# CMALT Assessment Guidelines

This document provides guidelines for CMALT candidates and assessors on the assessment process and assessment outcomes. It is a partner document to the CMALT guidelines for candidates.

CMALT Principles and Values

The development of this scheme is informed by four principles and values, identified through consultation with ALT's members. Central to the scheme is the definition of learning technology agreed within ALT.

"Learning technology is the broad range of communication, information and related technologies that can be used to support learning, teaching, and assessment."
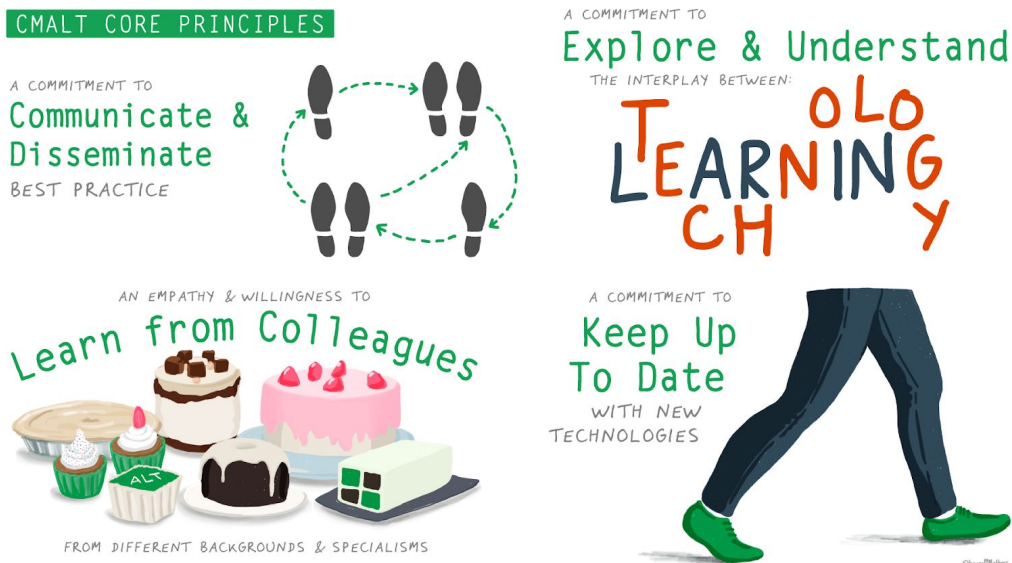
The principles and values that inform the development of the scheme are:

- A commitment to exploring and understanding the interplay between technology and learning.
- A commitment to keep up to date with new technologies.
- An empathy with and willingness to learn from colleagues from different backgrounds and specialist options.
- A commitment to communicate and disseminate effective practice.

These should be kept in mind when assessing all areas of the portfolio and reviewing evidence, both for the core areas and when defining a specialist option.

How the assessment process works

Each portfolio has two assessors: one of whom may be nominated by the candidate and one a holder of CMALT appointed by ALT, and referred to as the "Lead Assessor". If the candidate does not provide details of a suitable assessor, or if their nomination(s) are felt to be unsuitable for any reason (such as the nominated person not agreeing to undertake the work), then two holders of CMALT will be appointed by ALT, one of whom will be defined as the Lead Assessor. The Lead assessor and assessors not nominated by the candidate will remain anonymous to the candidate.

Assessment outcomes

If the portfolio is being assessed for the <u>first time</u>, there are two possible outcomes of the assessment:
- **Pass**: Both assessors should agree that the portfolio adequately meets the criteria for all the sections including at least one specialist option;
- **Referral**: This would arise if at least one assessor judges one or more sections of the portfolio to be inadequate. In this case the lead assessor will write a feedback statement to be sent to the candidate. This should identify the areas which need revising and outline, in a constructive, supportive manner, what needs to be done for the portfolio to pass.

If the portfolio is being assessed <u>after a referral</u>, there are two possible outcomes of the assessment:
- **Pass**: Both assessors should agree that the portfolio now adequately meets the criteria for all the sections including at least one specialist option;
- **Fail**: This would arise if both assessors judge one or more sections of the portfolio to be inadequate. In this case the lead assessor will write a feedback statement to be sent to the candidate.

The role of assessors

The task of the assessors is firstly, independently to assess the portfolio and complete the CMALT Portfolio Assessment Form (see below). Once the independent assessment is complete, the assessors exchange results. Next, both assessors jointly agree a decision.

The Lead Assessor should communicate the outcome of the assessment process or any delays during the assessment to the Operations Manager via cmalt@alt.ac.uk who will communicate with the candidate. Email exchanges between the assessors should be copied for information to the email address cmalt@alt.ac.uk to enable progress to be monitored.

Assessors should judge each section of the portfolio as being of one of the following standards:

1. Description, evidence and reflection are **strong (S)** in that it is well documented and highly convincing; or
2. Description, evidence and reflection are **adequate (A)** in that it is both complete and credible; or
3. At least one of description, evidence and reflection are **inadequate (I)** (or non-existent).

Assessment should be completed within 6 weeks of the portfolio being received by the assessors. A maximum of 3 months duration can be requested in exceptional circumstances, bearing in mind that candidates **must** receive their results before the start of the next submission window (see above, pp. 9-10). The submission and assessment cycle is as follows.

Candidates will submit their portfolios:

- by 31 January for assessment during March and April and assessment result in May;
- by 31 May for assessment during July and August and assessment result in September;
- by 30 September for assessment during Oct/Nov/Dec and assessment result in January.

All correspondence regarding assessments should be directed to cmalt@alt.ac.uk, for the attention of the Operations Manager. It is essential that any potential problems for assessors should be highlighted early on so that candidates receive a uniform and fair experience within the structure of the submission/assessment cycle outlined above.

Portfolio assessment form

The assessment form used during the assessment process can be downloaded at
https://www.alt.ac.uk/certified-membership/cmalt-assessors.
This form will be sent to assessors together with the portfolio to be assessed.

Both assessors should complete their sections of the form before exchanging their assessment. The Lead Assessor should then complete the final section of the form, showing the jointly agreed outcome for each section. Each section can either be: strong, adequate or inadequate.

Document History

Date	By	Summary
29/01/2019	SG	Updated version for 2019 - now separate from the candidates guidance