Assessment Development Policy and Procedure

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HKiB

The Hong Kong
Institute of Bankers
香港銀行學會

Key areas of focus

1. Recruitment and appointment of examiners and moderators

2. Development of examination questions and paper

3. Cooperate governance structure

4. Evaluation of assessment effectiveness

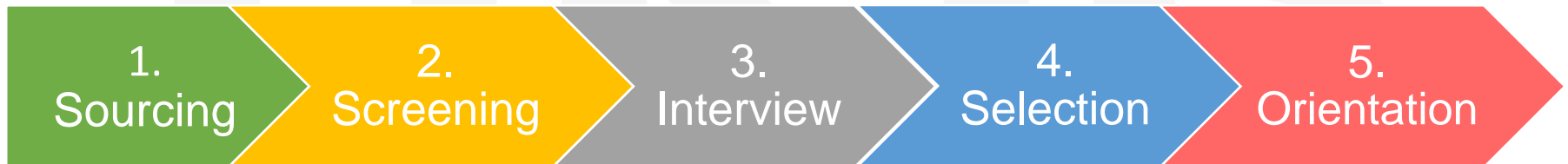# 1. Recruitment and appointment of examiners and moderators

Roles for Examiners / Moderators

1. Setting / moderating question paper + marking scheme

2. Preparing Examiner / Moderator's Report

3. Annual review of syllabus

4. Sharing in ME Session

5. Participating at Examination Moderation Committee (EMC)

Introduction

- Examiners and moderators are appointed for each service period based on requirements of the module

- Flow of appointment:

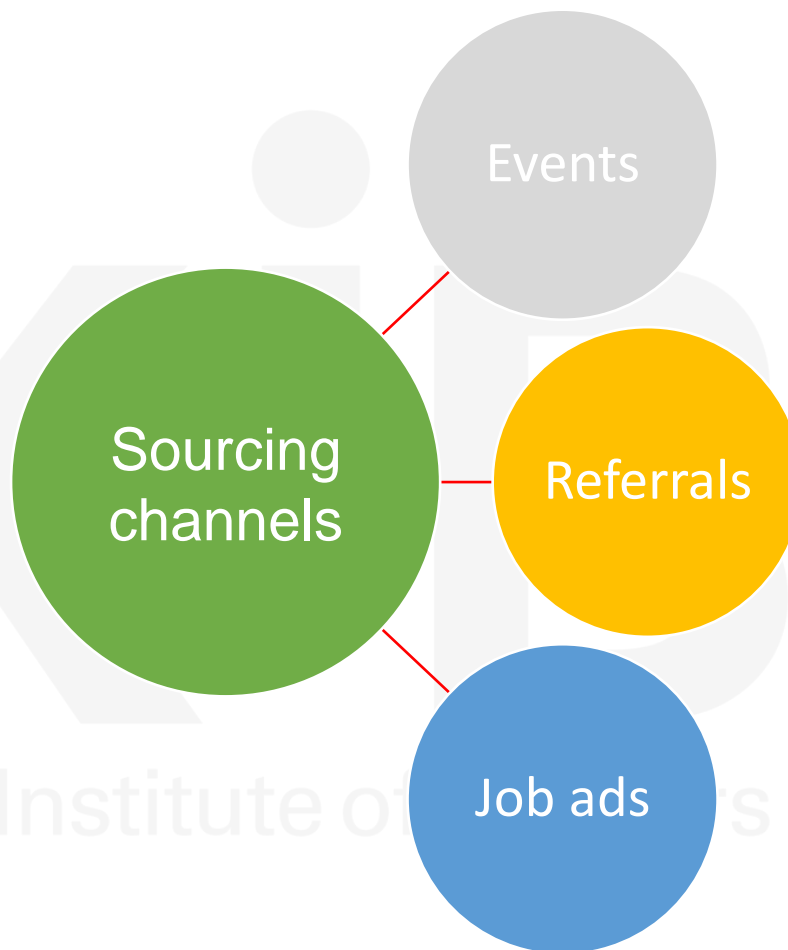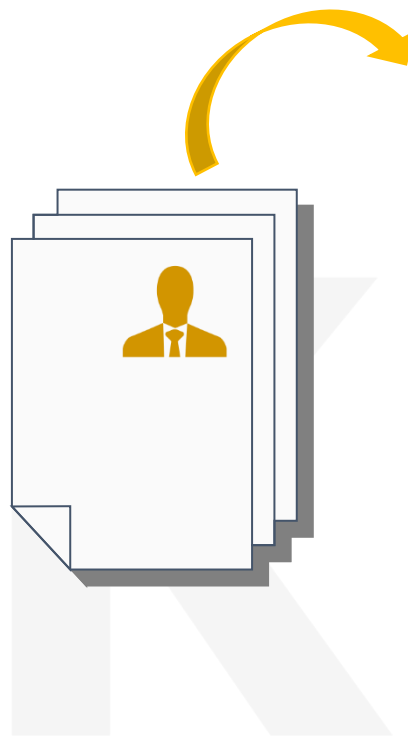| 1. Sourcing	2. Screening	3. Interview	4. Selection	5. Orientation

