

CMI Development of Assessment Policy

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History

History

Date	Amendments made
September 2024	<ul style="list-style-type: none"> Complete review of the policy.
September 2021	<ul style="list-style-type: none"> SQA principles updated.
July 2018	<ul style="list-style-type: none"> Additional assessment guidance was added.

Distribution

Distribution List

- All Quality Managers
- All CMI Markers & Moderators
- Partner Relationship Managers
- Customer Service Team
- Partner Engagement Managers
- Awarding Body Support Team
- CMI Centres
- Product Assessment Team
- End-Point Assessment Team

This policy will be published on the [CMI website](#).

Document Purpose

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The purpose of this policy is to set out CMI's approach to the development of assessments for its own qualifications.

Scope

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This policy applies to all CMI Staff (including contractors), who are involved in the development of assessment tools and CMI staff whose role involves the maintenance of assessment material.

Introduction

Document Introduction

As part of the regulators' requirements ([CCEA Regulation](#), [Ofqual](#) and [Qualifications Wales](#)), there is a requirement under Condition D2 and [SQA Accreditation Regulatory Principles](#), Principles 10 & 12; for all regulated awarding organisations/bodies to ensure that it complies with designing an assessment for a qualification which it makes available, or proposes to make available, an awarding organisation must ensure that it has or obtains adequate resources to enable the assessment to be delivered effectively and efficiently.

Regulatory Requirements

Regulatory Requirements

Regulatory Requirements and Definitions

This policy meets the regulatory requirements set out by the [CCEA Regulation/Ofqual](#)- General Conditions of Recognition, [Qualifications Wales](#) - Standard Conditions of Recognition -

Condition E4 - Ensuring an assessment is fit for purpose and can be delivered.

E4.1 In designing an assessment for a qualification which it makes available, or proposes to make available, an awarding organisation must ensure that it has or obtains adequate resources to enable the assessment to be delivered effectively and efficiently.

E4.2 In designing such an assessment, an awarding organisation must in addition ensure that the assessment –

- (a) is fit for purpose,
- (b) can be delivered efficiently,
- (c) allows Centres to develop cost-effective arrangements for its delivery, using only the resources which would be reasonably expected to be required or which are provided by the awarding organisation,
- (d) permits Reasonable Adjustments to be made, while minimising the need for them,
- (e) allows each Learner to generate evidence which can be Authenticated,
- (f) allows each specified level of attainment detailed in the specification to be reached by a Learner who has attained the required level of knowledge, skills and understanding, and
- (g) allows Assessors to be able to differentiate accurately and consistently between a range of attainments by Learners.

This Policy also meets the requirements of the [SQA Accreditation Regulatory Principles](#):

SQA Accreditation Regulatory Principle 10.

The awarding body must ensure that its systems and processes for the identification, design, development, implementation and review of qualifications and assessments are fit for purpose

The awarding body is responsible for demonstrating:

- the need or demand for a qualification
- the methodology by which the qualification is assessed
- how the qualification is quality assured
- how consistently the assessment performs over time

In addition to the above, and more specifically, where the awarding body has designed its own qualifications and assessments, the awarding body is responsible for demonstrating:

- who the qualification or assessment is designed for

- the intended purpose and use of the qualification
- what the assessment needs to measure
- how the assessment will be measured
- how well the assessment measures what it is intended to measure
- evidence of the assessment's validity, reliability and comparability
- that the assessment does not measure unintended attributes
- that the assessment is inclusive, free from bias and discrimination
- the expertise of staff involved in qualification and assessment design

Where an awarding body submits its qualifications for SCQF credit rating approval, it must demonstrate that it has followed SQA Accreditation's SCQF credit rating methodology and approval process. The awarding body must have a process detailing its role in organising, managing and submitting its proposed SCQF credit rating recommendations to SQA Accreditation.

SQA Accreditation Regulatory Principle 12.

The awarding body and its providers must ensure that they have the necessary arrangements and resources required to manage and administer qualification delivery and assessment.

The awarding body is responsible for:

- the currency of centre agreements and how these are embedded within the organisation and complied with
- use of remote systems and online platforms that support delivery and assessment, including third-party systems
- the locations of assessments and how effectively both delivery and assessment are managed across locations
- resources (including the roles, responsibilities and requirements of the staff involved in administration, delivery and assessment)
- the type, amount and standard of assessment evidence to be produced
- how assessment strategies and methodologies will be implemented, managed and reviewed over time
- setting and reviewing assessment items/examinations
- how effectively and consistently standards/assessments perform over time
- arrangements for providers to deal with recognition of prior learning and achievement (if applicable)
- aspects of delivery devolved to providers, such as reasonable adjustments, special considerations and direct claims status (if applicable)

In addition to the above, and specifically in relation to examinations:

- management of and conduct at examinations
- security and transport of examination materials

Development of Assessment Tools

Development of Assessment Tools

The development of all assessment tools will be led by the CMI Product Development Team in liaison with SME Development Consultants and the Awarding Body Quality Team, who has oversight of this process and contributes to the review of all assessment tools; all parties possess the relevant technical and assessment expertise. Those contracted to undertake any work on behalf of CMI agree to provide services in accordance with the contract issued by CMI that details roles, responsibilities and expected outcomes and timescales.

It is CMI's intention to take into consideration all key drivers and foster an approach that is not only flexible and welcome to change, but systematic and ethical by design. It is important that accessibility, reasonable adjustments and special considerations be considered at the design phase.

All CMI's qualifications and products are underpinned and aligned to our Professional Standards. The Professional Standard breaks down the skills and knowledge which characterise a good manager or leader and sets out best practices in Management and Leadership

Assessment Principles

CMI has identified the following principles which underpin all assessments and which are considered during the development and delivery of assessment tools/materials:

- Validity ensures assessment measures what it claims to measure, that the evidence matches the competencies, knowledge, skills and behaviours and expertise that are being demonstrated by the Learner at the appropriate level.
- Reliability refers to the accuracy with which an assessment is measured. A reliable assessment consistently gives the same results under similar conditions ensuring different assessors place a similar value and make similar judgments when confronted with the same evidence.
- A fair assessment, in addition to being valid and reliable, provides equal opportunity for learners in line with equality legislation.
- Quality is a key principle in ensuring the credibility and status of CMI accreditation.
- Sufficiency is the amount of evidence to cover the required criteria.
- Authenticity refers to the ownership of the evidence. Assessors need to be confident that the work submitted really is the result of individual Learners' own effort and expertise.
- Currency refers to the date of the evidence. Assessors must be sure that the evidence submitted by the Learner is recent enough to be considered a measure of the current levels of competence.
- Security of assessment must be adhered to at all times.

All assessment tools will be judged against these principles and feedback gathered through their implementation.

There is detailed information found in [CMI's Quality Assurance Handbook](#)

- Assessment and supporting Learners
- Internal Quality Assurance of CMI qualifications
- CMI Centre standardisation
- CMI moderation - See current Centre Handbook
- External assessment/marking (by CMI)
- End-Point Assessment.

Further information around CMI assessment development process can be found by contacting the CMI Product Team - product@managers.org.uk

Monitoring and Review

Monitoring and Review

This policy will be reviewed annually to ensure the appropriateness and approach are fit for purpose.