

ASSESSMENT PROCESS

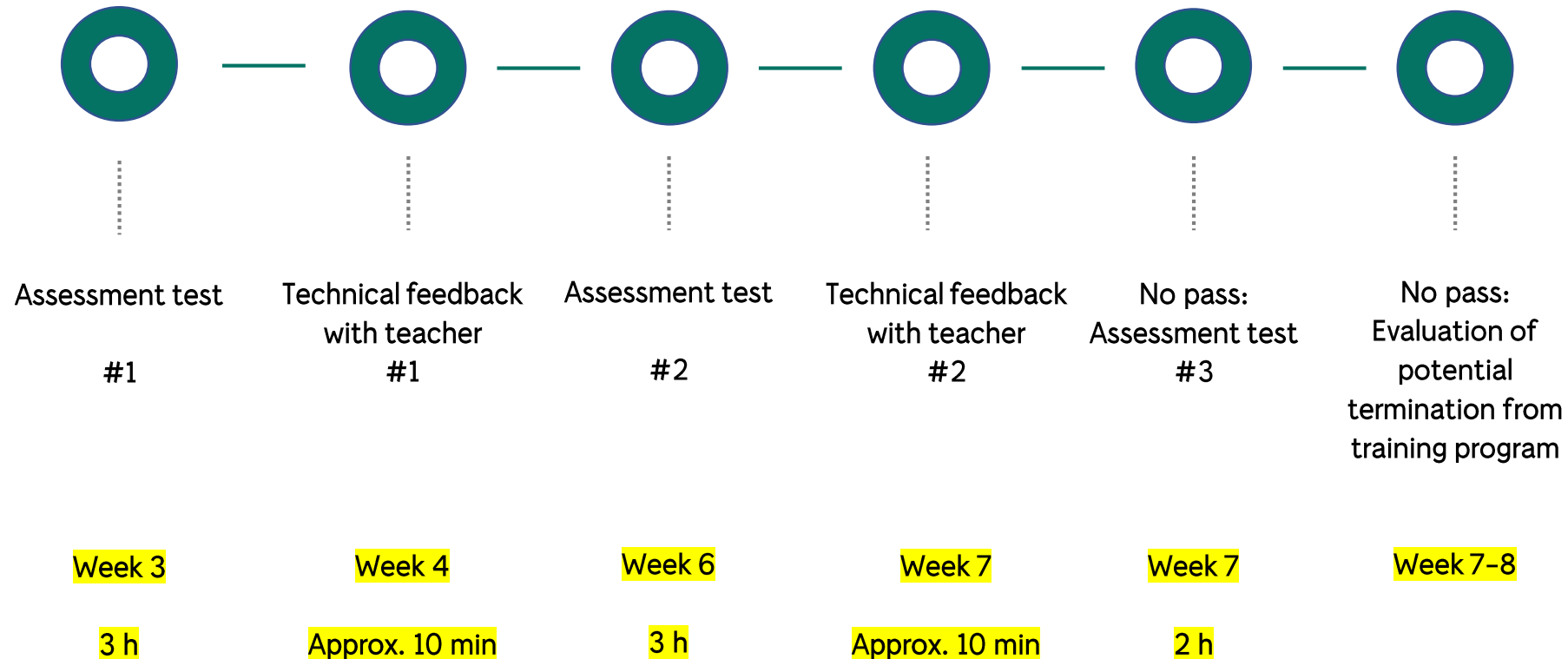
ACADEMY TRAINING PROGRAM

PURPOSE

Academy's goal is to be the world's best school within Accelerated Learning. Accelerated Learning is based on hands-on, high-speed learning, teamwork, and a tireless feedback dialogue. Through systematic follow-up of our consultants' knowledge, skills and competence, we can ensure a high quality and create value for Academic Work and our consultants.

The assessment routine is based on our learning outcomes, where our and the consultants' common goal is that they should reach learning outcomes for each training objective. The continuous assessment of learning is a prerequisite to consultants being able to set objectives for their studies in relation to what they are actually achieving. At Academy, our regular learning assessment are transparent and based on the stated learning outcomes. Assessments are either formative or summative and the assessment process takes in to account the information available about the consultant at the time of assessment. Research states that formative assessments are the link between teaching and learning, so at Academy we prioritize this type of assessment.

PROCESS CHART



ASSESSMENT TESTS

Assessment test #1

When: Week 3 – 3 h

Where: Classroom

What: Assessment test #1 is a quiz and checkpoint combined, focusing on what the consultants need to have learnt the first three weeks of the program. Since the first three weeks focuses on building the foundation, it's crucial that they have the knowledge and skills needed to continue the training.

Assessment test #2

When: Week 6 – 3 h

Where: Classroom

What: Assessment test #2 is a quiz and checkpoint combined, focusing on the foundation i.e the first three weeks of the program as well as some parts from last three weeks up until this day. At this point, it's crucial for the consultants to feel comfortable with the basics and for us – Academy and teachers – to feel confident that the consultants are be able to learn the knowledge and skills required going forward.

Assessment test #3

When: Week 7 – 2 h

Where: Group room

What: If a consultant doesn't pass assessment test #2, she/he will need to take assessment test #3. Assessment test #3 is a quiz and checkpoint combined, focusing on assessing that the consultant have the knowledge and skills required to continue the training. This test will have the same focus as assessment test #2. Assessment test #3 is the last chance for the consultant to prove her/his knowledge and skills.

TECHNICAL FEEDBACK WITH TEACHER

Technical feedback session #1

When: Week 4 – approx. 10 min.

Where: Group room

How: Face-to-face teacher and consultant

What: The technical feedback session #1 will be focusing on the first three weeks of the training program where the teacher gives individual feedback based on her/his perception of how the consultant is doing during the classroom training, the results of the weekly checkpoint, and the result of the assessment test #1. If needed, the teacher will give specific feedback on what the consultant needs to improve upon until assessment test #2.

Technical feedback session #2

When: Week 7 – approx. 10 min.

Where: Group room

How: Face-to-face teacher and consultant

What: The technical feedback session #2 will be focusing on the first half of the training program where the teacher gives individual feedback based on her/his perception of how the consultant is doing during the classroom training, the results of the weekly checkpoint, and the result of the assessment test #2. If needed, the teacher will give specific feedback on what the consultant needs to improve upon until assessment test #3.

IF NO PASS ON ASSESSMENT TEST #3

When: Week 7-8

What:

- If a consultant fail to pass assessment test #3, Program Manager will – together with the teacher/-s – evaluate whether or not the consultant can continue the training program.
- Program Manager will book a meeting with the consultant, presenting the reason behind decision and explain the next step, irrespective of the decision made.

QUESTIONS

If you have any questions regarding the assessment process in general or specific steps in the process, please turn to assigned Program Manager.

Do remember that the number one goal for everyone at Academy and Academic Work is for all consultants to pass each of these steps and eventually graduate from the training program. We will do our very best to support the consultants in the way we can but it's the consultants' responsibility that they acquire the knowledge and skills needed to pass the weekly quizzes/checkpoints, the assessment tests, and to reach the Learning Outcomes of the program.