1. Sourcing

PCD Managers

Assistant General Manager

Sourcing channels

Events

Referrals

Job ads

2. Screening

Selection criteria:

PCD Managers

Assistant General Manager

- Academic and Professional Qualification
- Holder of HKIB Qualifications
- Language Proficiency
- Work Experience
- No Foreseen Conflict of Interest

3. Interview

PCD Managers

Assistant General Manager

- Academic qualifications
- Professional qualifications
- Banking / work experience
- etc.

4. Selection

Appointed Examiner / Moderator should sign

- Professional Service Agreement

- Bio / Profile

- Self-declaration Form for Examiner / Moderator / Trainer

- Intellectual Property and Confidential Information Agreement

(i)   2-year Professional Agreement would be prepared &
(ii) Confirmation Letter would be prepared for each exam / job task

5. Orientation

- PQAA Overview and its process

- Programme and Examination Development Process Overview

- General Guidelines for Examiners / Moderators

- Programme Handbook, Brochure and Flyer

- Examiners / Moderators' Handbook
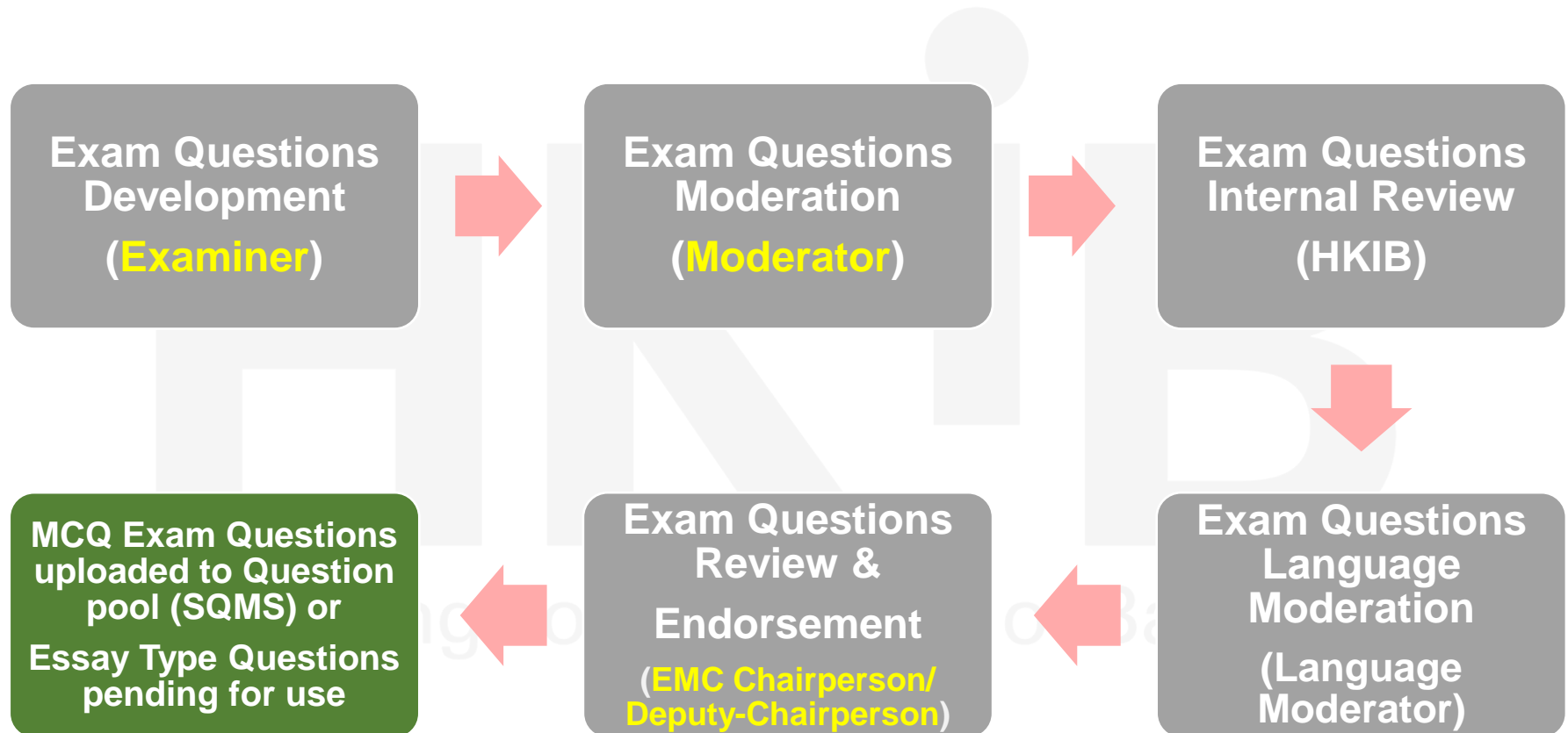
- Relevant training materials

