

Staffing requirements checklist

e-Assessment requires access to staff able to undertake the following range of functions, either individually or collectively. The numbers of staff available should be adequate for the anticipated volume of e-assessments and the number of learners involved, and there must be timely access to appropriate technical support.

This checklist can be used both for identification of appropriate staff (or access to these skills and knowledge) to cover the requirements of e-assessment, and for determining gaps in type and/or level of available expertise.

Note: Supporting information on the items listed can be found in section 2 of the “*e-Assessment – Guide to effective practice*”; ‘Roles and responsibilities’.

<p>Are named staff available for the following key roles? This may require negotiation with other departments or organisations.</p> <ul style="list-style-type: none"> • management (overall strategy, policies and accountability for the e-assessment process) • administration (responsibility for operational systems and processes) • technical support (responsibility for the technology and/or access to appropriate external support) • working with the learner (maximising the potential for success through the conduct of the e-assessment process) • invigilation of e-testing sessions • assessment of e-portfolios. 	<p>Name/contact details:</p>
<p>Are sufficient staff available to meet the predicted scale of e-assessments? If not, contact awarding body.</p> <p>Consider whether designated staff have the knowledge/skills for the related responsibilities, for example:</p> <ul style="list-style-type: none"> • generic assessment knowledge and skills (related to points above) • e-testing specific knowledge and skills • e-portfolio specific knowledge and skills. 	<p>Yes/No</p>
<p>Gaps in available expertise identified (including back-up plans, for example if key staff leave or are unavailable):</p>	<p>Planned solutions, e.g. training:</p>