

Assessor Workbook

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1. On board assessment

The requirements to an on board assessment are identified in the two IMO publications, the International Convention on Standards for Training, Certification and Watchkeeping for Seafarers, STCW, and the IMO model course 1.30, Onboard Assessment

Assessor

The assessor is an individual that makes a judgement about another person's level of knowledge or ability based on evidence provided through testing or some other means. The role of the on board assessor has become increasingly important, as the requirements for different functions on board a vessel are becoming stricter. The assessor's role has in many ways also become more difficult to fulfil in a satisfactory manner.

Assessment

Assessment is the judgement process carried out by an assessor based on evidence provided by a learner.

Learner

A learner is any individual who undertakes a programme of learning for the purpose of gaining new, or improving existing, knowledge and skills. They may also be referred to as a student, a trainee or a candidate.

Cultural awareness

In a multi-cultural environment, it is important to always consider the person being assessed and his or her cultural background. The candidate's perception of both the assessment itself and particularly of the feedback given from the assessor may depend on their culture. Therefore, a certain degree of cultural understanding may be crucial in order to perform a good assessment.

The western style of education and training is, in many ways, significantly different from that of Asians. The westerner is often encouraged to question the instructor, whereas the Asian is often taught to respect him. Therefore, it may be important to ensure that the candidate has fully understood the task before the assessment process begins.

Feedback

It is important that the feedback is given in a positive and constructive manner. If the candidate is from a collectivistic culture, it is important that the feedback is given in private rather than in front of others.

2. Exercises

All questions and exercises are marked with a score; to get full score try to answer all questions as comprehensive as possible. All questions must be answered and a score of 75% is required to pass the course.

Templates for answers to questions 2, 5, 6, 7 for preparation and 4, 5, 6 for assessment can be found in Annex 1.

The Assessor Training candidate must find a suitable venue and a shipboard or office task that is fit for the purpose. For shipboard tasks the STCW competence tables may prove helpful.

To complete the below exercises the following roles must be fulfilled:

Trainee

A *third person* must role-play as trainee to carry out the practical exercise and demonstrate competence/skill in the selected subject.

Assessor candidate

The *assessor candidate* (AC) must assess the third person using all appropriate assessment methods.

Evaluator

The *Evaluator* (a Certified Assessor or Master/Chief Engineer if no Certified Assessor is available onboard) must verify and evaluate the performance of the assessor candidate during the practical exercise. Evaluator must complete the *Evaluation of the Assessor Candidate* form in Exercise 3.4.

Practical exercises - preparation

In preparation for the assessment of a third person, the assessor candidate (AC) should complete and attach the following. **(20 marks/score)**

1. Produce a documented procedure for carrying out onboard assessment of competence
2. Design a feedback form to collect relevant information to improve the quality of the assessment process (*Template available in Annex 1*)
3. Select a relevant competence and produce detailed learning outcomes and learning objectives.
4. Select a shipboard task that is suitable for assessing the chosen competence.
5. Produce an assessment plan for the chosen task including the necessary preparations for carrying out the assessment (*Template available in Annex 1*).

6. Prepare supplementary oral questions for confirming the required knowledge and understanding associated with the task proficiencies (*Template available in Annex 1*).
7. Produce a scoring scheme for the assessment (*Template available in Annex 1*).

Practical exercises - assessment

The assessor candidate (AC) should complete and attach the following prior to, and as part of, the assessment of the third person. **(20 marks/score)**

1. Carry out a pre-assessment briefing explaining the assessment specification and performance requirements for demonstrating competence
2. Observe and carry out an assessment of the third person's performance
3. Use oral questioning to confirm knowledge requirements
4. Provide initial feedback and document the results of the assessment (*Template available in Annex 1*)
5. Carry out a post assessment debrief and provide detailed feedback (*Template available in Annex 1*)
6. Produce a performance improvement plan based on the result of the assessment if where outcomes are not met (*Template available in Annex 1*).

3. Evaluation of the Assessor Candidate

(To be completed by the Evaluator* while observing and evaluating the performance of the assessor candidate during the practical exercise.)(20 marks/score)

Name of Assessor Candidate:.....