2. Development of examination questions and paper

Guiding Principles of Assessment Strategies

No.	Strategies	Guiding Principles
1.	**Learner-focused**	The selected assessment method can help to assess the knowledge and application level of the learners on the programme; the assessment is easy to understand
2.	**Accessible**	Assessment materials such as information related to the application forms and process, assessment regulations, etc. are supported with approachable learning support
3.	**Flexible**	Assessment schedule is flexible for different learners catering to their individual learning progress and schedule
4.	**Valid & Reliable**	Learners' performance can be effectively measured in the assessment outcomes
5.	**Fair, Transparent & Consistent**	The assessment is being carried out in a fair, transparent and consistent manner across different markers through a standardised QA mechanism
6.	**Quality Assured**	The assessment questions are highly quality assured by the best practice of "checks and balances" mechanism, so as to ensure it is up to the prescribed QF level
7.	**Compliant**	Compliant with relevant requirements of the industry for which the qualification is designed, e.g. the ECF professional qualifications are highly recognised by the banking industry through the high involvement of the industry during the development phase
8.	**Credible**	Respective certification holders are highly recognised by the industry on account of the professional practice, which can be reflected in all the aspects of assessment development and performance measurement for all of the professional qualifications

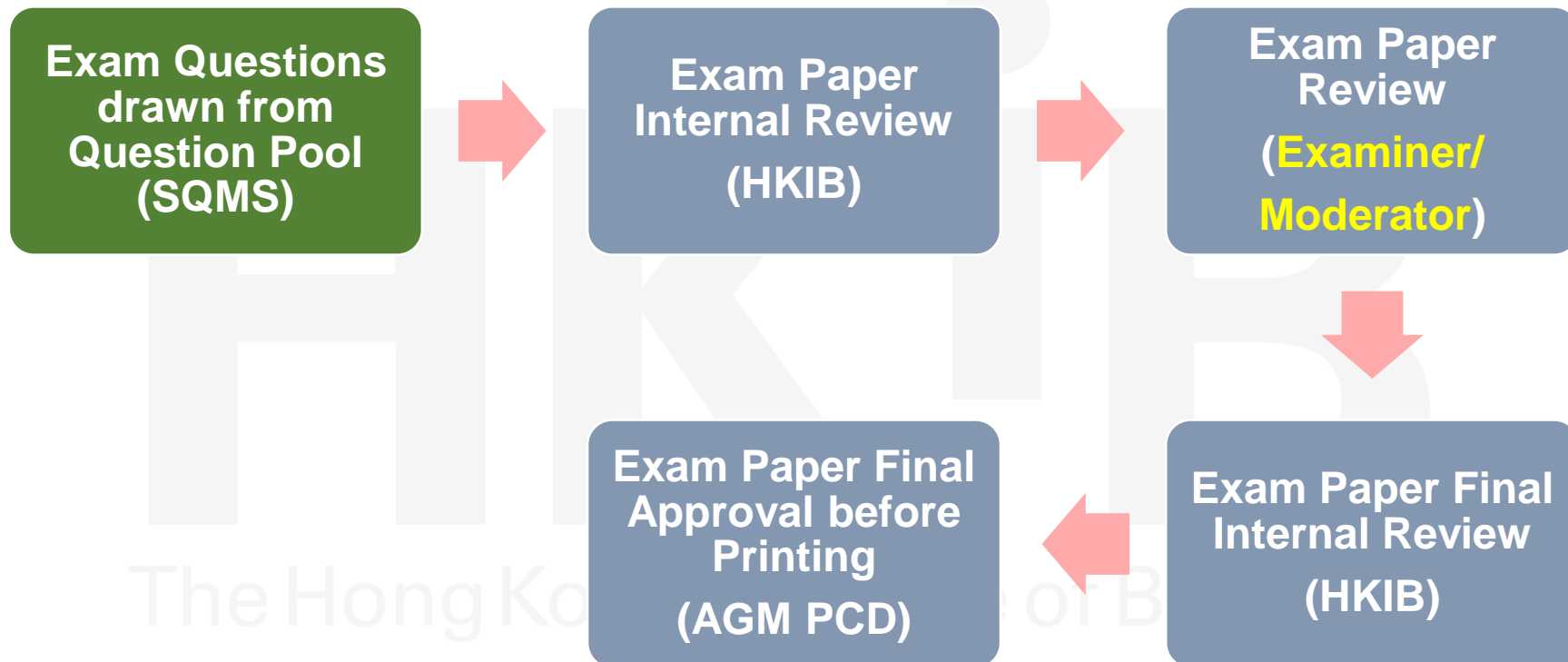# New Exam MCQ Question / Essay Type Question Development Process

