

SENIOR EXAMINATION QUALIFICATION (SEQ) 2023/2024

INFORMATION ON THE SEQ TRAJECTORY THAT STARTS IN NOVEMBER 2023



tudelft.nl/teaching-support

GENERAL INFORMATION

Study load:	total 70 hours: sessions + homework: 55 hours SEQ certificate: 15 hours (not mandatory, strongly advised)
Registration:	via the training portal (follow this link)
Deadline for registration:	8 September 2023, 17:00 (intakes in September)
Sessions:	5 sessions on Monday 10:00 – 16:00: 20 November 2023 15 January 2024 25 March 2024 13 May 2024 1 July 2024
Intake, midterms, final:	Intake: September 2023 Final: July 2024
Location:	Training will take place on campus (Teaching Lab). Presence is mandatory. In case of quarantine obligations, hybrid options are offered.
Costs:	Between €3000,- and €3500, depending on the number of participants. Definitive costs will be communicated in September 2023 based on the definitive number of participants. Costs <u>include</u> SEQ certificate, lunch, coffee, etc.
Participants / eligibility:	1) Lecturers who finished their UTQ qualification and who work on assessment on programme level (e.g. learning line coordinators, members of Boards of Examiners, track coordinators, directors of studies / programme coordinators); 2) Assessment support staff who master UTQ ASSESS.
Maximum number of participants:	16, based on order of registration
Contact person for questions:	Bouke van Bergen Bravenboer (TLS)

LEARNING OBJECTIVES

After the course, you should be able to:

1. Formulate a substantiated **personal vision** on the role of assessment in higher education and explain the implications of this vision for assessment within your (degree) programme and/or faculty and/or university.
2. Hold and/or initiate a substantive discussion, based on literature, about the function and (improvement of) **quality of assessment** within the (degree) programme
3. Evaluate the **quality of programme assessment plans** in relation to the intended learning outcomes and their coherence with the assessment policy and vision on education and assessment, and give specific recommendations for their (re)design
4. Evaluate the **effectiveness of assessment policy** and **quality assurance** and give substantiated and prioritized recommendations for improvement
5. Improve the quality of assessment in your department, by developing guidelines for colleagues, developing, implementing and/or evaluating an assessment policy and/or (frameworks of the) assessment organisation
6. Critically reflect on your assessment competency and formulate plans for your continuous development

TOPICS PER SESSION

1. vision on assessment
2. preconditions for assessment quality: thematic explorations
3. assessment policy and quality assurance
4. programme assessment plans
5. impact assessment

SCOPE

During this training, you will learn to evaluate and improve assessment **on programme level** (or otherwise course-superseding). The training does **not** focus on the assessment of individual courses. If you want to learn more about course assessment, you are advised to follow the UTQ module ASSESS.

ASSESSMENT QUALITY ENHANCEMENT PROJECT ON PROGRAMME LEVEL

During the course, you will work on a project that enhances the assessment quality at programme level. At the end of the course, you will present the (intermediate) results. Before you start, you will have to select the assessment-related topic/problem on which you will base your project on a course-superseding level. This project is typically part of your current (or future) role as e.g. track coordinator, learning line coordinator, programme director, assessment advisor, or senior member of the board of examiners (with these tasks). Your initial ideas for the project will be discussed during the intake interview. You will be coached on the project during the SEQ.

REGISTRATION

Please register via the [Opleidingsportaal](#). Registration closes on the 8th of September at 17:00. Please ask your manager for permission to apply and for the baancode (cost code) to pay this fee. After the 8th of September, you can apply for the waiting list. We will contact you if a new course becomes available.

On the 12th of September, we will communicate the participants and invite you for an online intake interview (30 minutes) in September. Risbo will send you an intake form that you will need to complete and hand in beforehand. Please reserve an hour in your calendar to complete the intake form on time.

ASSESSMENT FOR SEQ CERTIFICATE

Participants are encouraged to complete the course with an SEQ certificate. This requires handing in a portfolio to demonstrate that they master the four SEQ qualities according to the assessment matrix below. Mid-term there will be a progress meeting with your SEQ coach.

PORTFOLIO (FOR SEQ QUALIFICATION)

A digital portfolio consists of 6 final products, which are graded pass/fail with a rubric. Each product requires a pass:

1. Individual vision on assessment
2. Presentation of thematic exploration (presentation)
3. Benchmark analysis programme assessment plan
4. Recommendations for assessment policy
5. Individual quality enhancement project (presentation and report)
6. Final reflection (written reflection)

EVALUATION QUALITIES

You will be assessed on the following national SEQ certificate requirements (see <https://toetsbekwaamheid.nl/wp-content/uploads/2020/10/Assessment-literacy-Qualities-of-the-assessment-literate-UAS-teachers.pdf>):

- **Quality 1: you act within the context of the assessment policy and the assessment organisation**
You evaluate the quality of those parts of/processes within the assessment organisation for which you are responsible, and can advise on these.
In doing so, you are aware of the different roles, tasks and responsibilities within the assessment organisation.
In your role, you contribute actively to practical guidance for colleagues, and to the development, implementation and/or evaluation of assessment policy and/or the (frameworks of the) assessment organisation of the degree programme.
- **Quality 2: you act within the educational and assessment programme**
You actively contribute to developing the assessment programme of the degree programme.
You evaluate the quality of the assessment programme in relation to the programme learning outcomes, and advise on the (re)design of the assessment programme.
You oversee the whole as well as the coherence and interconnections between assessments within the degree programme in relation to the education programme.

- Quality 3: you can adequately apply assessment knowledge and skills**
 You support and supervise colleagues in the assessment process, and evaluate the quality of your own assessments and those of colleagues.
 You translate the outcomes of evaluations into specific recommendations. You advise on issues relating to design and evaluation.
 In doing so, you constantly balance issues based on the function of the assessments and the context in which they are used.
- Quality 4: you retain your assessment literacy**
 As a critical professional, you focus on the continuous development of your own assessment literacy, in line with your role, tasks and responsibilities.
 You hold and/or initiate a substantive discussion about the importance of assessment literacy as part of teacher competence, and about the quality of assessment within the degree programme.

ASSESSMENT MATRIX (FOR SEQ QUALIFICATION)

These qualities (numbered Q1 to Q4 in the table below) are assessed as follows:

Product:	1. Individual vision on assessment	2. Presentation of thematic exploration	3. Benchmark analysis program assessment plan	4. Recommendations for assessment policy	5. Presentation of individual quality enhancement project	6. Final reflection
Quality:						
Q1	x	x	x	x	x	
Q2	x	x	x	x	x	
Q3			x	x	x	
Q4	x	x				x
Minimum grade required	pass	pass	pass	pass	pass	pass
Group/ individual assessment	individual	(sub) group	individual	individual	individual	individual
Link to sessions	Session 1	Session 2	Session 3	Session 4	Session 5	Session 5