

PANEL IN-TRAY ITEM ASSESSMENT REVIEW

The panel is to assess the four in-tray responses they have been given and apply the criteria to provide a mark out of 10 for each response. Written feedback should also be provided for each paper on the assessment criteria form supplied for each answer.

Having completed the assessments, the panel should reflect upon, and be prepared to report to the whole course on, the following points:

- The ease of use of the assessment criteria
- Suggestions for changes to assessment criteria to make more useable
- Agreement within the panel on the marks to be awarded
- Possible influence of knowing trainee names
- Basis for feedback offered to the trainees
- What should be the pass mark for this assessment?
- Time required for assessing an in-tray item and providing feedback?
- Your confidence in the assessment given if marked by other assessors
- Whether you would want any further assessment measures, such as an interview.