Exam Questions Development

(Examiner)

➡️

Exam Questions Moderation

(Moderator)

➡️

Exam Questions Internal Review

(HKIB)

⬇️

MCQ Exam Questions uploaded to Question pool (SQMS) or Essay Type Questions pending for use

⬅️

Exam Questions Review & Endorsement

(EMC Chairperson/ Deputy-Chairperson)

⬅️

Exam Questions Language Moderation

(Language Moderator)

Development / Moderation of 10 new MCQs per exam session

- To dilute the question pool

MCQ Exam Paper Development Process

Exam Questions drawn from Question Pool (SQMS) → **Exam Paper Internal Review (HKIB)** → **Exam Paper Review (Examiner/ Moderator)** → **Exam Paper Final Internal Review (HKIB)** → **Exam Paper Final Approval before Printing (AGM PCD)**

Criteria to assess question paper

3. Corporate governance structure

Corporate Governance Structure

Council

Executive Committee

Professional Standard and Examination Board (PSEB)

Examination Moderating Sub-Committee (EMC)

Secretariat (HKIB)
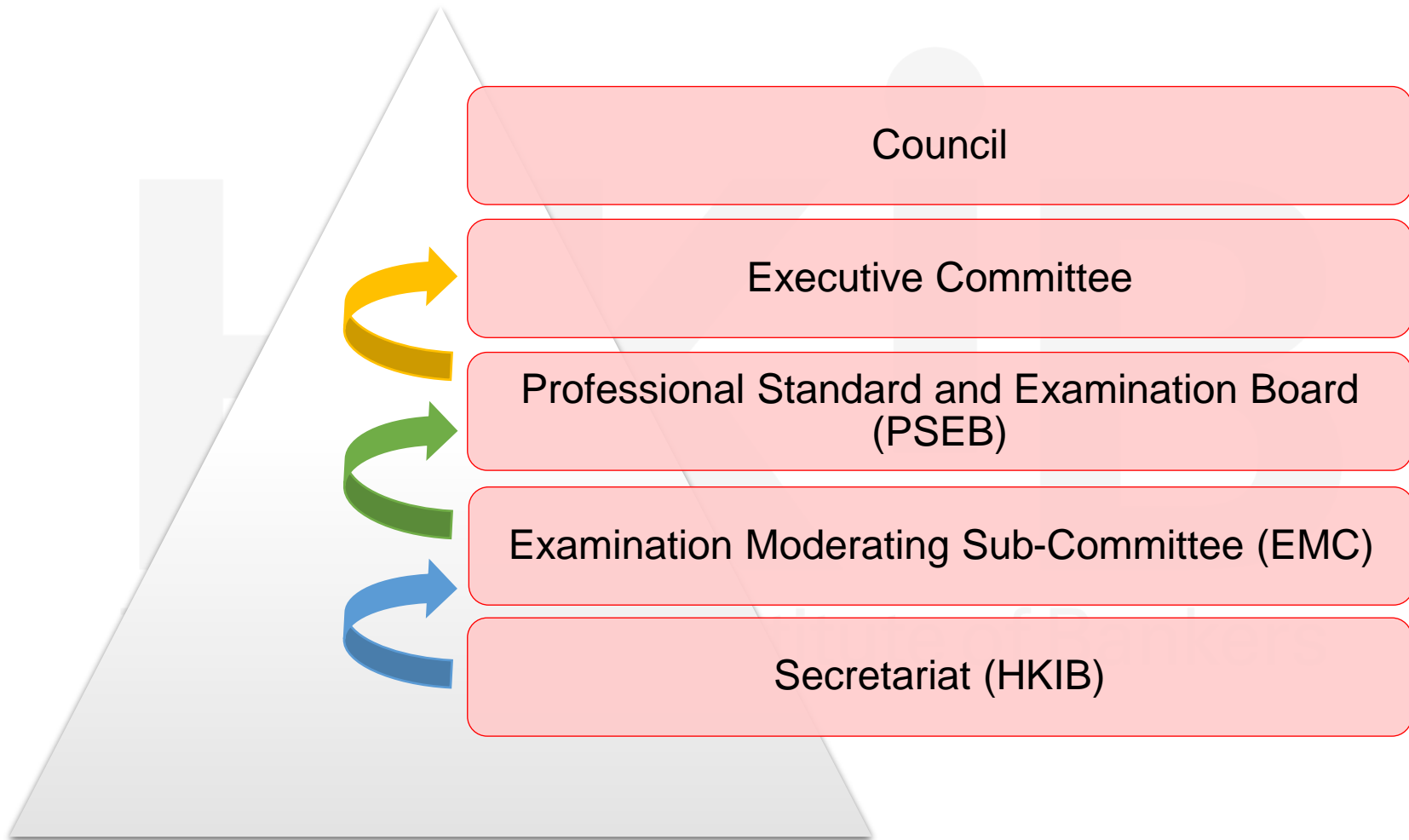
ToR of PSEB (extracts)

Report to EC regarding policy matters related to **qualification standards / assessment / accreditation**

Supervise EMC regarding their roles and responsibilities

Comment **Qualifications development strategies / policies** based on recommendations from steering committee

Define and review the **assessment policies**

Endorse / advise **assessment strategies**

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ToR of EMC (extracts)

Report to PSEB
- Endorse / Rectify exam results

Exam questions / syllabus
- Review on quality and validity of questions / papers / syllabus

Marks moderation
- Oversee moderation of marked results

Appeal
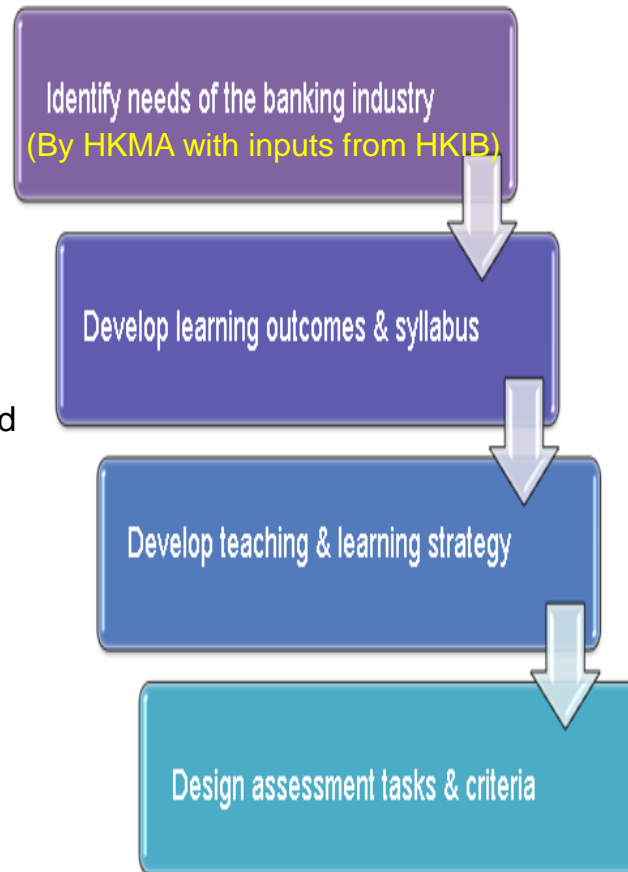- Manage appeal cases and recommend follow-up actions

