recorded report of a discussion between the learner and the Delivery/Assessment staff and should give real examples, where possible, of activity completed. It is normally recorded by the Delivery/Assessment staff and should be planned for. A Professional Discussion is not a question and answers session and should be led by the learner. A template for the collection of a professional discussion will be held by the Assessor. The document and format for this assessment method will be discussed with the learner prior to the professional discussion. A pre agreed date and time will also be scheduled for the assessment to take place.

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## Product Evidence

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This is a work product, for example a letter or research, that has been produced which can support the evidencing of performance. When using this form of evidence it is important to ensure that confidentiality is adhered to and no information is provided that may compromise this. It may be appropriate to reference the location of product evidence within a professional discussion so that, if the quality assurer wishes to view it, then they can request a copy.

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## Recognition of Prior Learning

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Prior Learning can form part of the assessment process where the learner is able to demonstrate that they meet the assessment requirements for a unit through knowledge, understanding or skills that they already possess. In this instance the learner must provide evidence to show that the assessment criteria have been met. The Assessor will make a professional judgement about the evidence presented, which could be in a variety of forms, including, a statement or professional discussion to explain what prior activity has taken place and how this links to the standards to be achieved.

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## Recognition of Prior Achievement

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Similar to Recognition of prior learning, but the learner evidence being presented is that of achievement rather than learning (although the two could be linked). For example, the learner may present a certificate of prior achievement which could be mapped to the unit they are now studying. The learner may have previously been awarded a trophy or accolade for their achievement. The Assessor must carry out the same checks regarding validity, authenticity, currency and sufficiency as for all other methods of assessment. Recognition of prior achievement would require the learner to detail why they were awarded the achievement and how this demonstrates their capability or understanding of the assessment criteria in a way that the assessor can clearly understand.

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## Learner Statement or Case Study

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For assessment by the method, the learner could provide a written statement demonstrating their knowledge or understanding or setting the context of some other evidence. It could also be an explanation of the application of their skills. However, if used to support a competency based claim (i.e. a practical skill) then this statement can only be provided in support of that claim. For competency based criteria the learner must be observed in some way. For example, if the learner submitted minutes of a meeting they might write a statement explaining their involvement in this activity. Did they simply attend the meeting or were they involved in more detail such as instigating the meeting, generating the agenda, writing minutes etc.) Where statements are used to demonstrate knowledge and understanding and/or to set the context of something they must be signed and dated by the learner. Signatures for colleagues in a more senior position to the learner to corroborate their statement are required and should be provided on letter headed paper with their full name and job title. The statement could also be provided from a more senior person within the business instead of the learner writing their own. Again, a full and detailed explanation would be required. A case study is a version of the learner statement. The learner writes a statement but it is based upon a particular scenario which they have experienced. For example, if they were involved in a slightly more complicated customer service inquiry or complaint there may be a number of activities which happened and they can outline their involvement in a chronological order.

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## Pre-approved Worksheets

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This assessment method is available for some units of study. Learners are required to complete pre-approved worksheets that reflect the learning criteria of the unit of study. Further information on this assessment will be provided upon request to any learner, client or delivery partner who would like to offer this assessment method.

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## Witness Testimony

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These are provided by external people as the IoSCM Delivery/Assessment team cannot be present at all times when a learner completes a task that could be used as evidence. The testimony will be expected to detail who and what the activity entailed and where the activity took place. Witness testimony will need to be provided by a professional from within the employee's organisation who holds a position of responsibility higher than the learners, for example the learner's line manager.

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## Blended Assessment

Learners can utilise a range of the assessment options available to them, presenting their work to the assessor in a way that clearly evidences their understanding or experience of the topics listed within the assessment criteria.

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