

ASSESSMENT SYSTEM MANUAL TEMPLATE

I. RATIONALE

Statement of purpose and policy. This section clearly explains the purpose and policy statement of the assessment.

II. OBJECTIVES

This part contains the goal/result/outcome of the system.

III. SCOPE AND APPLICATION

This part states as to the extent of implementation, to whom this applicable and responsible persons (who) that will implement the system.

IV. DEFINITION OF TERMS

This contains the definition of terms as used in this context (Operational definition of terms)

IV. GENERAL PROVISIONS

Statement of requirements, policies for the over-all implementation of the system

V. SPECIFIC PROVISION ON THE ASSESSMENT PROCESS

1. Design and development

- *Specific requirements, provisions, policies pertaining to assessment package (TOS, guidelines, instruments, TCROA and exercise plan).*
- *Includes procedures to the design and development of the assessment (written, practical and simulator based).*

2. Review, Verification, Validation and Approval

- *Specific requirements, provisions, policies of pertaining to assessment package (TOS, guidelines, instruments, TCROA and exercise plan).*
- *Includes procedures to the review, verification, validation and approval of the packages and pre-test and validation of the instruments.*

3. Implementation (conduct of assessment; grading system)

- *Specific requirements, provisions, policies on the conduct of assessment (written, practical and simulator-based), intake limitation, and the grading system.*
- *Includes procedures on the conduct of written, practical and simulator-based assessments.*

4. Monitoring and Evaluation

Specific requirements, provisions, policies pertaining to supervision and monitoring of the conduct of assessment as well as the conduct of post assessment activities which will serve as inputs in the review of the system.

5. Continual Improvement

Specific requirements, provisions, policies pertaining to audit and effecting any changes to ensure improvement of the system.

VI. ADMINISTRATIVE REQUIREMENTS

Specific requirements, provisions, policies pertaining to administrative matters such as admission, reporting, equipment to be used, etc.