Overall
- Comment on assessment policies / standards

Overview of HKIB Programme Development QA Mechanism

KEY COMPONENTS

1. Role and tasks competency requirement identification
2. Industry Consultation
3. Issuance of Guideline

1. Programme Objective
2. PQ and Module Qualifications Intended Outcomes
3. UoCs Mapping
4. Syllabus/Topics/Recommended Readings

1. Training materials
2. In class activities
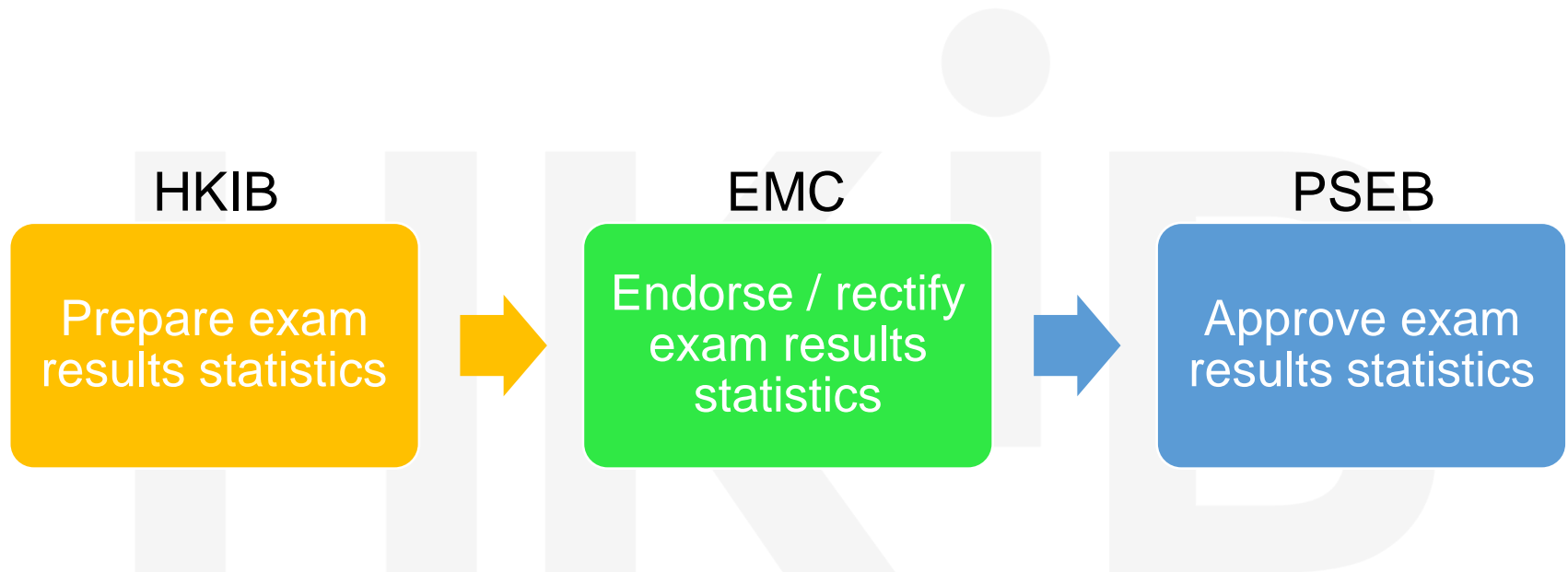3. Self-study activities

1. Examination (MC/Essay/Case Study)

DEVELOPMENT PROCESS

Identify needs of the banking industry
(By HKMA with inputs from HKIB)

Develop learning outcomes & syllabus

Develop teaching & learning strategy

Design assessment tasks & criteria

QUALITY ASSURANCE

- **Maker**: Secretariat / ECF Steering Committee (HKMA)/ Regulator / etc.
- **Checker:** HKIB Committees (EC,MPDC,PSEB,CDC,FTC,SAP/PAP)

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- **Maker:** Writers/Trainers / Secretariat /Regulator
- **Checker:** Reviewer/SAP/PAP/Secretariat

- **Maker: Examiners**
- **Checker:**
  - **Moderators**
  - Examination Moderating Committee (EMC)
  - PSEB
  - Secretariat

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Exam result endorsement and approval

HKIB	EMC	PSEB
Prepare exam results statistics	Endorse / rectify exam results statistics	Approve exam results statistics

4. Evaluation of assessment effectiveness

Major Components

During exam

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Q & A Session