

## ASSESSMENT AND ACTION PLAN (AAP) Instructions to Markers

The AAP is part of the Placement Portfolio but is marked separately from the other elements. You should initially use the Trainee Feedback Form to collect your evidence and write your feedback to the trainee. Please note that this form is returned to the trainee in its entirety. You should then use the first part of the Marker Booklet (blue) to rate each competency and allocate a provisional overall mark from 0 to 100 using the calculation system (example overleaf).

Each report is marked by one or two markers, so if you have a second marker the next step is to compare and discuss your evidence and grades with your co-marker. For each competency, discuss and agree the final grade to be given. Then again use Marker Booklet (red sections) to arrive at a final agreed numerical mark.

Next, check that this final mark represents your overall view of the piece of work (as per the criteria on the last page of the Marker Booklet). If it does not, then please revisit the competency grading (with your co-marker if you have one) until an overall mark emerges that does represent your views. Once you have agreed your final marks, complete the front page of the Marker Booklet, transfer the agreed competency ratings and agreed final mark to the front page of your Trainee Feedback Form and return both documents to the programme office by the agreed date.

If the final mark given is a fail, then we will forward your marks and feedback along with the submission to one of the programme's external examiners for moderation. We also routinely send a sample of passing reports from across the mark range for external examiners to review.

Once marks and feedback have been returned (and moderated if necessary) then trainees receive the Trainee Feedback Forms you have completed, including their unratified mark. Please note that we do not send the marker booklet, provisional individual ratings, or the original assignment back to the trainee. Marks are then ratified at the corresponding Examination Board.

### Tips for completing the trainee feedback form

Please make your feedback to the trainee as constructive and detailed as possible in each section of the form. To this end please write in full sentences and as fully as is practical so that trainees can make best use of the feedback. Strengths as well as weaknesses should be highlighted, and specific examples of how the AAP could have been improved should be included. We suggest you address positive feedback directly to the trainee writing in the second person (e.g. "you write clearly"). However, as research suggests that critical feedback is most easily taken on board when directed at

the piece of work rather than the author this is best delivered using more passive constructions (e.g. “there are frequent spelling errors in the paper” rather than “you frequently make spelling errors”).

In order to ensure legibility, all feedback must be typed. The Trainee Feedback Form which has been sent to you electronically contains examples of positive and negative behavioural indicators for each competency which you may wish to highlight if they apply to the work being marked.