

This document is part of the Assessment Policy, Faculty of Humanities, August 2018

The assessment file

The examiner compiles a so-called assessment file for each course. This file provides insight into the examination and assessment of the course. The following components form the core of the assessment file and must be submitted by the examiner:

- (1) the study manual;
- (2) the documentation of all assessment components of a given course;

As regards point (1): at least the following information should be included in the **study manual**:

- details of the course (title, code, level, number of ECTS credits, examiner)
- a description of the course content;
- the teaching methods used in the course;
- the learning objectives of the course;
- the method(s) of assessment of the course including the weighting of the different grades of the assessment components and ways to compensate for grades within the course;
- the schedule for the study period, including the date of the exam(s) and/or deadlines for papers, papers or other assignments (including resits).

As regards point (2), **the documentation of all assessment components of a given course**, a distinction can be made between written exams and other assessment methods.

In the case of a written exam, the assessment file must include the following:

- the pilot exam;
- the exam (and the resit exam, if applicable), which must contain a cover page that states the name of co-examiner (who is not involved in the course) who carried out the peer review;
- the answer key of the exam (and any resit exam).

For **other assessment methods** (papers, oral presentations, etc.), the teacher will give:

- instructions with regard to content;
- the assessment criteria (by means of e.g. an assessment model or form).

The criteria must be submitted to a fellow examiner (who is not involved in the course) to be checked; the study manual must state who carried out this peer review. When assessing papers, a paper-based form of assessment is preferred. At least an assessment form must be used for the assessment of oral examinations. The instructions with regard to content, the assessment criteria used and/or the assessment model or form must be included in the study manual of the course in question.

An assessment matrix must not necessarily be included in the assessment file. The faculty acknowledges that the assessment matrix is a good way to show how the learning outcome of a programme component is tested (content validity), but is of the opinion that examiners can sufficiently demonstrate the content validity of their assessment by means of the study guide and the exam(s) themselves. A detailed explanation can be found in Annex 1. *If the relationship between the learning objectives and the assessment of a course is unclear, both the Programme Director and the Examination Board (Assessment Chamber) can oblige the teacher to draw up an assessment matrix for the course concerned.*

The so-called Digital Education File (DEF) is available for the collection of assessment files within the study programme. Members of the teaching staff are encouraged to upload their assessment file documents to the DEF, for which specific instructions have been drawn up.¹ With an eye on quality assurance and as part of the quality assurance cycle, the importance of collecting test files at a central location will be repeatedly brought to the attention in the period 2018-2020. By doing so, the faculty wants to further increase the support for the DEF.

The assessment file also includes a **list of course results**. For privacy reasons, this list cannot be included in the DEF. Grades are, of course, always recorded in the VU's administration system. Programme Directors receive an annual overview of the examination results per course. When consulting an assessment file, the (Secretary of the) Assessment Chamber may request an overview of the results of the course concerned.

In addition, a retention period of 2 years applies to **written papers and exams scripts**. Paper documents can be handed over to the Education Secretariat, which will ensure that they are archived carefully.

Course evaluations are not a standard part of a course's assessment file. If a course has been evaluated, the evaluation report will be made available to the Programme Director (and Programme Committee) and the Assessment Chamber.

¹ At the time of writing, a number of technical modifications to the DOD is still necessary before this system can be fully implemented.