

Online Learning Centre: How it supports assessment

A Learning Centre supports and enables assessment; however the responsibility for ensuring that the assessment meets the principles of assessment and the rules of evidence still rests with the assessor.

Online supported assessment – OLC supports offline assessment work

Documentary evidence

A person's work role may require them to complete paperwork such as write memos, reports, performance appraisals. These can be evidence that they are competent at what they do and they may be asked to provide particular documents as part of the assessment. The requirements can be written up in the Learning Centre so that the candidate is aware of what is expected, then the documentation can be shown to the assessor personally, emailed, posted, faxed in or uploaded into the Learning Centre. This is an excellent way to support the RPL process.

Work projects

Work projects are practical workplace activities that are written up, usually in report format. The requirements can be written up in the Learning Centre. Any templates needed to support the project can be uploaded into the Assessment section so that candidates can download them when they are ready and complete them at their own pace. The completed documents are then uploaded into the 'dropbox' inside the Learning Centre and the assessor is able to access them.

Short reports or essays

A short written account of a particular event or situation can be set as an assessment task and accessed in the same manner as the work project.

Third party verification

Sometimes the candidate may be required to supply the name and contact details of a person who can verify some aspect of their workplace performance. This person is not assessing them- simply supporting that they actually carry out a particular task or role. A Verification Sheet, or similar document, can be made available in the Learning Centre. The assessor may also choose to contact this person by email or telephone if there is a specific query.

Online enabled assessment – Assessment is put directly into the OLC

Short answers

Questions that require short written answers of a few sentences are completed online and submitted immediately. The answers are stored ready for online viewing by the assessor.

Multiple choice

Multiple choice questions may be randomly selected from an online question bank for answer under time pressure. They are marked immediately and automatically. This is an excellent way to test the knowledge component of a unit of competency as, once good questions are set, it ensures validity, reliability and consistency.

Journal entries

The Learning Centre has facility for the candidate to make entries in a special notepad. It is useful for responses to questions of a reflective nature and can be seen by the assessor who is able to add comments. It is similar to keeping a log or diary.

Collaborative participation

Some assessors require that a candidate post at least two responses to topics on the discussion board. This is similar to compulsory attendance at tutorials in an offline environment.

Results and Training Record

A candidate can see their assessment results for a unit of work as soon as they are published by the assessor. It is also possible to set up a Training Record where results for the full qualification are entered and audited once it is finished and ready for sign-off.