

Academic Director of Assessment: Role Description

Royal Veterinary College (RVC)

The RVC appoints one or more Academic Director(s) of Assessment (ADA) to provide oversight of assessments in terms of their design to safeguard their validity and reliability.

Background – Assessment framework at the RVC

- RVC assessments are devised by members of the course management committees (with oversight from the Teaching Quality Committee and Learning, Teaching and Assessment Committee) in such a way as to ensure a constructive alignment between learning outcomes, assessment, and the learning environment.
- Student performance in assessment is evaluated, quality assured and ratified by Examinations Boards that are independent of course committees and have external examiners from outside the RVC.
- The Examinations Office is responsible for operational aspects of assessment delivery and student engagement with the various assessment modalities. They organise the technical and practical aspects of student interaction with assessments, liaise with academic staff for marking and collate/record the data for quality assurance processes and evaluation by the Examinations Board.

What is the role of the ADA?

The ADA functions as a point of reference for good practice in assessment, from a strategic overview of assessments throughout a course, to the intricacies of delivery of an individual assessment. This translates into four main areas:

1. Developing overarching policies, guidance, and regulations for all RVC assessments that are defensible both internally and externally.
2. Providing advice to curriculum managers on developing assessments or assessment practices that aligns with RVC assessment policies, guidance, and regulations.
3. Assisting Exams Office staff with quality assurance processes and monitoring of student performance and progression in the post-assessment phase.
4. Assisting External Examiners in their evaluation of assessment performance and advising Examinations Boards on decision-making for individual assessments.

The ADA is involved in:

- Evaluating peer reviewed educational literature relating to the validity and reliability of assessments, allowing implementation of an evidence-based approach to RVC assessment design and delivery.
- Consulting with Course Directors regarding the overall assessment strategy within a course.
- Liaising with and advising curriculum managers in terms of design and development of individual assessments to ensure alignment with learning outcomes.
- Providing training for new (internal and external) examiners.
- Providing advice for development and revision of Assessment and Award Regulations.
- Liaising with and advising Exams Office staff and other members of Professional Services in terms of operational aspects of assessment delivery and advising on solutions to specific problems that may arise during an examination.

- Assisting Exams Office in quality assurance processes (including analysis of reliability statistics and standard setting) and monitoring of student progression.
- Consulting with External Examiners to provide guidance in terms of their decision making with respect to assessment performance and implementation of RVC regulations.
- Contributing to committee (e.g., CMC, TQC and LTAC) processes for development of formal documents for guidance, policy, and regulation (including devising and revising marking schemes and guidance to markers).
- Consulting on special examination arrangements, and policy relating to disability issues on an individual and general basis.
- Engaging with Professional, Statutory and Regulatory Bodies regarding procedures relating to assessment.

The RVC aims for the consistent application of best practice in valid, reliable assessment across different modules, strands, and courses. The ADA's global view of RVC assessments, and their interaction with the major stakeholders for those assessments is designed to facilitate that aim.

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