Name of Third Person:.....

Name of Evaluator* observing Assessor Candidate:.....

Comments/Evaluation:

(For Example: You may include comments or information on the following:

- Background information on the third party and assessor candidate (AC).
- When was the assessment done, what was happening onboard the vessel, etc.
- How did the AC prepare the third person for the assessment?
- How did the AC begin the assessment?
- How did the AC conduct the assessment of the third person?
- How were skills demonstrated and tested
- How was knowledge demonstrated and tested?
- What assessment methods were used?
- How did the AC provide feedback? (Criticism and praise)
- What did the AC do well and what needs improvement?
- Provide general comments on the assessment. Was it successful? How was the experience for the AC and the third person?)

Vessel name: _____

Date: _____

Evaluator* (sign): _____

* Evaluator = Qualified Assessor (or Master/Chief Engineer if no Qualified Assessor is onboard)

4. Annex

Template for Question 2 preparation

3.1.2 Feedback form for monitoring the assessment process					
Instructions: 1-Poor, 2-Good, 3-Very good, 4-Excellent					
	1	2	3	4	Comments by candidate
[Quality issue #1]					
[Quality issue #2]					
[Quality issue #3]					
[Quality issue #4]					
[Quality issue #5]					

Template for Question 6 preparation

3.1.6 Oral questions		Score (points)	
Q1			
Q2			
Q3			
Q4			
Q5			
Q6			
Q7			
Q8			
Q9			
Q10			
		Total score	
Comments			
Name		Rank	
Signature		Date	Time

Template for Question 7 preparation

3.1.7 Scoring scheme				
Passing score percentage	%			
Task specification assessment	Weight	%	Max score	Points
Oral questioning	Weight	%	Max score	Points

Template for Question 6 assessment

3.2.6 Performance Improvement Plan			
Ship			
Candidate name		Rank	
STCW function area		Level	
Competence			
Assessment result			
Areas of improvement		Recommended action	
Candidate comment			
Assessor comment			
Additional actions			
Assessor name and rank			
Assessor signature		Date	
Candidate signature		Date	

5. Document status

Issue no.	Date	Author
1493 A	21.09.2000	EF
1493 A1	22.40.2002	EF
1493 A2	26.02.2003	EF
1493 B	05.10.2004	EF
1493 B1	24.11.2004	EF
1493 B2	22.05.2006	EF
1493 B3	26.02.2007	EF
1493 B4	01.01.2008	EF
1493 C	12.08.2013	JH
1493 C1	17.01.2013	AB
1493 C2	24.11.2014	AB
1493 C3	16.05.2017	TT
1493 C4	29.08.2018	TT
1493 C5	31.07.2019	BCC
1493 4.0	26.11.2020	ILG

6. Changes in the document

Issue no.	Paragraph no.	Description
1493 A1		Updating of the document
1493 A2		Updating of the document
1493 A3		Updating procedure Chap. 1
1493 B		Add para 1.3

1493 B1		Add new para 1.1, all other Para's new numbers. Correction of link to pages in Para 1.2 and 1.4.4.
1493 B2	Para 1.2 Para 3.1 Para 3.2	Added text Added theoretical questions with marks Changed from Para 3 to Para 3.2
1493 B3	Para 1.6	Added new paragraph 1.6, Evaluation of on board course
1493 C		General update of the procedure. Updated according to IMO model course 1.30 CBT # 56 removed, CBT # 263 and # 264 added
1493 C1		Updated 1.7, 1.8, 1.9 and 1.10
1493 C2	1.9	Removed "CBT login ID" added "Ships flag"
1493 C3	1.1 1.5	Added text regarding Assessment Added text for shore based personnel Updated in accordance with 2017 edition of IMO model course 1.30 Added Chap. 2, later Chap's new numbers Replaced the word "CBT" with "E-learning module"
1493 C4		New template
1493 C5		Added chapter 6, Annex Amended procedure text
1493 4.0		New Ocean TG course template. Split procedure and workbook, changed version numbering