

Risk-Informed Validation Policy

Risk-Informed Validation Policy

(Also relevant for: STN 1.4, 1.5)



Global Development College (GDC)'s Management is committed to a systematic, risk informed approach to Assessment Validation. GDC's Management ensures that assessment judgments are fair, reliable, and aligned with established standards, while addressing potential risks to validity and consistency.

Purpose

To ensure the integrity, accuracy, and reliability of assessment practices and judgments while mitigating risks that may impact their validity.

Scope

This procedure applies to all competency-based assessments conducted within GDC, including formative and summative.

Definitions

Assessment Practice: The processes and methods used to evaluate the knowledge, skills, and competencies of learners.

Assessment Judgment: Decisions made by assessors regarding a learner's performance against the assessment criteria.

Validation: The process of checking and confirming the accuracy, consistency, and fairness of assessment practices and judgments.

Risk: Any factor that may compromise the validity, fairness, or reliability of the assessment.

Procedure

GDC's Management will determine the scheduling and timing for Assessment Validation events. (Please refer to the 5-year schedule form and I year schedule.)

Please refer to the (Assessment System Review Policy) for Validation Event scheduling Procedures.

The following steps will be utilised within GDC's approach to all Assessment Validation Events.

Step 1: Risk Identification in Assessment Practices

Identify potential risks in assessment design, implementation, and judgment, such as:

- Ambiguity in assessment criteria.
- Inconsistency in assessor judgment.
- External influences (e.g., bias, conflict of interest).
- Insufficient evidence to support judgments.

Document identified risks in a Risk Register for ongoing monitoring.

Step 2: Establish Validation Criteria

Ensure assessment tools are aligned with relevant competency standards, learning outcomes, or organizational objectives. (Please refer to the Principles of Assessment Checklist and Rules of Evidence Checklist)

Step 3: Validation of Assessment Tools

- Convene a panel of assessors and subject matter experts (SMEs) to review assessment tools.
- Cross-check assessment instruments for alignment with standards and outcomes.
- Pilot assessment tools with a sample group to identify potential issues.
- Collect feedback from stakeholders, including assessors and learners.

Step 4: Validation of Assessment Judgments

Conduct regular moderation sessions:

- Compare judgments across assessors for consistency.
- Review samples of completed assessments.
- Use evidence-based criteria to ensure judgments are substantiated and transparent.
- Identify and address discrepancies in judgments to maintain consistency.

Step 5: Implement Risk Mitigation Strategies

Develop standardized assessment templates and rubrics to reduce ambiguity.

Provide ongoing professional development for assessors on:

- Assessment best practices.
- Mitigating unconscious bias.
- Use technology (e.g., assessment tracking systems) to monitor trends and inconsistencies.

Step 6: Monitoring and Continuous Improvement

Conduct periodic audits of assessment practices and outcomes.

Regularly review and update validation processes in response to:

- Changes in standards or regulations.
- Feedback from stakeholders.
- Emerging risks or trends.

Document improvements and communicate updates to all assessors and relevant stakeholders.

Responsibilities

Assessors: Ensure adherence to validation criteria and report risks or issues.

Validation Panel: Oversee the validation of tools and judgments.

Management: Provide resources, training, and oversight for validation processes.

Records and Documentation

- Validation reports and findings.
- Risk Register documenting identified risks and mitigation actions.
- Assessment validation/moderation records.
- Continuous improvement action plans.

Review and Compliance

This risk-informed procedure ensures that assessments are fair, reliable, and consistently validated, mitigating potential risks and upholding the integrity of assessment practices.

This procedure is subject to annual review or as required by changes in legislation, standards, or organizational needs.