



# Practice Assessment Panel

## Role and function of the Practice Assessment Panel

### Principle Roles

The Practice Assessment Panel is a sub-committee of the Module Board of Examiners. Membership is drawn from experienced Practice Educators, Stakeholders and Link Tutors from the social work programme. The Module Tutor will ensure that practitioner members are independent of the practice assessment of current students and that independence of judgement in relation to assessment and marking is maintained, and will certify this to the Module Board of Examiners.

The responsibilities of the Practice Assessment Panel are:

- To consider the evidence presented in the on-line practice placement portfolio in relation to the recommendation made by the Practice Educator to PASS OR REFER the practical element of the practice placement module.
- To undertake moderation of the portfolios that are part of the assessment of the modules that incorporates the practice placements.
- To inform a report, by the Module Tutor, to the Module Board of Examiners on student progression and assessment in relation to the practice modules, which will receive the grade agreed at the Practice Assessment Panel, resolve any matters brought to the attention of the Panel and recommend progression to the University.
- To consider issues of quality with respect to both individual placements and placements overall, and make recommendations about future development and use of placements. These recommendations will be taken forward, utilizing procedures within the Placement Guide, with partner agencies responsible for providing placements. This will also be reported to the Board of Studies, maintaining confidentiality as far as possible.

### Protocols

The following ways of working have become established to ensure that the Practice Assessment Panel is able to carry out its roles within the Social Work Programme:

1. Membership of the Practice Assessment Panel comprises all University Link Tutors for the relevant placements, experienced Practice Educators put forward by the relevant Module Tutor and representatives from agencies that provide placements as agreed by the Course Leader.
2. The Practice Assessment Panel will meet within three weeks of portfolio submission (not including bank holidays or University closures) and prior to the Internal and External Module Board of Examiners.

## Functions

3. The Practice Assessment Panel will have separate sections of the agenda that discusses:-
  - a. Decisions taken in relation to all students considered.
  - b. Recommendations about matters of quality in relation to the individual placements.
  - c. Overall quality of the practice learning experience.

The discussion of the first will be noted and the latter two will be formally recorded in the minutes for consideration by the Programme Management meetings.

4. The on-line portfolios will be read prior to the Practice Assessment Panel by a member of the Practice Assessment Panel noting the requirement for independence above. A sample will also be read by a Practice Educator. In all cases the portfolios will be read by members the panel who have had no direct contact with the student concerned during the placement module.
5. The reader(s) will complete a pro forma that:-
  - a. Verifies or refutes that the recommendation made by the Practice Educator is supported by sufficient evidence
  - b. Confirms or contests the judgement of the Practice Educator
  - c. Comments on the quality of the learning experience
  - d. Provides feedback to the student and the Practice Educator separately.
6. In the event that a reader considers that the portfolio does not meet the required standard the Module Tutor will arrange for an independent second reading to take place if this has not already been completed. Where a serious difference of opinion between two readers exists which cannot be resolved, the usual 3<sup>rd</sup> marking process will apply.
7. During the Practice Assessment Panel, the members will come together and consider each student in turn together with the recommendations for the Module Board of Examiners. This shall be agreed and recorded. The meeting will be chaired by the Course Leader, supported by the Module Tutor. If the Course Leader is responsible for running the relevant module, the meeting will be chaired by any other member of the Social Work academic team.
8. Portfolios considered to be of a satisfactory standard will receive an S (satisfactory) grade.
9. The Practice Assessment Panel may choose to refer a portfolio if it is incorrectly presented, incomplete, breaches confidentiality or if queries are raised with regard to the student's practice. This is recorded on student records as UR (unsatisfactory but entitled to reassessment).
10. The PAP may also choose, if in the opinion of the reader(s), the Practice Educator report does not draw upon sufficient evidence to justify the recommendation made.

In these instances, the Practice Assessment Panel will request additional evidence from the Practice Educator. The Module Tutor will record an X decision pending resolution in order not to penalize the student.

11. All results are recorded on student records by the Module Tutor after the Practice Assessment Panel has met.
12. Additionally any reflections arising out of the process for consideration by the Programme Management Committee will be noted.
13. The Module Tutor will present final recommendations to the Module Board of Examiners.

## University of Gloucestershire BSc/MA (Hons) Social Work

### PRACTICE PORTFOLIO MARKING CRITERIA

<b>Student Name and Number</b>	
<b>Placement Agency</b>	
<b>Practice Educator</b>	
<b>Placement Supervisor (if applicable)</b>	

<b>Is the following present:</b>	<b>YES</b>	<b>NO</b>
<b>Signed Attendance Sheet</b>		
<b>Placement Agreement Form</b>		
<b>Mid-Point Review Form</b>		
<b>Final Placement Form</b>		
<b>Service User Feedback</b>		
<b>Is the portfolio anonymised:</b> <i>(this applies to the use of service user, professional and agency names in everything other than the Learning Agreement For. The only exemptions are the signatures of the training team.</i>		

#### **Does the evidence demonstrate the professional capability claimed?**

*Note: guidance from Assessing Practice Using the Professional Capabilities Framework (The College of Social Work, (2012) now hosted by BASW reinforces the need for holistic assessment rather than a 'tick box' approach.*

	<b>Direct Observation 1</b>		<b>Direct Observation 2</b>		<b>Direct Observation 3</b>		<b>P.Ed Report</b>	
	Yes	No	Yes	No	Yes	No	Yes	No
<b>PCF1</b>								
<b>PCF2</b>								
<b>PCF3</b>								
<b>PCF4</b>								
<b>PCF5</b>								
<b>PCF6</b>								
<b>PCF7</b>								
<b>PCF8</b>								
<b>PCF9</b>								
<b>Is the evidence clear in representing what the student achieved?</b> Comments:          								
<b>Is the Practice Educator recommending a pass?</b>							Yes	No
<b>Does the evidence, taken together as a whole with other evidence indicated in the placement paperwork (mid-point and</b>							Yes	No

<b>final review meeting) build a consistent picture?</b>		
Comments:		

<b>First reader recommendation:</b>	<b>Pass</b>	<b>Refer</b>	<b>Fail</b>
<b>Second reader recommendation (if undertaken)</b>	<b>Pass</b>	<b>Refer</b>	<b>Fail</b>

**General comments on the learning experience/s offered by the placement**

**General comments on the identified developmental needs of the student**

<b>Recommendation to Exam Board</b>	<b>Pass Satisfactory</b>	<b>Unsatisfactory Entitled to Reassessment</b>	<b>Unsatisfactory No Reassessment</b>
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*(Please circle)*

**Signature of reader**

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**Name of reader**

\_\_\_\_\_

**Signature Chair of Assessment Panel**

\_\_\_\_\_

**Name Chair of Assessment Panel**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**FEEDBACK FOR STUDENT**

At least two paragraphs of text commenting on strengths and weaknesses of how the student has presented the portfolio including commentary on their use of feedback, use of social work knowledge and skills in the direct observations and in support of claims against the PCF etc. (This section will be sent separately to the student account).

Name of reader	
Date	

**FEEDBACK FOR PRACTICE EDUCATOR**

At least two paragraphs of text commenting on the Practice Educators contribution to the portfolio. (This section will be sent separately to Practice Educator via email).

Name of reader	
Date	