

Agenda (revised with remarks):

1. Assessment planning

- Assessment criteria need to be reflected within proposed assessment modes
- Combine different Ks, Cs & As and come up with assignment modes
- A few examples: presentation, role play, portfolio, file, reflective diary, practical task, case studies, projects etc
- Assessment should be designed in accordance to student abilities – it would be wise to meet up with the groups before consolidating any assignments

2. Marking

- Marks will be allocated in accordance to criteria being tackled via rubrics
- Uploading marks at the end of the year – Since everyone will be designing and delivering their own modes of assessment, our data might greatly vary. During the meeting it was discussed that we can either opt to upload results per assessment mode, or else upload a total of Ks, Cs & As. This issue will need to be readdressed at a later stage.

2. Verification

- Verifiers will be appointed by the end of October
- They are to be presented with a draft scheme of work accompanied by an assessment proposal
- Students will be informed about assessment modes once we receive the go-ahead from the verifiers
- Verifiers will be checking that the assessment criteria are correctly embedded within assignments. They are also to be presented with any designed rubrics

- At the end of the year, verifiers will also go through student assignment samples per usual practice

3. Student mentors

- Their role is to cover the following domains:

| | | |
|-------------|--------|---------------------|
| settling in | career | psychosocial aspect |
|-------------|--------|---------------------|

- Described as the shadow of the student
- Help students navigate through their journey
- They offer guidance to students without giving advice
- They are bound by confidentiality
- Their role is to empower ALL students in becoming more independent
- There are groups of mentors allocated per institute, and each mentor is assigned with a number of classes
- Since this is part of a European funded project, their roles are continuously being reviewed