



# VALMIOPRIS

LEVEL5

Reasoning and rating

# Rating and documentation

On the basis of the reference system(s) and the assessment to complete the competence development, 3 things need to be done twice – for the first and the second evaluation time stamp:

- Select one of the five grades (for the later display in the cube in case that you are using the software). You will have one cube for each person and competence including the three dimensions and the two ratings.
- Give reasons for the rating (e.g. by referring to the indicators) at the top of the page, reasoning also being part of the final certificate (optional).
- Describe the participant's learning progress at the bottom of the page, also being part of the final certificate (optional).

# Rating and documentation

According to our experiences in many cases it is often necessary to go back to previous steps and **fine-tune the indicators** and sometimes even the **individual descriptions** in the assessment.

These are important actions to secure and improve the quality of your assessment.

## For this step you need

The template “reasoning and rating” is provided with the material of unit 4.5

The case study – which is also presented in unit 4.5 gives you an overview on the whole LEVEL5 validation process and illustrates it step by step.

# Some useful hints

- Don't take too many competences. Be aware that it is some work and it is a bit time consuming.
- Be short! It is not helpful to have an lengthy description, neither for you nor the learner.
- Be precise – use clear and appropriate vocabulary.
- Be positive! Not always is the development huge or the situation easy. Try your best to turn the evaluation into something useful and empowering to let the learner know that even a small step is an evidence of a potential further development.
- Be aware of privacy issues. If the learner doesn't agree that his or her results are published to external persons you have to observe these wishes.
- Have clear objectives with regards what to do with the assessment. Is it for the funding authorities, the organisation or only for the learner him-/herself?